

HUMAN RESOURCE DEVELOPMENT POLICY

{RULES AND REGULATIONS OF SERVICE OF THE VOLUNTEERS OF SHAKTI}



Housing Board Colony, Po./Dist.-Rayagada, Orissa, Pin-765 001
Phone/Fax No.- 06856-225762,
e-mail-shaktiorg@gmail.com, www.shaktiorg.com
<http://shaktiorg.blogspot.in/>

HUMAN RESOURCE DEVELOPMENT POLICY

{RULES AND REGULATIONS OF SERVICE OF THE VOLUNTEERS OF SHAKTI}

SHORT TITLE AND APPLICATION:

These rules may be called HRD policy and it means “Conduct, Discipline and Rules, which is applicable only for the Volunteers of SHAKTI ORGANISATION (SSCSO)”

01. PREAMBLE:

The Human Resource Development (HRD) policy of Shakti Organisation is a continuation of our effort for democratic and participatory functioning within SHAKTI, so as to enhance our commitment to a just and participatory society.

These rules, principles and policies will protect our autonomy as persons while making it humanly possible to function as an organization. We understand and state that this policy rests on the principles of self-regulation and monitoring while allowing ourselves as persons to be regulated and monitored by people engaged by SHAKTI through the rights of SHAKTI’s Executive Committee elected by legally constituted General Body as established by SHAKTI’s constitution are supreme and acceptable to us.

02. DEFINITION:

- i. Organisation- Means “Shakti Social Cultural and Sporting Organisation, Ramanaguda, Rayagada, Orissa, India duly registered under the Societies Registration Act. In short it is well known as Shakti Organization (SSCSO).
- ii. Competent Authority-Means “The General Secretary –SHAKTI Organisation”.
- iii. General Secretary –“General Secretary “means the Chief Functionary and General Secretary of Shakti Organisation is elected as such under the by-laws of Shakti Organisation; who is fully responsible for managing Shakti Organisation ,and is accountable administratively to the “Governing Body” of the Organisation. The General Secretary is the final executive authority in all matters concerning this manual, and his interpretation of these Rules shall be final. General Secretary may, however, assign certain functions or delegate certain powers to other functionaries and Executive Director of Shakti Organisation.
- iv. Executive Director-Executive Director is appointed by the General Secretary, and he or she looks after the day to day administrative affairs of Organisation and ex-officio member of Executive Body and work as CEO of Organisation.
- v. Volunteer – Means any person engaged by SHAKTI Organisation with certain amount of remuneration in connection with work/program undertaken by Shakti organization. The volunteer may be engaged for part time/Full time /Temporary or permanent or for a particular period of time.

03. ACCOUNTABILITY:

- a) All volunteers are directly accountable to the General Secretary.

04. APPLICABILITY OF LABOUR LAW VS. VOLUNTARY SERVICE:

- a) SHAKTI engages volunteers to carryout various developmental, welfare; charity related programmes/services for the development of people, society and the area of its operation.
- b) The basic criteria for selection of any volunteer are his/her willingness to work for the upliftment of under privileged people and under developed area with service mentality and dedication.
- c) Shakti organization makes necessary arrangement to provide honorarium to its volunteers.
- d) Most of the programmes are run with grant from Donor agency both Govt. and Non-Govt. International agencies and individual donors.
- e) All the grants received by SHAKTI are based on projects raised for particular purpose; hence all engagements are temporary in nature, duration being based on the duration of the respective projects.
- f) None of the volunteers comes under any labour act, as they have already given their consent for voluntary service.

05. FURNISHING OF BIO-DATA:

- a) Every volunteer shall furnish his/her correct and complete bio-data, in a prescribed format, along with two passport size photographs for the purpose of record, and also notify subsequent changes if any, in writing.

