



**Rural Organization for Social Advancement**  
**Kakarmatta, BLW, Varanasi-221004**  
**Revised Human Resource Policy**  
**(Second)**

*The second revised human resource policy was passed in the management committee meeting on 29 December 2024 and it was implemented from 01 January 2025 by the signatory.*

**"ROSA" Origin –**

*-Registered under Societies Registration Act, 21, 1860, No. **410/2003-04** dated 21-07-2003*

**"ROSA" vision**

-ROSA aspires for a just and equitable society

**"ROSA" mission**

To Empower, Entitle & Enable marginalized/ disadvantageous communities, ensuring social development and well-being.

**"ROSA" Objectives-**

1. To build a harmonious self-reliant society and nation.
2. Promoting public health, family welfare, making effective and creative efforts for public health promotion.
3. To promote and conserve proper use of Agricultural Land, Animal Husbandry, Science, Environment, Rural Technology and Non-conventional energy sources.
4. To promote and conserve the traditional folk arts and genres in public interest.
5. To promote and implement education, health, people organization, income generation and agricultural programs for the overall development of the country.

6. To work towards helping Women, Children, Old people, Handicapped, Helpless, Scheduled Castes, Scheduled Tribes, Backward minorities of the society.
7. Coordination & support with other organizations with similar objectives and promoting voluntary work.
8. Establishment of centres for Program Implementation, Research, Free Publication, Training and Documentation of the organizational work.
9. To promote the development of Khadi and Village Industries.
10. Exchange and cooperation of necessary resources with local people, government, non-government, national and international organizations with similar objectives to fulfil the objectives of the organization.
11. To respect and protect local folk tradition, culture and ideas.

### **"ROSA" believes**

Entire development of society for happy nation and this is possible only when every member of society will be happy.

### **"ROSA" principles**

We compliance with democratic process and respect each other without any differentiation on the basis of religion, caste, race or gender and have equal opportunity for all at every level. We believe that "Help the people to help themselves"

### **"ROSA" Value**

To respect each other at every level of the society. Feeling of equality, availabilities of equal opportunities, transparency in development works, dedication towards self-discipline and responsibility.

### **"ROSA" Working strategy**

To strengthen the collective decision and collective initiative through the way of non-violence under democratic process at every level.

### **"ROSA" Nature**

A non-political organization under the power of Constitution of India.

#### **1- "ROSA" policy-**

- a) Do not discriminate on the basis of cast, religion or gender in the organization
- b) Deputation of work in the organization will be based on employee knowledge, skill and capacity

- c) Organizational employee will not be an active member/adopt any designation of any political party/ print or electronic media/journalist, having elected body of any other organization
- d) Organization employee cannot take any direct or indirect benefits under the program of the organization.
- e) Organizational employee will not discriminate, cheat, harass anyone with the community
- f) In any project an effort will be made to have personnel representing the majority of the community residing in the area to be worked.

**Scope-** for "ROSA" full time and part time employees.

**2- Limitations-** The organization does not have its own funds. The organization operates restricted projects in which a fixed budget and time limit is determined with the donor, which the organization has to ensure compliance with. Therefore, there are some possible limitations of this policy -

- 1- This policy will be directly applicable only to the employees associated with the organization.
- 2- This policy can be affected by the policies and expectations of the donor organization.
- 3- It can be affected if funds are not available in the organization.
- 4- It can be affected by laws and rules by the government.
- 5- It is the responsibility of the employee to read and follow the policies of the organization.

### **3- Employee categorization:**

- a) **Permanent Employees:** Permanent Employee for ROSA means "An employee, who through an appointment order issued by Chief Functionary of ROSA, has been appointed on a regular basis for a long-term engagement, irrespective of project availability. Such employees would be retained by the organization for longer term and their services might be continued through organizational own funds, even if the projects they had been associated with, are withdrawn/over.
- b) **Full time contractual employees:** Full time contractual employees for ROSA means, who by Chief Functionary has been appointed for particular/limited duration for any ongoing project. Full time here implies, an employee is rendering his/her services for minimum of 48 working hours in a week and 30 days in a month (except holidays as defined in the policy or notified by organization). The time defined may not be a fixed schedule for all

the employees, as the nature of work, as in some cases their availability would be required at any time of the day as per the field area/people/circumstances. However, overall, an employee is expected to render his/her services of minimum 8 hours in a day including break time.

- c) **Part time contractual employees:** Part time contractual employees for ROSA means, who has been appointed by Chief Functionary for particular/limited duration for any ongoing project/task. Part time here implies, an employee is rendering his/her services are available for defined and agreed period in a week/fortnight/month, depending on the nature of work. The working time may be as per the agreement held with employee.
- d) **Probationary:** An employee may be considered as a **"Probationary contractual Employee"** who by Chief Functionary order of appointing authority has been appointed on probation and would continue to remain so, unless further confirmation order/letter is not issued by the appointing authority of ROSA. The probation period at ROSA is of maximum 1 months and upon satisfactory performance of an employee may be issued a confirmation letter by the appointing authority. Considering, the social context in which ROSA operates where females faced dominance & oppression, it is sometimes a challenge to get skilled female candidates and therefore, ROSA would consider an extended probation for female employees, if their performances are found to be unsatisfactory during the initial 1 months. Thus, maximum probation period for female employees would be up to 1.5 months or on the discretion of the Chief Functionary.
- e) **Confirmed:** An employee may be considered as a **"Confirmed contractual Employee"** who by order of appointing authority has been issued a letter of confirmation of their employment by Chief Functionary.
- f) **Paid Volunteer:** 'Paid Volunteers' are those who have been appointed for specific tasks as specific time period and are paid on the basis of the task as has been agreed with them through an **agreement/contract letter** by HR & Finance Manager. No appointment order would be issued for such category of person and their services will get terminated automatically with the completion of task.
- g) **Consultant-:** 'Consultant' is those who have been appointed for specific tasks/project and are paid on the basis of the task/assigned task as has been agreed with them through an **agreement/contract letter** by HR & Finance Manager. No appointment order would be issued for such category person and

their services will get terminated automatically with the completion of task. TDS will be deducted as per government norms.

- h) **Trainee/Student/Intern:** The organization will provide opportunities to students as interns only when the university/college sends a written letter to such students in this regard or sends a letter directly to the organization to fulfilling the academic requirements. ROSA will take proof of identity and studentship of such students. Such "Trainees" shall not be employed employees of "ROSA" but they voluntarily offer their services as part of their academic requirements or join the organization with the intention of learning social work/social service/project work/community work or work related to the provided by the concerned university/college. "ROSA" shall not provide any remuneration in lieu of such work/travel or benefits for the work/tasks. When such trainees complete the work assigned and report the work to the Program Manager, ROSA shall provide them with a certificate of completion of the work within a week by HR & Finance Manager. If any student demands a certificate without work, "ROSA" shall not engage with such students.

**Inclusion:** ROSA believes & practices social inclusion in all its affairs and shall offer equal employment opportunity to all, irrespective of their caste, religion, creed, race, color, disability, gender, or any other factor. Not more than one employee will be appointed from a family.

