



DIOCESAN BOARD OF SOCIAL SERVICES

HR POLICY AND STAFF SERVICE RULES FOR THE DBSS STAFF

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**CHURCH OF NORTH INDIA
DIOCESAN BOARD OF SOCIAL SERVICES**

**Employees` Service Rules
(PART –I)**

I. PREFACE:

1. These rules shall be called Diocesan Board of Social Services H R rules and shall be applicable to all the employees of Diocesan Board of Social Services, Church of North India.

II. DEFINITIONS

1. `Diocesan Board` means CNI Diocesan Board of Social Services, which includes all departments, offices, sub-center, sections, fields and branches where the activities of the Board are carried out.
2. `Executive` means the Executive Committee of the Board represented by the Secretary/Chairman.

III. GENERAL

1. Every employee shall discharge his/her duties with utmost integrity, honesty, devotion and diligence and do nothing that is unbecoming of a church employee.
2. Every employee must maintain good conduct, discipline and be courteous and respectful to all persons at all times.
3. Every employee must at all times maintain strict secrecy regarding affairs of the DBSS entrusted to him/her and not divulge directly or indirectly any information of confidential nature to any person. No employee is to use official stationery for his/her personal use.
4. No employee, without the prior approval of the DBSS publish or be instrumental in publishing of any matter which may directly or indirectly relate to the administration and management of the DBSS.
5. No employee shall be under the influence of alcohol/intoxicating liquor or drugs or consume intoxicating substances or drugs during the course of his/her duties or in the public places.
6. No employee shall smoke during the course of his duties or in the office premises.
7. No employee shall take part or participate in any demonstration inside or outside the office premises or field, which may directly or indirectly affect of interest of DBSS.
8. No employee or any member of his/her family or person acting on his/her behalf shall receive any gratification from any person having business dealings with the DBSS.
9. The Program Co-ordinator shall maintain a service book for every staff and shall be responsible for its safekeeping. In case of the absence of Program Co-ordinator, the Chairman will maintain the service book.

IV. REQUIREMENT (SELECTION/APPOINTMENT)

Every applicant for employment will be required to fill up & sign the prescribed Application/General information form along with photograph and verified photocopies of all the needed documents as mentioned in the Application Form.

CRITERIA: A candidate needs to fulfill the following criteria:

- i. Basic Qualification.
- ii. Experience of work.
- iii. Contribution in the activities of DBSS in the field /office.

PROCEDURE: Perform satisfactorily in a test of proficiency in the job he/she seeks in the manner considered necessary for the purpose and the same be approved by the DBSS Board.

PROBATION: A newly appointed staff shall be on probation for the minimum period of six months from the date of joining.

CONTRACT: All the staff shall be in contract for three years that is the period for the project.

ASSESSMENT: There will be an annual assessment / appraisal of the DBSS staff done by a team from SBSS and DBSS.

V. PROMOTION /DEMOTION /GRADATION

Promotion/demotion/gradation will be determined by the following factors:

- a) Proficiency in the task assigned
- b) Potential for higher responsibility
- c) Punctuality and good conduct
- d) Seniority in service
- e) Annual performance Appraisal/Assessment.

An additional increment and special incentive will be given as per the designation of the staff member.

VI. RESIGNATION

If a staff wants to resign from DBSS, she /he is required to inform the Board 3 (three) months in advance. For immediate resignation, 3(three) months' salary shall be refunded to the organization.

VII. AGE OF APPOINTMENT / RETIREMENT

The appointment of the probation, contract as well as permanent employee shall not exceed the age of 60 years.

VIII. WORKING HOURS

1. All employees shall work five days in a week, from Monday to Friday, eight hours per day (the field staffs need to be in the field for minimum 3 days in a week and at least one night stay in a village in every 15 days). Besides an employee may be required to work beyond his/her working hours if the exigencies of work so demand and such instructions shall be complied with. Failure to comply with such lawful and reasonable instructions will warrant strict disciplinary action and may even include termination of services.
2. All employees shall be required to attend to any emergency or other urgent duties outside their regular hours of work including on Saturday, Sunday and holidays, if required.

IX. ATTENDANCE

To keep the record of attendance, one register would be maintained in the DBSS office level. The attendance of field staff would be put in the attendance register as per the Tour Plan of the staff and their leave application.

Absent

If he/she is not present in the field without information, it will be treated as absent.

X. TRAVEL RULES

A staff member can avail the following benefit whenever she/he has to travel for programmes:

- a) II Class Sleeper in trains - Incidentals as approved by DBSS
- b) Actual Bus fare – Incidentals as approved by DBSS
- c) Food/DA – As approved by DBSS
- d) Accommodation – As approved by DBSS

XI. CODE OF CONDUCT

The following acts of omission/commission on the part of any employee shall be treated as misconduct.

1. Failure to observe the rules and regulations of employment.
2. Laziness and inefficiency
3. Absenteeism
4. Habitual late-comer
5. Overstaying of leave without sufficient reason

XII. DISCIPLINARY ACTION FOR MISCONDUCT

Any employee found guilty of misconduct will be awarded any of the following punishments;

- a) Warning in writing
- b) Suspension in writing
- c) Stoppage of subsequent increments in scale than due

- d) Demotion in rank and grade
- e) Dismissal without notice and without any compensation.