06. DUTIES & OBLIGATION:

- I. Every volunteer of the Organization shall at all times,
 - (a) Maintain absolute integrity & honesty.
 - (b) Conduct himself/herself at all times in a manner, which will enhance the reputation of the "Organization"
- II. Each & every volunteers should loyal towards Shakti Organisation.
- III. Every volunteer must carry out the work for which he/she is engaged and obey lawful instructions of his superiors in the organization.
- IV. Each Volunteer shall in the performance of his/her official duties or in the exercise of powers conferred on him/her acts otherwise than on his /her best judgment excerpt where he/she is acting under the direction of official superior.
- V. Each volunteers should be pro-active, positive thinking, Alert to requirement of project and job, Innovativeness in work and approach.
- VI. Each & every volunteers shall safeguard Shakti Organisation's goods and property; also see that all official documents, Registers, files, books, journals, records, articles, assets, etc. belonging to Shakti Organisation are to be in right order, safely kept and maintained at the premises of Shakti Organisation and are not removed without the express permission of the General Secretary; or lost or damaged in any way.
- VII. Every volunteer shall during the tenure of his/her service devote his/her full time and attention to the affairs of Shakti Organisation in all respects, and fully conform to all directions, rules and policies of Shakti Organisation.

VIII. Every volunteer member shall comply with the orders and instructions of Shakti Organisation and its nominated functionaries, and shall conscientiously work to fulfill its functions and purposes. He/she shall make his/her utmost endeavor to promote interests of Shakti Organisation and serve at such places and in such capacities as may be required from time to time.

07. ASSIGNMENT OF WORK AND DUTIES:

- a) The reporting relationships, and/or designations/job titles and the nature of duties / work/ project /assignment of each volunteer will be as determined from time to time.
- b) Workload and responsibilities will be worked out in consultation with project coordinator /General Secretary.

08. EXCLUSIVE SERVICE:

- a) Every volunteer shall during the tenure of his /her service devote his/her full time and attention to the affairs of Shakti Organisation in all respects and fully conform to directions and rules of Shakti Organisation.
- b) No full time volunteer of Shakti Organisation shall seek accept any part time engagement or assignment either for financial consideration or otherwise.
- c) Volunteers may accept a position in an honorary capacity in a Trust, Society or Association with prior written permission from the General Secretary provided there is no conflict of interests and the holding of such position do not interfere in their work in Shakti Organisation.
- d) Part time volunteer, if desirous of taking up any additional part time assignment /employment either for financial consideration or otherwise may do so only after having obtained written permission of the General Secretary.

09. CONFIDENTIALITY:

- a) All Team members (Volunteers) shall maintain confidentiality of all information pertaining to the internal and external functioning of Shakti Organisation.
- b) The divulging of information, gained while in the service of Shakti Organisation, Which is likely to harm the good reputation of any individual or the organization will attract disciplinary action.
- c) Disclosing to unauthorized person any information in regard to SHAKTI'S internal functioning or any other information, which is decided to be kept confidential by the project team or general staff meeting or any other appropriate forum.

10. EXCLUSIVE PROPERTY:

- a) All information, data, documents, Training Handouts and research materials collected/received by any volunteer while in the service of Shakti Organisation, shall be the exclusive property of Shakti Organisation and no volunteer shall have any claim to any such property.
- b) Volunteer desirous of having these materials may get copies with prior approval of the general Secretary or his/her authorized representative.

11. NORMS OF DISCIPLINE & CONDUCTY AND TERMS OF MISCONDUCT:

- a) Omission of any act while amounts to criminal offence involving moral turpitude.