#### 4- Level of employee:

Employees designation	Eligibility Criteria	Personality Traits
1. Social worker  Grade – IV	<ul style="list-style-type: none"> <li>- Minimum Intermediate</li> <li>- Age 21- 35 years</li> <li>- Preferably local candidate</li> <li>- Preferably with 1–2-year experience</li> <li>- Preferably know driving cycle/two-wheeler, own it and have valid driving license.</li> <li>- Able to travel out station for training and project need</li> <li>- The organization will appoint only local people as social workers. If local qualified people are not</li> </ul>	<ul style="list-style-type: none"> <li>- Social attitude</li> <li>- Non discriminatory</li> <li>- Extrovert /communication ability</li> <li>- Sensitive</li> <li>- Talents</li> <li>- Able to field work</li> </ul>

	found, only then will people from other places be given a chance	
2. Sr. Social worker Grade – IV	<ul style="list-style-type: none"> <li>- Should be at least a graduate with 1 year or an Intermediate with an experience of at least 5 years</li> <li>- Age 25- 40 years</li> <li>- Computer skills (MS Office, Hindi/English typing skills, Internet)</li> <li>- Preferably local candidate</li> <li>- Preferably with 1-2-year experience</li> <li>- Preferably know driving cycle/two-wheeler, own it and have valid driving license.</li> <li>- Able to travel out station for training and project need</li> </ul>	<ul style="list-style-type: none"> <li>- Social attitude</li> <li>- Non discriminatory</li> <li>- Extrovert /communication ability</li> <li>- Sensitive</li> <li>- Talents</li> <li>- Able to field work</li> <li>- Supportive Supervision</li> <li>- Leadership skills</li> </ul>
3. Accountant cum admin Grade – IV	<ul style="list-style-type: none"> <li>- Minimum B. Com</li> <li>- Preferably with accountancy of experience of 1-2 year</li> <li>- Age 21- 35 years</li> <li>- Computer skills (MS Office, Hindi/English typing skills, Internet)</li> <li>- Working skills on Tally package</li> <li>- Able to travel out station for training and project need</li> </ul>	<ul style="list-style-type: none"> <li>- Social attitude</li> <li>- Controlling capacity</li> <li>- Facilitating ability</li> <li>- Ability to judge/relate the expenses with relevant project/program budgets</li> </ul>
4. Program Coordinator Grade – III	<ul style="list-style-type: none"> <li>- Master degree preferably in Social Work /Rural Development/ Sociology with at least 2 years experience <b>OR</b></li> <li>- Bachelors in above with minimum experience of 5 years</li> <li>- Age 25- 45 years</li> <li>- Computer skills (MS</li> </ul>	<ul style="list-style-type: none"> <li>- Social attitude</li> <li>- Leadership skills</li> <li>- Team leadership skills</li> <li>- Basic understanding on finance</li> <li>- Communication skills</li> <li>- Quick Decision making</li> <li>- Problem solving</li> </ul>

	<ul style="list-style-type: none"> <li>Office, Hindi/English typing skills, Internet)</li> <li>- Preferably know driving two-wheeler, own it and have valid driving license.</li> <li>- Ability to write quality reports</li> <li>- Able to travel out station for training and project need</li> </ul>	<ul style="list-style-type: none"> <li>- Conflict solution</li> <li>- Training skills</li> </ul>
<p>5. Sr. Program Coordinator</p> <p>Grade – III</p>	<ul style="list-style-type: none"> <li>- Master degree preferably in Social Work /Rural Development/ Sociology with at least 2 years experience <b>OR</b> Bachelors in above with minimum experience of 5 years</li> <li>- Age 28- 45 years</li> <li>- Computer skills (MS Office, Hindi/English typing skills, Internet)</li> <li>- Preferably know driving two wheeler, own it and have valid driving license.</li> <li>- Ability to write quality reports</li> <li>- At least one year working in org</li> <li>- Able to travel out station for training and project need</li> </ul>	<ul style="list-style-type: none"> <li>- Social attitude</li> <li>- Leadership skills</li> <li>- Good Team leadership skills</li> <li>- Basic understanding on finance</li> <li>- Communication skills</li> <li>- Quick Decision making</li> <li>- Problem solving</li> <li>- Conflict solution</li> <li>- Training skills</li> <li>- Working English language</li> </ul>
<p>6. Program Manager</p> <p>Grade – II</p>	<ul style="list-style-type: none"> <li>- Master degree preferably in Social Work /Rural Development/ Sociology with at least 5 years experience <b>OR</b> Bachelors in above with minimum experience of 8 years</li> <li>- Experience in managing large teams</li> <li>- Age 30- 45 years</li> <li>- Computer skills (MS</li> </ul>	<ul style="list-style-type: none"> <li>- Social attitude</li> <li>- Leadership skills</li> <li>- Team leadership skills</li> <li>- Basic understanding on finance</li> <li>- Communication skills</li> <li>- Quick Decision making</li> <li>- Problem solving</li> <li>- Conflict handling</li> <li>- Training skills</li> </ul>

	Office, Hindi/English typing skills, Internet) - Preferably know driving two-wheeler, own it and have valid driving license. - Ability to write quality reports - At least three years working in org - Able to travel out station for training and project need	- Reporting & documentation skills - Proposal development skills - Public relations skills - Working English language
7. HR & finance Manager  Grade – II	- Minimum M. Com/MBA HR & finance - Preferably with 3–5-year experience of accountancy in NGO sector - Age 30-45 years - Computer skills (MS Office, Hindi/English typing skills, Internet, online filings & submissions) - Working skills on Tally package - Knowledge about legal compliances for NGOs (Income tax, FCRA, Society registration act and Niti Ayog) - Able to travel out station for training and project need	- Social attitude - Controlling capacity - Facilitating ability - Working English language - Monitoring capacity
8. Chief Functionary  Grade – I	- Board representative	- Board representative



*Appointment in the organization can be made only with the designation prescribed in the policy. However, for uniformity in a specific project and in the agreement made with the donor, the designation accepted can also be mentioned in the appointment letter. The maximum age limit has been fixed. In special circumstances, the Chief Executive will have the right to provide relaxation in the age limit.*

### **5- Employee recruitment policy**

The following process will be adopted to recruit and appoint the employee in organization.

- First of all, HR & Finance manager create vacancies will be discussed with Chief Functionary.
- Competent employee available within the organization will be given promoted for the positions vacant.
- In the case of unavailability of competent employee within organization bio-data maintained in organization will be scrutinized and called for interview.
- If the CV is not available then CV will be collected through social media/newspaper/online website/advertisement/publicity.

### **6- Sources of recruitment:**

For coordination & managerial positions, chief functionary can announce through news paper/own website/job websites/social media/academic institutions to invite more applications.

Local candidates will be preferred for the appointment of Grade- IV. Therefore, such vacancy will be advertised through posting of notice at public places & field offices, circulating on social media spaces, online portal and through local contacts in local areas.

### **7- Process of Recruitment:**

- a) Screening of applications:** Applications will be screened at Program Manager & HR & Finance level based on the eligibility criteria and shortlisted candidates will be informed about the date, time and venue of interview through best possible communication channel (phone, email, messages) mutually convenient by HR & Finance Manager.
- b) Social workers & Sr. Social workers:** For the selection of social workers and sr. social workers if the candidate has applied from a local area, initial screening will be done by recruitment panel at Project office level. The recruitment panel at the project office level will comprise of 3 members with gender representation and person with know-how of social issues. This panel will undertake a written test & interview of applicants and

shortlist the successful candidates and forward the shortlisted list to the Program Manager & HR & Finance at head office.