XIII. TERMINATION

- a) Violation of code of conduct
- b) Violation of contract / HR Policy
- c) Medically unfit
- d) Close of Project
- e) By giving notice before three months / with immediate effect (by giving three months salary in lieu of three months` notice from either side).

XIV. REPORTING / CO-ORDINATION / RESPONSIBILITY

- i) Reports should be sent by the 25th of every month by the Community Enablers to the DBSS office.
- ii) Each DBSS is to regularize PARAM.
- iii) Financial reports are to reach RCSA & HQ by the 5th of each month.

XV. DELEGATION

In the absence of Co-ordinator or any subordinates, delegates may be sent from the staff or Board members who are suitable for the representation.

XVI. SEXUAL HARASSMENT AT WORK PLACE

Sexual harassment is an unwelcome sexual advance; request for sex or any other sexual behavior that a reasonable person would know or expect would offend, seriously embarrass or humiliate another.

Although both women and men experience sexual harassment, it is a problem that particularly affects women. There might also be situations where the sexually offensive behaviors or demands are targeted at the same sex (a woman harassing a woman or man harassing a man).

PREVENTIVE STEPS

- i) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work place and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.
- ii) There will be a complaint committee in each DBSS. The complaint committee will consists of 3 to 5 senior staff members.
- iii) The complaint committee should be headed by a woman and not less than half of its members should be women.

COMPLAINT MECHANISM

- a) The victims should give a written complaint to the complaint committee.
- b) The complaint committee must submit a report to the Chairman, DBSS and the Board on the action taken by them.

DISCIPLINARY ACTION

- The sexual harassment matter will be treated very seriously and investigated promptly and thoroughly.
- Care should be taken to ensure that the career and reputation of neither party are unjustly affected.
- Priority will be given to seek reconciliation and restore acceptable behavior, but may also include disciplinary action against proven offender.
- It shall be the duty of the DBSS Board to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.
- Where such conduct amounts to misconduct in employment as defined by the relevant HR policy of the DBSS, the DBSS BOARD in accordance with those rules should initiate appropriate disciplinary action.

XVII. PAY / SALARIES / ALLOWANCES

There should be 4 grades in the DBSS salary structure

1. for Community Enabler
2. for Communication & documentation Assistant
3. for Program/issue facilitator
4. for Program Coordinator

The honorarium/salaries will be paid as per the designated salary scale/structure with regards to the grade of the DBSS. (Refer salary scale/structure of DBSS)

XVIII. STAFF BENEFITS/ SECURITY SCHEME

The staffs are eligible for the staff benefits immediately after joining, irrespective of their category of appointment.

- i) PF (12 % of Salary)
- ii) Staff Good will offer (with effect from new project phase; Speaking out. , subject to completion of 5 years continued service)
- iii) Medical allowances (Rs.1200/- per annum, self (or) with dependent)
- iv) Telephone allowances (Rs. 1200/- per annum@ Rs. 100/- per month)
- v) Mediclaim (up to a premium of Rs.1000/- per annum for self)

- vi) Social security Fund (in service death) up to 1, 00,000/- for self. Subject to a member of non refundable fund (contributing of Rs.100/- per month, per person).
(Rs.100000/- for death during any official work/visit/deputation, Rs.50000/- for death due to severe diseases/heart attack, etc.)
- vii) Christmas gift (3500/- per annum at Christmas time)

PART II STAFF LEAVE RULES

Leave cannot be claimed as a matter of right, it may be granted subject to exigencies of work and the convenience of the Management, so that the smooth running of the establishment is not affected.

The leave year shall be 1 January to 31 December.

- 1. These Leave Rules may be called “The Leave Rules”.
- 2. These rules shall apply to all employees of DBSS.

Casual Leave:

- a) Casual leave may be granted at the rate of 12 days in calendar year.
- b) Casual leave will be sanctioned on prior application for a maximum period of three days at a time (affix or suffix Sunday or local holidays).

Sick Leave:

- a) Sick leave can be granted at the rate of 15 days in a calendar year.
- b) Medical Certificate from a recognized medical practitioner is to be produced if the sick leave is more than 3 days.

Study Leave

- a) Study leave to an employee may be granted as per the approval against the requirement.

Annual Leave

- a) Annual Leave may be granted at the rate of 15 days in a calendar year.

Maternity Leave

- a) Maternity Leave would be admissible to married female employees for a maximum of 90 days.
- b) Maternity leave shall be granted twice during the entire period of service.

Paternity Leave

- a) An employee who has completed a minimum of six months continuous service shall be entitled to Paternity leave of 15 days up to two kids.

Special Extra –Ordinary

- a) Request for extra-Ordinary leave must be made in writing to the Governing Body one month in advance.
- b) At the discretion of the special/extra-ordinary leave may be granted to employee(s) depending upon the need, situation and circumstances.