- b) Behavior which is contradictory to the goals, principles and philosophy of SHAKTI.
- c) Every volunteer of Shakti will generally conduct himself/herself in a manner that is consistent with office discipline, and good reputation of himself/herself and Shakti Organisation.
- d) Drunkenness or riotous or disorderly indecent behavior in the premises of organization or outside such premises which is related or conducted with the Organisation.
- e) Theft, Fraud or dishonesty in connection with the works or property of the organization.
- f) No volunteer shall act in any manner, which amounts to sexual harassment of another person.
- g) No volunteer shall consume liquor within the office premises or while on duty.
- h) Every volunteer shall observe courtesy and politeness; and refrain from any riotous or disorderly behavior or any behavior not conducive to smooth functioning of Shakti Organisation, not only while dealing with office colleagues but also while representing Shakti Organisation in any forum, or with any external agency.
- i) Willful insubordination or disobedience whether or not in combination with others of any lawful and reasonable order of his superior or the person holding overall responsibility for the project or SHAKTI as a whole.
- j) Willful disobedience of any reasonable and democratically reached decisions of the concerned project team.
- k) Furnishing false information regarding name, age. Father's name, qualifications, experience of previous services or any other matter connected to the engagement at the time of engagement or during the course of engagement.
- l) Absence without leave or over-staying the sanctioned leave for more than three consecutive days without sufficient grounds, or proper satisfactory explanation.
- m) Habitual late attendance in office/duty/meeting.
- n) Habitual absence without prior permission for leave.
- o) Neglect of work or negligence in the performance of duty including malingering work.
- p) Willful slowing down of work with a view to delay the completion or non-completion of any time bound project or the abatement or instigation thereof without discussion of grievances at appropriate forums viz.project core team, general staff meeting ,General Secretary.
- q) Taking or giving and or demanding any bribe or commission or illegal gratification gift from any of the participants of SHAKTI's program or fellow volunteers.
- r) No volunteer shall enter into monetary dealings with his/her colleagues, subordinates or clients.
- s) If any financial /material loss is caused to the organization by any willful act of commission/omission of any volunteer. The matter shall be put up in writing before the General Secretary and if it is confirmed upon hearing the concerned volunteer that the said loss is caused willfully or due to the negligence of the concerned volunteer, she/he is liable to reimburse the same (partially or fully) by way of deduction which shall not however exceed 40% of the total monthly honorarium per installment.

- t) Disclosing to unauthorized person any information in regard to SHAKTI's internal functioning or any other information, which is decided to be kept confidential by the project team or volunteers meeting or any other appropriate forum.
- u) No volunteer shall share information about Shakti Organisation with any person whosoever expect in the interest of Shakti organisation's work or with written permission of the General Secretary.
- v) No volunteer shall publish or cause to be published any article or statement bearing on the affairs or reputation of the institution in any journal, book or research papers without permission of Shakti Organisation.
- w) Refusal to accept any written communication from the office /General Secretary.
- x) Intentional sending of inaccurate monthly report or non-submission of reports within days of bearing decided to submit the same without valid and satisfactory reasons at more than 3 occasions during the course of any given 12 calendar months.
- y) No volunteer can participate in any political organization or stand for the election even for municipal or panchyatiraj Bodies without the permission of the General Secretary.

Note: The above norms are illustrative and not exhaustive.

12. BENEFITS:

- a) A volunteer may be eligible for certain other benefits as per the letter of engagement issued to him/her. Such benefits will be determined by Shakti Organisation from time to time and on a case –to-case basis.

13. HONORARIUM:

- a) Monthly Honorarium of all volunteer will be determined by Shakti Organisation from time to time.
- b) Honorarium for each month shall normally be paid on or before the seventh working day of the succeeding month (Sometimes depends upon availability of funds concerned project or organization as a whole).
- c) Advance against honorarium shall not be made, except at the discretion of the General Secretary [in exceptional cases only].

14. ATTENDANCE:

- a) Every volunteer shall present himself/herself at his/her place of work at the stipulated time, and maintain punctuality in office and other work assignments.
- b) Habitual late attendance will be deemed as breach of discipline.
- c) All volunteers shall record their attendance in accordance with the procedure laid down for their place of work.
- d) Whenever a volunteer proceeds on an out-door or out-station duty, field duty, proper record will be maintained.
- e) Coordinators are responsible to look after the attendance register and prepare monthly abstract of attendance of all volunteers, display of the same in office notice board and the same have to be placed before the General Secretary before the disbursement of monthly honorarium.
- f) All volunteer will maintain separate log book/.dairy clearly noting the time of reporting at office or field and activities /tasks undertaken during that day with the specified time spent. This logbook should be submitted by coordinators to General Secretary as and when asked for.