- c) Final interview of the short-listed candidates will be held at the head office level. The final interview will be done by interview by a panel constituted by chief functionary also maintaining a gender balance and including social friendly member.
- d) For above positions, If the candidates had applied through email or other means and are out-stationed, in such case they may be directly called to head office for the selection process at head office.
- e) **Coordinator, Sr. Coordinator, Program Manager, Accounts cum admin and HR & Finance Manager:** Candidates will have to undergo written test and thereafter personal interview at the head office level. The interview will be done by a panel constituted by chief functionary. Panel will have a fair gender representation and also social friendly member/experts.

#### **8- Reference check of selected Candidate-**

The applicant selected through interview will be informed about his selection through phone for reference check, details of supervisors of such persons/organizations will be taken from him so that we can ask questions regarding applicant's work performance or can collect information by sending a form.

The HR person will carry out this process and ensure that the applicant is eligible for the post for which he has been selected in the organization. After this, offer letter will be provided to the applicant.

For fresher applicants, reference check process will be done through phone by talking to the applicant and where he has done some work or received education.

#### **9- Appointment:**

The finally selected candidates (Grade II, III) will be given an offer letter to the contractual employees stating salary and benefits along role and responsibility. The selected candidate will have to communicate his/her decision on the offer within 3 working days. Contractual Appointment letter will be given directly to grade- IV selected candidate.

If candidate accept the offer, they shall be served with a probationary contractual appointment letter and on successful completion of probation, they may be given a confirmation of appointment order. The date of joining will have to be mutually agreed. At the time of joining

the candidates are expected to submit the self-attested hard copy at Head office (HR & Finance Manager):

1. Copy of offer letter
2. Copy of appointment letter
3. Self-attested copy of ID Proof - Pan Card self-attested
4. Self-attested copy of Address Proof – Adhaar card/Passport copy
5. Self-attested copy of current bank passbook
6. Self-attested copy of Driving license
7. Self attested 3 Passport size photos
8. Copies of self-attested all educational qualification certificates
9. Copy of Previous experience certificate
10. Relieving certificate
11. Reference contact no. and email ID of latest two previous employer
12. Declaration of self and other contact No. for an emergency case
13. Declaration regarding no any our relative person in part of “ROSA”
14. Declaration of health issues/ongoing treatment if any.
15. Copy of role and responsibility
16. Affidavit – declaring non criminal background/gap in employment/ ongoing cases/conviction and compliance of organization policies etc.
17. Police verification report withing 15 days of appointment.
18. Self-Declaration that does not hold any post/membership or active participation or association with any political party, print media, electronic media or any other organization/institution/anti aliments.

The selected candidates will be appointed on probation for first one month’s that may be increased up to maximum of 1.5 months.

Salary and benefits will be decided by HR & Finance Manager based on experience, qualification and available fund in the specific fund restricted projects/Organization funds.

Once appointed, “ROSA” will have the authority to use the name, expertise details, CV, photo and other information of appointed employee for organizational interest.

#### **10- Police Verification to appointed candidate -**

The organization will give probationary appointment letter to the selected applicants and will provide them 15 days for police verification (Character certificate). In which the applicant has to apply online and submit character certificate from the police department of the district he belongs to. If there is no case in the police verification report, the appointment will not be affected. If there is any case etc., then the

Chief Functionary can terminate or continue the appointment by assessing the effects of that case in future.

## **11- Induction & Orientation:**

ROSA will organize a systematic induction program for all its employees irrespective of how experienced they are and for which level they are appointed at. Following will be the process of induction for all the levels of employee irrespective of their position:

- a) The induction process will organize for 1 days at the project office/head office level, by the Member of HR & Finance Manager/program manager/chief functionary/Sr. program coordinator of the organization or someone as directed from the chief functionary, during which following aspects will be covered:
  - Introduction with team members
  - History of organization
  - Vision, Mission, Values
  - HR Policy
  - Code of conduct (Organizational & also for Project Offices)
  - Working Areas
  - Overall Programs of ROSA
  - Committees
  - Benefits & deductions
  - Project details (for which the employee is appointed)
  - Reporting & documentation system
  - Communication system
  - Organizational culture
  - Role and responsibility
- b) These will be shared through a formal interaction/session, reading available documents, observation, using learn by doing.
- c) Thereafter, they will undergo a field induction cum orientation which will include:
  - a. 3 days field induction cum orientation at Head office program location/project office wherein the focus would be inducted them with of how project office & projects functions, expose to culture of another area and also to learn the project components.
  - b. On completion of above, again they will undergo a 1 days induction at the project office, where they would be placed. During this induction, they will be made familiar to team, area, community, project components and how to do it and such other important aspects.

## **12- Work Schedule and hours:**

- A. Normal working hour for full time contractual employee is of 48 hours in a week.
- B. Project Office: 09 am – 05 pm (Although this is the office timing, but considering the project & field requirements, the employee is expected to be available over and above the mentioned timings)
- C. Head Office: 10 am – 06 pm
- D. Break time: 30 minutes (01-01.30 PM).
- E. Working hour for part time employee: As per the agreement.
- F. As per the work requirements of the organization, if an employee has to work before or after the prescribed office hours, then permission for that time will have to be taken from the focal person under safe guarding policy of the organization.

**G. Staying in the office of the organization-** In view of the safety of the offices of the organization, such employees who are in other districts, whose homes are so far (25 km) away. If there is a suitable living space in the office, then such an employee can stay with the permission of the **focal person**. Such an employee will have to ensure that there is no such situation which breaks the code of conduct/dignity of the office/organization. Such an employee who has been given permission will not be allowed to keep anyone else in the office.

- H. It is completely forbidden to prepare, keep and consume any kind of intoxicating substances and non-veg food in any office of the organization. All employees have to ensure that even home-made non-veg food is not brought to the office premises. Also, do not enter the organization offices/premises or project area in a state of intoxication. The organization expects that you present an ideal in the society. Also, no employee should have a negative attitude towards.

**Dress code:** - It is expected that all staff will put sober dress in the office or in the field. It should be neat and clean and suiting to the community and office'

- I. **Field staff:** For field employees, official working time may vary depending on program requirements, project deliverables, season/weather changes, etc. However, completion of 8 hours is mandatory. Prior approval from the HR & Finance Manager/Program Manager for any changes in work time is compulsory. All employees shall be at work at the time and place

assigned to them. Habitual late comers shall be liable for disciplinary action.

J. **Weekly off:** Sunday or any day as decided by chief functionary will be weekly off.

K. **Attendance norms:** All employees will have to put their attendance in the attendance register at the concern office manually. If the employee is allowed going directly to the field, they will have to inform their concerned reporting authority regarding their presence in the field and if the employee is on outstation tour for organizational purpose (meetings/trainings/visit/other organization's meeting) (after approval from chief functionary), their attendance will be recorded by concerned reporting authority or time keeper by marking as daily working days before 10 AM-

***P= present., TR=Training, FV= Field visit, A= Absent, CL= casual leave, ML= Medical leave, MTL= Maternity leave, PL= Paternity leave, FPL= Family planning leave, LWP= Leave without pay, CH= Compensatory holiday and LC= Late coming and WFH= Work from home.***

**Reporting of attendance:** Concern reporting authority of office, ensure that all attendance is approved before 12 noon of end of the day of every month. An order regarding the employee who has been exempted from attending office regularly will be written by the reporting authority on the last page of the attendance register.