15. HOURS/DAYS OF WORK:

- a) Normal working hours will be 48 hours a week, as specified from time to time.
- b) Normally weekly off day will be Sunday.
- c) The actually duty timings, lunch break and weekly off days may, however, vary at different locations /projects. These will be based on requirement of work, nature of the programme and function and local variations. These will be decided in consultation with those entrusted with the responsibility of managing work in the particular field programme or office and will be notified annually with the approval of the General Secretary.
- d) All volunteers shall be required to work/attend any emergency or other urgent duties outside their regular hours of work including weekly off days/holidays. And even in the late evenings, as and when required. Compensatory off can be claimed within the same or following week/month in consultation with coordinator and with permission from secretary as applicable.
- e) All office based Volunteers (Accounts & Administrative) should report to work at 9 a.m. and leave not before 6.p.m. that does not mean that a volunteer cannot work beyond that specified timed scheduled, if he /she has got works to do with. Time registers for all volunteers should be maintained at all offices.
- f) Maximum time of lunch break can be one hour between 1.00p.m. To 2.00 p.m. the same also applies to field based volunteers also.

16. HOLIDAYS:

- a) Public holidays & Optional holidays will be determined and announced /displayed in first week of January each year.
- b) Such holidays may vary for different locations and different projects to suit local conditions and project norm.
- c) A maximum of three optional holidays (among those listed in the holiday list will be permitted each year.

17. ACCOUNTS POLICY:

- a) The monthly report will be submitted to the general Secretary or coordinator on 1st day of the following month or at least 2 days prior to the honorarium disbursement date.
- b) All bills & vouchers should be submitted to the Accounts Department duly pre-sanctioned by the concerned project coordinator on specified period, date given by the account department.
- c) Accounts Department should keep their accounts system up to date daily.

18. MONTHLY & QUARTERLY VOLUNTEER MEETINGS:

- a) The individual or group, team meeting should be arranged periodically for sharing of work, joint planning, to achieve objectives of the field project, etc.
- b) The monthly meeting of Volunteers should be held on specific date i.e. the 1st week or last week of every month, one should be prepared both physically & mentally to sit in the meeting.
- c) No one can avail or request for leave on these days.

19. CONSULTANCY & SERVICE DELEVERY TO OTHERS:

- a) If any outside agency approaches for our service, then it should be in written form and same have to be discussed at Organizational level for necessary approvals.
- b) Without the knowledge of Organization's management, no one can serve any other Organisation or any individual.
- c) Resource person fees should deposit in the office; no one can take it as their individual income.

- d) Office will decide how to reimburse any additional travel/food/logistics expenses, if any occurred by the individual volunteer.

20. PERFORMANCE APPRISAL (INCREMENTS AND PROMOTIONS):

- a) All volunteers will have to face six monthly evaluation to assess their functioning and performance.
- b) If anybody's performance is found below to the satisfactory level, then notice will be served to him/her to improve the same within one month. If performance of concerned volunteer is not improved, then he/she may be asked to leave the job/action for termination of service will be taken.
- c) Promotions will be allowable entirely to meet the staffing needs of Shakti Organisation, and cannot be claimed as a matter of right. Promotion of a volunteer will depend on her/his performance, his/her ability and demonstrated commitment to the organization-its interests ,mission and strategy-in the course of the discharge of his/her duties and entail change in his/her role/responsibility. General Secretary will be the final authority to judge these factors. Additionally, in deciding on promotions, availability of positions at different levels will be necessary pre –condition.
- d) Volunteers may be sanctioned annual increment based on performance rating with effect from 1st April on Completion of continuous and satisfactory service for one complete calendar year or more. Increment shall not be construed as a right. The amount of increment will be variable in nature and not fixed, volunteer with low performance rating will not be eligible for annual increment in that year. General Secretary will be the final authority to decide such cases.

21. LEAVE:

- a) All volunteer will be eligible to the following kinds of leave with honorarium, except where stipulated otherwise, on a scale to be determined from time to time.
- b) Volunteers working under SHAKTI Organisation may avail 12 days casual leave, 6 days sick leave in a calendar year with the prior approval of competent authority.

22. GENERAL GUIDELINES FOR LEAVE:

- a) Request for leave must be made in writing to the General Secretary through his/her line manager in advance.
- b) All project coordinators and volunteers engaged in administrative work will apply leave directly to the General Secretary.
- c) The volunteers, engaged in any project will forward their leave application to the General Secretary through the project in charge of the concerned project. Project in charge (PC/TL) should forward such leave application with clear recommendation and alternative work arrangement to the General Secretary.
- d) The volunteers , engaged in any field office will forward their leave application to the General Secretary through the concerned Field office in-charge .Field office in-charge should take the permission of the General Secretary through phone contact after making alternative work arrangement.
- e) Leave may be granted according to the suitability of the project and office work.
- f) Leave cannot be availed of as a matter of right, but will be granted subject to the exigencies of work.

- g) All type of leave must be availed of any with prior sanction. Where it is not possible to obtain prior sanction for any serious unforeseen cause, the office must be intimated within two working days, with reason for inability to obtain prior sanction. In such case the application must be placed before the General Secretary with due recommendation of concerned project/ Field in- charge for post-facto approval.
- h) In counting the period of casual leave, intervening holidays and weekly off days will be counted. Such holidays or weekly off days can be suffixed and/ or prefixed to leave. But such leaves will not be sanctioned jointly with public holiday without prior sanction of General Secretary.
- i) If Sunday or declared holidays falls between or at the end of the leave period, the same day/ s will be considered as leave.
- j) Two half days leave will be calculated as one day leave.
- k) Any volunteer availing leaves for 5 days and above, in one spell on medical grounds, must submit medical certificate from a registered medical practitioner. He /She will be required to produce a medical certificate of fitness at the time of resuming duty.
- l) Shakti Organisation reserves the right to recall a volunteer on leave to meet exigencies of work. In such cases, if the volunteer is at a place other than his/her headquarter station, Shakti Organisation will bear the additional travel expenses incurred by the volunteer arising out of such recall.
- m) Any unauthorized absence and absence without leave will entail loss of pay. In addition, the concerned volunteer shall be subjected to disciplinary action. After three such cases of unauthorized absence, a show cause notice will be served.
- n) Habitual absence without prior permission for leave and uniformed or unauthorized absence for 08 days or more at a stretch or on more than 3 occasions even for a shorter period, the service of volunteer may be terminated.
- o) over –staying the sanctioned leave for more than three consecutive days without sufficient grounds or proper satisfactory explanation will be treated as a serious misconduct and attract disciplinary action or loss of pay.
- p) Whenever any Volunteer proceeds out station on leave, he/she will furnish his/her contact address, telephone number etc.to the office.
- q) Leave without pay for up to 15 days may be sanctioned for serious reasons at the discretion of General Secretary.
- r) Leave will not be sanctioned during the notice period prior to the resignation from job.
- s) In a given year, the leave without pay cannot be more than one month.
- t) During the visit of any external evaluation /appraisal team and Quarterly Review meeting. No one will be sanctioned any type of leave.
- u) Resuming duty after leave must be informed by written or through telephone .to avoids any confusion.

23. Casual Leave:

- a) Twelve days of casual leave are permissible in a year. This leave cannot be carried over to subsequent year. A volunteer, who joins in mid of the year, he/she

will entitle to CL proportionately at the rate one day per month. The CL shall be admissible up to a maximum of three days at a time.

- b) Un-availed casual leave shall lapse on 31st December every year.
- c) Casual leave cannot ordinarily be combined with any other kind of leave.