L. **Late coming norms:** Discipline regarding office timing and reaching to the field (Workplace) as well should be maintained by all employees. Beyond which it might be considered as late/absent. If an employee getting late beyond 15 minutes, they will have to inform their reporting authority. In case of uninformed delay, they would be considered as late coming. 1-day leave will be deducted if an employee is late for more than 3 times in a month.

a. If an employee is found missing in field uninformed/without due reasons during working hours/as per the plan, it might be considered as absent.

b. An employee's discipline will have an impact on their annual appraisal, increment and growth in the organization. Therefore, it is expected that proper discipline maintains by yourself and to help in building the same culture all around.

c. Deduction, if any, will be made in the same month

**M. Holidays:** Public holidays.

S. No	Holidays	Total days
01	New Year	01
02	Sabe E Barat	01
03	Maha Shivaratri	01
04	Holi	02
05	Eid -UL - Fiter	02
06	Ramanavami	01
07	Ambedkar Jayanti	01
08	Eid -UL - Azha	02
09	Muharram	01
10	Raksha Bandhan	01
11	Eid -UL - Milad	01
12	Dussehra	01
13	Diwali	02
14	Christmas	01

*Apart from the above holidays, if you require leave on other festivals then you can apply for casual leave.*

Full Day Celebration-26 Jan 2025 & 15 Aug 2025 (On this day the attendance register will not be signed, only the day will be marked)

**N. Unavoidable Situation-** If unavoidable situations mean that an office cannot open, such as when a working area is totally not working situation due to strike (bandh) or elections or local fair/festival the office must be closed for that day. For location specific reporting authority shall inform to HR & Finance Manager/Program Manager to seek their approval prior to declaring office closure.

**13- Movement policy-** There will be a movement register at the project office and head office of the organization. All the employees of the organization will have to compulsorily fill it. While going from the office for work of the organization during office hours (The employees will fill it on their own), the movement register will have to be filled, and the time of return will have to be filled. If the Concern Authority has granted exemption for return, then NA will have to be filled in that column. An order regarding the employee who has been exempted from return from field will be written by the

reporting authority on the last page of the Movement register.

**14- Work from home-** The organization encourages its employees to work from office wherever the organization has its designated office premises and work from home in such places will be permitted only in special circumstances on a case-by-case basis with the following conditions, especially for those who are employed in positions of leadership and managerial responsibility. Such as -

1. When the employee is going or coming during working time or late from travel and has to prepare reports himself.
2. When full time online meetings have to be conducted.
3. There is a difficult situation in which it is not possible to reach the office.
4. Lockdown due to pandemic or other issues.
5. Any work which is through online process and does not require any other colleague and office's resources.
6. Unbelievably bad monsoon and government guidelines.

In the above case, one can work from home by taking written permission from his reporting authority. In such a case, it has to be ensured that the assigned task is completed.

**15- Leave Policy:**

- a) **Probationary employees:** All probationary employees will be entitled only for one CL for every completed month (26 days of worked). They will not be entitled for any other leave during the probation period. If they ask for more leave, then that approved leave will be treated as leave without pay. (Treated as LWP)
- b) **Casual Leave (CL):** All employees are entitled for 21 days (CL and PL known as CL) in a calendar year (January to December). Maximum 7 CL can be taken at a time. However, if the employee has no other leave remaining and if there is a valid emergency situation, the HR & Finance Manager will have the discretion to accept or reject use of balance CL together.
- c) **Medical Leave (ML):** All employees will be entitled to get 06 Medical leave in a calendar year. For medical leave of 2 days or



more, employee will have to submit prescription of a medical practitioner while joining. HR & Finance Manager will be competent authority for approval.

- d) **Maternity Leave (MTL):** All female employees who had completed 5 years of service in ROSA will be entitled for 26 weeks of paid maternity leave (8 week before delivery 18 week after delivery). its Applicable only up to two children in gap of 5 years. HR & Finance Manager will be competent authority for approval.
- e) **Paternity Leave (PL):** All male employees who had completed 1 year of service in ROSA will be entitled for 02 days of paid Paternity leave in case normal delivery. For complicated or caesarian/hospitalization cases, it can be extended maximum up to 7 days. Applicable only up to two children in gap of 5 years. HR & Finance Manager will be competent authority for approval.
- f) **Family Planning leave (FPL):** Total 07 days will be allowed as sterilization leave for female and 05 days for male employee. HR & Finance Manager will be competent authority for approval.
- g) **Leave without pay (LWP):** In case, all the other entitled leave gets over, an employee can avail maximum of 30 days leave without pay. Extension of leave without pay beyond 30 days, may be on the discretion of the chief functionary and may be done only for extreme or unavoidable circumstances. HR & Finance Manager will be competent authority for approval.
- h) **Compensatory holiday (CH):** "ROSA" believes that staff need time for appropriate rest from work and spend time with their family. Therefore, ROSA strongly encourages all staff for complete utilization of their compensatory holiday within week. All employees will be entitled to take a compensatory holiday against the day they had worked on holiday due to any exigencies. The HR & Finance Manager through notice will intimate the project office the alternate date on which the employee/s can take the compensatory holiday in case of whole team worked of such day. Otherwise, reporting authority approved CH of individual employee.
- i) Time spent traveling outside their base location for "ROSA" working time toward eligibility for a Compensatory holiday only when the total time spent on working hours on a public holiday or weekly off day is at least 6 hours including both work and travel time (from residence to destination).
- j) All types of leave in a year are for the period from 1st January to 31st December. This will be referred to as Celender Year.

- k) All type of Leave for periods shorter than leave year is prorated based on the time an employee joined and has worked for the organization.

(Leave will have calculated on the basis of joining date/ month of the employee and leave will be considered on proportionate basis.)

### **Weekend work-**

Weekend work is permissible only in exceptional circumstances such as program/donor deadlines, urgent visits, or other important/National events. It should not be utilized for routine working catch-up calls or non-urgent tasks.

**Prior permission to work on a weekend or holiday:** Prior permission from the concern authority is required in all cases when there is a need for any employee to work on a weekend or public holiday. Compensatory off holiday not be approved if there is no prior approval from the reporting authority for work on a weekend or public holiday. Reporting authority should decide whether there is a requirement for work on the public holiday or weekend and approve or disapprove the request accordingly. Alternatively, a reporting authority may request an employee to work on a weekend or public holiday due to organization's needs. No work on weekends or public holidays can be performed without prior approval on the part of the employee.

**Timing of use:** Employees should use their Compensatory holiday soon after completing their work on the holiday or weekend, as the purpose of Compensatory holiday is to catch up on relaxation and personal responsibilities that one was not able to do on the holiday or weekend. If the employee fails to use the Compensatory holiday within week following the holiday or weekend on which he/she worked, the holiday will lapse, and s/he will no longer be eligible to use the Compensatory holiday.

## **16- Norms for Leave application & approval:**

- a- **Application & approval of leave at project office level:** The application of Grade-IV employee will be processed at project office level. For planned Leave, applications must be submitted to reporting authority (Sr. program coordinator) being duly forwarded by the respective program coordinator and in the prescribed leave (except ML) application form at least 07 days earlier in case of CL leave at least 2 days earlier.
- b- **Application & approval of leave at Head office level:** The application of Program Manager, HR & Finance Manger & Accountant & admin employee, Sr. program coordinator & program Coordinators will be processed at head office level.

Leave applications must be submitted to Chief Functionary being duly forwarded by the reporting authority (as applicable) through email or in prescribed format at least 07 days earlier in case of (CL) leave at least 2 days earlier.

- c- All leave applications must be approved by reporting authority before 2 days except emergency.
- d- But in case of emergency the employee should inform the concerned reporting authority and take approval over phone or email. But on resuming duty, they should submit the leave application on prescribed format or copy of email to the reporting authority as prescribed in a & b.
- e- In case of non prior approval of leave will be treated as leave without pay and in case of non approval of leave also it will be treated as leave without pay of days S/He goes on leave without information.
- f- Employee will be considered suspended, if they are absent from duty for 2 continuous working days without any information. In such case, the employee will be served with a show cause notice. Unless, satisfactory clarification is received from the employee, S/he might remain suspended without pay and travel and facilities also suspended. If the employee does not provide satisfactory clarification to the show cause notice, the chief functionary may even decide to terminate the employee.
- g- If the entitled 21 days of CL leave for employee gets exhausted and if S/He requires further leave, only chief functionary has the authority to approve such leave applications, considering the circumstances.
- h- Sr. program coordinator will be responsible to send the leave records by end of every month to the HR & finance Manager.
- i- All the National Occasions (Independence Day, Republic Day and declared by government time to time) will be celebrated by organization and is mandatory for all employee to participate in the celebration.

**Note:**

- The above leave will be applicable only after 1 months of joining and there will be following methods of taking this leave.
- It will be necessary to give the necessary responsibility of your work to other fellow employee during the leaves.
- Other holidays falling between approved leaves will also be counted in the granted leave.
- There will be no CL leave during due mandatory reporting, legal compliance, donor visit, program and finance related assessment, trainings or organizational urgent work.

**17- Employee Grade, Salary & Benefits:**

ROSA has following grade of employees:

1. **Grade – IV:** Field Level - Social workers/ Accountant cum admin
2. **Grade – III:** Field Level - Sr. Social worker level - Sr. Social worker /Sr. Accountant cum admin
3. **Grade – II:** Program Coordination level- Sr. program coordinator / program Coordinator
4. **Grade – I:** Managerial level –Chief functionary /Program Manager/ HR & Finance Manager

**Salary limit for different grade of employees:**

<b>Grade – IV</b>	10000 – 20000*
<b>Grade – III</b>	21000- 35000*
<b>Grade – II</b>	36000 – 55000*
<b>Grade – I</b>	55000 – or above*

\*Depend on available fund on the specific designation/ grade.

- 18- Norm of Salary Payment-** Monthly salary (based on 30 days working with weekly off, approved leave and holiday) will be paid only after completion of the monthly tasks/ written assigned for the month, submitting written report to the reporting authority within the prescribed format and timeline and getting written consent from the reporting authority.
- 19- Frequency of payment:** Monthly (by 7-10 day of every month) if the progress report and dues reports submitted timely to the concern authority.
- 20- Tax Deduction:** As per government norms.
- 21- Any other deduction:** EPF, ESIC, LWP, Fine/penalty for misconduct or damage to organization property.
- 22- Salary Slip:** Will be given all employees within 1 month after salary disbursement through online mode/offline mode.
- 23- Norms for Increment:**
  - a. Increment/decrement will be based on the project funds availability and will be decided by the chief functionary.

**Benefits:**

- 24- Employee Provident fund and ESIC:** Once confirmed, all full-time employees will be eligible to get enrolled for EPFO and ESIC and deductions will be made as per the prevailing government norms (EPFO & ESIC). The responsibility to claim EPFO and ESIC from the concerned government authority lies with the employee, and organization will not be responsible to process any claims by itself. However, organization can forward the application as per the requirement of application process. Organization will not be held liable for delays or service or any other deductions in claim from EPFO & ESIC authorities. If any

adverse situation arises, the employee is expected to visit the department's website and call the helpline to understand and follow the instructions.

**25- Identity Card:** An organizational Identity card will be issued to all confirmed employees. The employees will have to submit back the ID card at the time of final settlement. The identity card details will also be published on the website of the organization. If the ID card is misplaced by the employee, they will have to bear the actual cost of creating a new ID card.

**26- Performance Appraisal System:**

- a) **Frequency:** All the employees who have completed 12 months of service will have to undergo performance appraisal once a year during which their performance will be evaluated as per the prescribed format. This process will be done on calendar year basis (January to December) i.e., in the month of January. Any increment based on the performance appraisal will be implemented from April. If the donor of the project is satisfied with the progress of the project and the employee associated with that project has done good work, then this process can be relaxed by 12 months and the honorarium can be increased in proportion to the period of appointment (unit of quarter).
- b) **Who will be involved in the appraisal process:** The performance appraisal will be done between self & their concerned reporting authority (whomsoever the employee reports to).
- c) **Process:**
  - a. First step, a performance appraisal format (Form -12) has been developed which will have to be filled both by the employee and their reporting authority and will be submitted to the chief functionary or designated authority (as instructed by the secretary).
  - b. The scores given by the appraiser & appraise will be compiled (Form 13) and a discussion will be held between the appraise, their reporting authority and the chief functionary or designated authority (as instructed by the chief functionary) and through mutual clarification & justification a final score will be agreed upon for each of the parameter of the performance assessment. Together, the target accomplishments of previous years will be reviewed and assessed.

- c. Thereafter, areas of strength & areas of improvement will be identified from the final scores of Form.
  - d. Further the same group will discuss and set targets for the employee for next year and also discuss and decide measures for addressing the areas of improvement which will be filled in Form 13.
- d) **Outcome of Performance Appraisal:** Performance appraisal of employees can lead to the following results:
- a. **For Outstanding/Excellent Performers ROSA may give**
    - i. Increment of 6-10%
    - ii. Promotion
    - iii. Additional responsibilities
    - iv. Rewards
    - v. Recommend them for better opportunities at state, national, or international level(awards/trainings/exposure)
    - vi. Might be included in the Core team of the organization
    - vii. Send them as representatives of ROSA at different platforms.
  - b. **For Satisfactory Performers ROSA may give**
    - i. Increment of 4-5%
  - c. **For Average Performers ROSA may**
    - i. Increment of 1-3%
    - ii. If the weakness is on negotiable indicators, an employee may be provided an opportunity for capacity building but if continues to be an average performer, might even be demoted
    - iii. Increment may be withheld till performance is not improved.
  - d. **For Poor Performers ROSA may give**
    - i. No Increment
    - ii. If the performance is unsatisfactory and the employee is not showing any sign of improvement (in the mutually agreed timeline) then organization may even take a call to terminate.