24. Medical leave:

- A) One volunteer can avail maximum six days medical leave with honorarium in a calendar year. It shall be carried forward and accumulated up to a maximum of 30 days.
- B) Volunteers joining between 1st January to 30th June are entitled for 6 days. Whereas those joining on or after 1 July would get 3 days of ML for that calendar year.

25. Maternity Leave:

- a) Maternity leave will be granted for first two issues.
- b) Maternity leave with full pay for two months will be granted to those volunteers on completion of one year of continued service. It may be availed at any time during pregnancy (in case of health problem during pregnancy) and /or at any time from one month prior to due date.
- c) Maternity leave benefit can be claimed for first two issues.

26. Paternity Leave:

- a) Paternity leave shall be granted for two weeks (1 week with honorarium & 1 week without Honorarium). It may be availed at any time from one week prior to due date and after the delivery.
- b) Paternity Leave with full pay (only 1 week) will be granted on completion of one year of continuous service.
- c) Paternity Leave benefit can be claimed for first two issues.

27. Study Leave:

- a) This leave may be granted to a professional volunteer, for a period of not more than one month, subject to the exigencies of work, for the purpose of pursuing an academic programme or training in a field approved by Shakti Organization as relevant to his /her performance in Shakti /Organisation. No volunteer shall be allowed this leave till he /she has completed one year of continuous and satisfactory service in Shakti Organisation.
- b) The study leave may be approved with or without pay Shakti Organization, which will be decided on case to case basis
- c) Approval of such leave will be at the sole discretion of the General Secretary.
- d) Volunteer engaged in any Govt. sponsored project managed by SHAKTI are not generally eligible for study leave, unless the approval of concerned Govt. authority.

28. MEDICAL FITNESS:

- a) A Volunteer will remain in service only if she /he is medically fit to carry out the task that she/he is engaged to perform. A Volunteer shall present herself /himself for medical examination by a medical practitioner nominated by Organization, if so required, failing which it will be assumed that the volunteer is medically unfit to continue in Shakti Organization`s service.

29. TRANSFER OF SERVICE / CHANGE OF JOB ASSIGNMENT:

- a) Every volunteer shall be liable to be transferred from one place to another and from one project to another; whether created at the same place or elsewhere; at the same station or anywhere, in Odisha against an existing or a new post created after the volunteer joins in Shakti Organization.
- b) In the overall interest of Shakti Organization, all volunteers are required at any time to accept any change of job assignment to meet the needs of Shakti organization.
- c) Shakti organization may also decide to second/place any volunteer on deputation with his /her consent to Shakti Organisation's partner organizations or any other organization on mutually agreed terms and conditions. The period for the deputation will depend on the need of partner Organisation and suitability of Shakti. Any volunteer so deputed will continue to be the volunteer of Shakti Organisation but will be entitled to receive his/her mutually agreed honorarium and other allowances from the borrowing until the expiry of tenure with the organization.

30. ABSENCE AND ABANDONMENT OF SERVICE:

- a) If a volunteer is found unauthorized absent during working hours from his /her place of work on any day, he/she shall be liable to be treated as absent from duty without leave or honorarium for that day will be deducted. He/she will further be liable to disciplinary action.
- b) If a volunteer remains absent from duty for a period of 8 consecutive days, or fails to resume duty within 8 days of the abandoned his/her engagement with Shakti Organisation of his/her own accord and thereby lost lien on his/her engagement, His/her name will accordingly stand automatically struck off the rolls.