Note: If the score of any employee on the non-negotiable indicators falls between 0-1, they might be even demoted or terminated depending on the gravity of failure. A letter to this effect will be on the office notice board/WhatsApp group/personal email/hard copy and a copy of personnel file.

## **27- Promotion:**

- a) Basis for Promotion:** ROSA will have the following basis for promoting its employee
1. If the employee is an excellent performer.
  2. Knowledge, skill and capacity of the employee to take up new role/task

**b) Norms for Promotion:**

1. Promotion may or may not come with change in salary or monetary benefits and will depend on the availability of funds in the project. But organization will be open to provide the available facilities/benefits.
2. Employee cannot claim the benefits of the promotion as a right, as it totally depends upon external fund availability.
3. Employee will be given a promotion letter which will state the terms and conditions of promotion.
4. Experience & seniority in the organization will not be the basis for promotion if they do not meet the eligibility criteria and also if they have performed as per the expectations. An employee cannot claim for a promotion based on their Seniority or Experience in the organization.

**28- Capacity Building:**

- a) ROSA will provide best possible support to the employee to improve their performance. The capacity building needs of individual employee will get reflected through the performance appraisal and at the end of appraisal the performance improvement plan will be evolved. This will be the basis to provide capacity building opportunities.
- b) **Internal Capacity Building:** Based on the emerging common capacity building needs from the performance appraisal system, ROSA will try to mobilize resources and organize internal capacity building programs based on the identified needs.
- c) **External Capacity Building:** ROSA will also identify external opportunities for capacity building and send the employees requiring such inputs for their personal and professional growth.
- d) Equal opportunities will be provided to both male and female employees.

**29- Transfer:**

Since, ROSA operates in many districts and is continuously expanding its area of operations, there is always requirement of employees all

operational areas. Thus, ROSA may transfer its existing employees as per the need & requirement of organization.

Transfers may happen because of:

- Change of existing Project Location
- Completion of a project.
- New project
- Promotion
- Disciplinary action
- Need & requirement of the project.

**30- Norms related to Transfer:**

- a) Based on any of the above reasons, if the organization requires that an employee might have to be/could be transferred, it will discuss about the same with the employee with necessary terms and conditions.
- b) The employee will have to decide and communicate their decision back to the chief functionary within 7 days.
- c) If the employee rejects for the transfer:
  - a. and if, the project S/he is employed with, is still continuing - ROSA may allow the employee to continue on the same position & location provided the transfer were not on disciplinary grounds.
  - b. and If, the project S/he is employed with, is over/closed - ROSA may consider to retain the employee (in case it is not a disciplinary transfer) for any other position, available within the same locality and provided the employee is ready to take up the available position.
  - c. If no vacancy is available within the same project location and employee is not willing to move to other project location, may mutually decide to leave on completion of the project which S/He was part off.

**31- If the employee agrees for the transfer, then:**

- a. Organization will issue a transfer letter including the terms and conditions.
- b. S/he may be provided with travel allowance from home location to transferred location as per the travel policy of ROSA only once i.e. at the time of relocation.
- c. Although, the employee might have undergone an induction and is familiar about the organization & its functions, but if they are being transferred to a different project, they might have to undergo an orientation regarding the project s/he is transferred to. The concerned centre in charge will be responsible to facilitate such orientation.



### **32- CODE OF CONDUCT:**

Drunkenness or boot-legging, breach of regulations regarding smoking, riotous or disorderly behavior during working / duty hours, presence within the premises of the organization in a drunken state or under influence of narcotics, or carrying, possessing or distributing alcoholic/narcotic substances, gambling within the premises of the organization or while on duty or otherwise; possession of lethal weapons, any act of immorality within the premises of the organization or otherwise, or while on duty.

1. Do not discriminate against any of the target groups of the organization, deceit, harassment, exploitation, or support; agree with such person who is involved in such activities.
2. Not being involved in any unethical, anti-social work, nor giving support to such a person, that is involved in such activities
3. Not being an active member of a political party/ media print or electronic, journalist.
4. Not to involve in the anti organizational activities of the employee or any member of his family. Offending or criticizing in public, the organization, its office bearer, members of its Governing Body, superiors or its employees, any member of the public who relates to the official work of the organization, with or without malice.
5. The employee shall not be entitled to any direct or indirect benefits under the organizational fund.
6. There is no direct or indirect involvement with any NGO / Government organization.
7. All kinds of sexual or non-sexual violence, conduct violating common decency or morality, utterance of indecent words, gesturing or acting indecently or obscenely against or before members of opposite sex in the office or while on duty.
8. Wasting time by idling, loitering, chit chatting etc during office or duty hours, shouting in office
9. Maintaining / keeping the official records, office facilities in disorderly or in unclean manner.
10. Willful insubordination or disobedience to the orders / directions of a superior, whether alone or in combination with others.
11. Refusing to acknowledge any communication from the reporting authorities of the organization.
12. Refusing, express or implied, to do the allotted work or to act as per the orders of his/her superior in the matter of his/her work; or to do additional work entrusted to him/her.

13. Refusing to leave the work premises at the conclusion of duty time.
14. Promoting of discontentment and disloyalty among employees towards the organization or any of its authorities; Inciting other employees for or initiating, conducting, or taking part in any kind of agitations, strikes or delaying tactics; Obstructing or restraining smooth functioning, wrongfully interfering with the work of other employees.
15. Negligence or neglect of work/duties; Habitual negligence of duty
16. Non-co-operation with co-employees in proper discharge of duties.
17. Handling of equipment, records etc not entrusted to one's charge without due permission.
18. Wrongfully confining, threatening, intimidating, indulging in heated arguments, fighting with, assaulting or threatening to assault, or use of abusive language, or attempting to cause bodily injury to, with superiors / other employees of the organization or any person with whom the organization has functional connections or visitors to the premises of the organization; malicious mischief, such as hiding or destroying any article or property belonging to the organization;
19. Unauthorized use of any of the properties or facilities of the organization.
20. Falsification, defacement or destruction of any records of the organization, or knowingly or wrongfully interfering or tampering with the records maintained in the organization, Willful damage or loss to the property or belongings of the organization or their wasteful or negligent use.
21. Distributing or exhibiting within' or in front of any premises of the organization or posting on the notice board any incriminating material, pamphlets etc.
22. Writing, contributing or publishing any article, booklet etc affecting adversely the reputation of the organization or any of its officials;
23. Disclosing to any unauthorized person confidential facts or figures about the activities of the organization.
24. Holding or attempting to hold meetings within any premises of the organization without written permission of the Appointing Authority;

25. Collecting or raising of funds, either in the name of the organization or on behalf of any other agency, entity, individual without the written permission of the Appointing Authority.
26. Carrying on money lending or any other private business within the premises of the organization.
27. Seeking, soliciting or accepting bribe, kickbacks, gift, gratuity, reward in kind or cash, from any other employee / person with whom the organization has functional connection, or giving or attempting to give bribe, kickbacks, gift, gratuity, reward in kind or cash to another employee of the organization.
28. Theft, fraud, dishonesty or breach of trust, or misappropriation in connection with organisation's funds or property or with the property of other employees or and other person with whom the organization has functional connections.
29. Habitual indebtedness and borrowing from colleagues or outsiders.
30. Habitual absence without leaves or permission of the reporting Authority or overstaying sanctioned leave without sufficient grounds or proper and satisfactory explanation.
31. Deliberate abuse of any leave, privilege, concession or benefits for the time being in force in the organization.
32. Violation or disregard of established safety practices on the premises of the organization or while on duty; Inefficiency or committing habitual mistakes in work.
33. Accepting employment or engaging in trade or business or any other commercial activity with or under any other person or entity during the tenure of service in the organization, without written permission of the Appointing Authority.
34. Giving false personal information or work-related information, at the time of appointment or any time during employment.
35. Failure to report to the higher officials of any accident either to himself/herself or to any other employee or about any defect or damage to any equipment or property of the organization or other circumstance which may cause damage or loss to the organization, coming to his/her knowledge; Falsifying or refusing to give testimony when accidents, misconducts or any other matters are being investigated.
36. Involving in any act which is considered as unethical, civil or criminal wrong under any law of the land; Conviction by a court of law for criminal offences involving moral turpitude,

entailing punishment by imprisonment. Practicing activities which are considered illegal as per the civil code (BNS).

37. Habitual repetition of any act or omission which is punishable under these rules.
38. Misusing and causing damage to the office property intentionally or because of carelessness.
39. Habitual leaving workplace (more than 2 time) during working hour without permission of reporting authority
40. Do not give any information related to the organization to the out site of organization person or any organization without the permission of the chief functionary of the organization, it will be considered as a wrong behavior
41. It would be mandatory to give a written notice to a employee in the event of leaving the organization himself.

All employees should compulsorily report any misconduct observed. If an employee fails to report misconduct even after knowing it, will also be considered as misconduct and such employees will also face trial for misconduct.

### **33- Process for dealing with misconduct:**

1. When misconduct is observed or reported, the Focal Person/Chief Functionary of organization will form an investigation committee to enquiry the incidence. The committee will be constituted bearing in mind the proximity, gender needs, sensitivity to the issue and such other factors.
2. The investigation committee will study the incidence and submit a report to the Focal Person/chief functionary of organization within 3 days or even earlier based on the kind of misconduct.
3. During the enquiry the employee will remain suspended until further orders are received from appointed authority. No travel and other facilities will be liable during the suspension.
4. The employee will be given an opportunity to explain/give clarification.
5. Based on the gravity of the misconduct and the report of the investigation report of committee, the chief functionary will decide the necessary action which might amount to:
  - a. Verbal or written Warning
  - b. Show cause notice
  - c. Penalty or fine
  - d. Withhold increment or promotion
  - e. Reduction of benefits/privileges
  - f. Demotion
  - g. Transfer
  - h. Suspension
  - i. Termination
  - j. Legal action

The final action will be decided by the chief functionary.

### **34- Sexual Harassment & internal complaint committee**

The term sexual harassment at workplace includes unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, any other unwelcome physical, verbal and / or non-verbal conduct of a sexual nature, sending an obscene mail, messages to a colleague, sharing pornography, staying leave in relation within working area and such other actions. Any such acts provoking modesty of a member of the other sex shall be construed as sexual harassment. Any act of sexual harassment will result in stringent disciplinary and legal action

An "Internal Complaints Committee" is constitute at the organizational under sub section (1) of section 4 of the Sexual Harassment of Women at Workplace Act, 2013. The details of the "Internal Complaints Committee" are as follows. Complaints of sexual harassment can be made to the following persons-

<b>No. of person</b>	<b>Post</b>
01	Program manager
01	HR & Finance Manager
02	Sr. Program Coordinator
01	Management committee member

The Chief functionary will get such notice boards installed at all the offices of ROSA and information will be given in the staff meetings. Whenever any complaint is received, the Chief functionary can look at the seriousness of the complaint and immediately form a committee to investigate the matter or send it to the above committee. For the above related points, action can be taken based on the provisions of the Safeguarding Committee of "ROSA".

The investigation committee will give its report to the Chief functionary within 3 days and maximum within one week, based on which the Chief functionary will take a decision. In serious cases, a report can be made to the local police.

The person against whom the complaint has been received will not be a part of the investigation for that case.

The organization will install cameras in all its offices and centers so that the organizations can be monitored human resource activities and safety of the organization purpose.

### **35- Grievance handling mechanism:**

Suggestion/Grievance:

- a) An employee can share their grievance/suggestion through in the suggestion/grievance to the organizational reporting person by messages, email or phone call or any other means.
- b) They can also share it with their immediate reporting authority, and it can be resolved at their level, shall do it with communication to the chief functionary.
- c) If the employee is not comfortable/satisfied of sharing/dealing of the grievance with their reporting authority, they can contact the focal person/ chief functionary through telephone/whatsapp/email or any other means.
- d) At all Project offices, notice boards with contact details of focal person/ chief functionary to whom anyone can share their feedback/suggestions/grievances are displayed.

### **36- Process of Grievance Handling:**

- a) The grievance should be reported to the chief functionary as soon as it has been received by any of the employee.
- b) Considering the level of grievance, chief functionary may take appropriate decision by self or may consult with focal person/committee or board members on the same.
- c) If it is within the reach of the organization, necessary steps would be taken to address the grievance.

### **37- Resignation**

- a. An employee who desires to resign from service of the organization shall give One month's notice in writing of his/her intention to the Appointing Authority. On receipt of such notice or an amount equal to a month's total emoluments **(salary and allowances)** in lieu of the notice, the Appointing Authority may accept the resignation at any time. If the employee leaves the job immediately then he will not be entitled to get **one month's salary and other allowances/benefits**.
- b. No resignation would be complete until and unless the same is accepted in writing by the Appointing Authority
- c. Once resignation is accepted, in due course of time he/she will have to hand over his charges/responsibilities to the designated person/HR & finance Manager.
- d. The salary dues of all discharged or resigned employee will be settled within one month after deducting all procedural and

statutory dues and after handing and taking over of program and no dues process is completed at project office and head office level.

- e. During the period of probation, the services of all categories of employee may be discontinued without notice; however, the reason for discontinuity of will be shared with the person.
- f. The Appointing Authority shall be the competent authority to issue certificate of service to the employee with actual concern or denial the same.
- g. An employee will be required to clear all his/her dues and obtain no due certificate from project office and finance section of the organization. An employee may or may not be issued a service certificate when relieved from duty if he/she applies in writing for the same.
- h. Organization may also hold an exit interview for those who leave through proper resignation process.
- I. If any employee leaves the job immediately then he/she cannot be taken back in the organization in future

### **38- Termination**

The employee will be terminated with gross offence for the reason as mentioned below.

- a) Poor performance/poor representation as designation
- b) Case of sexual Harassment
- c) Found working for others organization during the duty hours /self employed
- d) Case of financial misappropriation
- e) Political nature activities or propaganda
- f) Passing or disclosing the organizational information regarding the projects or other important documents to outsiders without permission.
- g) Wrong messages/reports/communication to donor/supporter
- h) Hides information that is not beneficial to the organization, for his or her own or other employee's benefits
- i) Anti-social activities for self-benefits

### **39- Process of termination**

- a) The case will be put forward in front of chief functionary along with the grounds on which termination is being proposed. The urgency and gravity of matter will also be informed for action.
- b) The chief functionary will issue a show cause notice to the employee so that he/she gets an opportunity to justify himself/herself (within 7 days)
- c) In case of termination, the organization will serve a termination notice to the employee one month in advance

- d) If the employee is terminated immediately, organization will pay one month salary and benefits.
- e) An employee will be required to clear all his/her dues and obtain no due certificate from all reporting authorities. All dues of the employee will be settled within 1 months of termination provided a successful and satisfactory no-dues certification is submitted.