31. VOLUNTARY RESIGNATION:

- a) Any volunteer desirous of leaving the job voluntarily shall convey her/his decision in writing to the General Secretary.
- b) In case of coordinator, Asst./Cluster coordinators, Accountant :2 months' notice in advance to the organization;
- c) In case of other staff -1 month notice in advance.
- d) She/he shall also take the responsibility to transfer the tasks (charge handover) and contacts to the person replacing her/him in the organization, to settle accounts and to submit all the reports and material of SHAKTI to the office within seven days of leaving organisation.
- e) In case of voluntary termination of service without notice, the General Secretary has a right to decide that the last month honorarium /salary may not be paid /may not be released in lieu of the notice period to the volunteer or else the salary

/honorarium Corresponding to the required notice period may be cut from any other dues payable to the concerned volunteer or his/her security amount.

32. TERMINATION OF ENGAGEMENT:

- a. Service of a volunteer can be terminated by giving Fifteen Days' notice in writing or by payment of basic honorarium (no additional benefits) in lieu of notice, by the volunteer, as the case may be.
- b. Services of a volunteer in probation can be terminated without any notice at any time.
- c. Services of a volunteer can be terminated by Shakti Organisation by giving to the volunteer, as the case may be .fifteen days' notice in writing, or by payment of basic honorarium in lieu of notice, for failure to fulfill his/her contract of engagement with Shakti Organisation for any reason whatsoever including on medical grounds if he/she becomes medically unfit to satisfactorily perform his/her duties.
- d. No notice or honorarium in lieu of notice will be required in the following cases:-
 - i) Dismissal from engagement /service.
 - ii) End /Completion of contract period.
- e. Where the services of a volunteer are terminated his/her honorarium shall be paid to him/her subject to his/her settling all outstanding accounts and submitting a "No Dues Certificate" in the prescribed manner/format.

33. USE OF LIBRARY:

- a) All volunteers may borrow books according to the rules of Library. The concerned volunteer, borrower of books will be responsible in case of loss, damage to books or delayed return of books.
- b) Before leaving the project /organization, a clearance certificate from the library will be submitted to General Secretary.

34. USE OF ORGANISATIONAL MATERIALS:

- a) Organisation materials, like, vehicle, CD player etc. cannot be used for any body's personal work, without having permission from General Secretary.
- b) Office phone cannot be used for any personal purpose without taking permission from appropriate authority.
- c) In case of any damage (intentionally) occurred to the materials, which are handled by concerned volunteer during his engagement in the Organisation ,the amount will be collected from him/her monthly honorarium.

35. VOLUNTEER IN PARTNERSHIP PROJECT:

- a) Volunteer engaged in partnership project will have some more responsibility, He/ She has to obey the instructions of Shakti and as well as the partner Organisation.
- b) He/ She has to inform all instructions of partner Organisation to the immediate authority in Shakti and take necessary instructions from Him /her about what to do / and what to not do.
- c) His /her pay roll will be maintained at the partner Organisation and Shakti level, simultaneously.
- d) He/she is subject to the HRD policy of Shakti.

36. COMMITTEE ON GENDER AWARENESS AND MAINSTREAMING:

- a) Shakti Organisation has a committee, which inter-alia at helping all volunteer – male and female .The committee meets periodically and forwards its suggestions and recommendations to the General Secretary for consideration and taking action as deemed fit.

37. STATUTORY TAX LAWS OF LAND & ITS APPLICABILITY:

- a) As a law abiding organization, we have to follow all statutory Tax Laws of Land. So, to in order to fulfil our obligation towards Taxation laws; the volunteers must adhere to it.
- b) The volunteers, whose honorarium comes under the purview of professional tax, he /she has to pay the professional tax to the state Govt.
- c) The Income Tax law is also Applicable to those volunteers, whose, honorarium, touches the income Tax net.

38. REVISION/AMENDMENTS:

- a) This HRD policy manual or any rule(s) contained herein is subject to revision at any time at the discretion of the Governing Body. The rules contained herein can be amended, altered or modified at any time.


General Secretary
Shakti Organisation (SSCSO)

Date: 29.09.2006,
Place: Rayagada,

General Secretary
Shakti Organisation (SSCSO)

N.B-{this Human Resource Development policy is approved by the Executive Body of Shakti Organisation on 29.09.2006 and came into immediate effect.}