### **39- Superannuation/Retirement**

- (a) Every employee shall be superannuated or retired from service of the organization on completion of his/her 58 years of age as per EPFO-ESIC norms.
- (b) Notwithstanding anything contained in the foregoing sub clause (a), a retired or superannuated employee may be freshly appointed with the approval of the president and on such fresh appointment he/she would be paid salary and allowances at the rate mutually agreed or as drawn by him/her at the time of his/her retirement/ superannuation

Provided that the fresh appointments shall be for a period of one year or project period at a time, and the employee shall not be entitled for any terminal benefits at the conclusion of any such appointments except at the discretion of the Appointing Authority.

- 40. **Affidavit-** All the appointed Full-time, Part-time and probationary employee will take an affidavit on a stamp paper of ten rupee, addressed to the Chief Functionary regarding acceptance of the organization policies and declaring non-criminal background/gap in employment/ ongoing cases/conviction etc.
- 41. **Personnel file-** Every employee appointed in the organization will have a file and the documents related to him will be kept in that file. Every document will have to be checked by HR and then approved by the concerned authority. After that the document will be kept in a personnel file. Which will be updated from time to time. The first salary will be paid only after the necessary documents and process of the first appointment letter
- 42. **Internal Communication policy-** If an employee appointed in the organization is given any work/task related to the organization by any employee of higher rank or explains any issue, then if there is any confusion about it, then first he should ask him again and not any other employee. Even after this, if you are not satisfied, then ask his higher Manager only without any fail or delay. No employee shall create any WhatsApp group, email IDs and any other communication platform without permission of chief functionary.



43. **External communication-** The external communication of the organization, especially with donors and supporters, will be done only by those people who have been given permission and appointed for this work. The internal level communication of the organization will be kept on the appropriate platform within the organization. Chief functionary of program manager or HR person Immediate disciplinary action will be taken against any external communication done for personal interest and benefit or against the organization.

42. **Disciplinary action-** *The organization provides a respectful and friendly environment to the workers to work without any discrimination. Still, if you should share the confidential data, documents and information of the organization with any other person or organization against the interest of the organization, commit fraud with the organization, violate the instructions, and be indisciplined at any level, without any reason for posting and responsibility. Disorderly conduct against the organization, inciting anyone against the organization, factionalism at any level, violating any kind of comments and instructions of the board members of the organization against their rights, doing or getting any work prohibited by the organization or the government or any other subject. If found guilty of giving/supporting etc., your services may be terminated immediately without any prior notice. In such a case, the organization will necessarily mention it on the work relieving certificate and experience certificate of that person. In case of reference checks received from other organizations also, the organization will necessarily mention this. In very serious cases, the Provident Fund may recommend a stop on auto withdrawals.*

43. **Non-Political nature** - A non-political organization under the power of constitution of India. We will not do anything in our work that is of political nature.

#### **44. Reporting authority**

- Program Coordinator will be the reporting person for social worker and Sr. Social Worker.
- Senior program coordinator will be the reporting person for program Coordinator
- Program Manager or Chief functionary will be the reporting person for Senior program coordinator and program coordinator
- Chief functionary will be the reporting person for Program Manager
- HR & Finance Manager will be the reporting person for Accountant cum admin

- Chief functionary will be the reporting person for HR & Finance Manager

### **Reporting System**

- On the first date of every month, everyone will plan on Form no.- 1 and get approval from their reporting person.
- The last date of every month will be the reporting date of the month. Everyone will report to their reporting person on Form No.- 2 and the reporting format of the prescribed project.
- All senior program coordinators or program coordinators will report to the Chief functionary or program manager on the 2nd of every month.
- The designated person of the project will send the report to the donor organization on the prescribed date, time after getting it checked by the Chief functionary or program manager.
- The feedback from the donor or information related to the project will be responded to only by the designated person of the project.

### **Review Meeting**

- Review meetings will be held every week in the new project (within six month).
- Review meetings will be held once in 2 weeks in the old project (after six month).
- Monthly review meeting will be held on the last day of the month.
- Changes can be made in the above review meetings only with the permission of the Program Manager.
- It is mandatory for the Senior Program Coordinator/Program Coordinator/Program Coordinator to be present in the review meetings.
- The Sr. Program Coordinator will send his recommendation to the HR & Finance Manager for salary payment after monthly review with copy of attendance register, copy of movement register and due bill and evidence.

45. **Self-service policy-** All the employees of the organization who are attached to the office should clean their used utensils, clean the premises etc. and should also ensure that there is an environment of self-service.

46. **Cash and expensive Jewelry-** During the working hours of the organization, it is expected that no employee will keep or display cash and expensive jewelry etc. in excess of the cash requirement of that day. If cash and jewelry are lost or stolen

during working hours, the organization will not be responsible for it.

47. **Restrictions** - Under any circumstances, the employees of the organization will do not any personal, family or acquaintance's work other than the work of the organization. Such as any type of life insurance, vehicle insurance, any chits fund, any financial deposit scheme, mutual fund, share market loan, money doubling schemes and any other type of financial deposit scheme which is linked to private or semi-private, Government etc. We can only provide information/knowledge about Social Security schemes/Welfare Schemes of Central Government and State Government and provide links to these schemes for free of cost. No employee of the organization will take any personal benefit directly or indirectly from the beneficiary of the organization, nor will provide any benefit to any member of his family or acquaintance, nor will promote anyone else.

48. **Other organizational policies-** This is a policy in the organization. Other policies are also applicable for the objectives of the organization such as-

- 1- Finance policy
- 2- Communication policy
- 3- Safeguarding policy
- 4- Whistle blowing policy
- 5- Risk management policy
- 6- Anti-fraud policy
- 7- Inclusion policy
- 8- Ethical code & conflict of interest policy
- 9- Child Protection policy.

The "ROSA" shall display its policies on its website for access to all its employees.

### **Travel Policy**

#### **1- Organization vehicles use Policy**

Vehicles available in the organization can be used after prior permission of Chief functionary it will be mandatory that employee have the legal liability and obey accordingly. For that employee will maintain logbook of his/her every use. To fill the fuel and to maintenance of vehicles employee will submit a written request letter to the concerned accountant. After approval, Employee will claim for expenses according to detail in the logbook. Vehicles of the organization cannot be used for the personal work by the employee. As per policy and after approval, renewal /other legal documents will be

accomplished by employee through accountant. Employee will be fully responsible for Violation of any legal process and compensation will be borne by him/her only. Concerned employee will not handover the vehicle to other fellow employee at his level.

## **2- Local conveyance policy (Personal bike)**

Expenses of using personal bike for the employee related to our program will be paid of shortest route, only after written permission of HR & Finance Manager. Organization will pay maximum @ Rs.3.50 per KM. For that employee will submit detail of their visits to the accountant after passing the detail from their respective program coordinator. After proper verification by HR & Finance manager will submit it to the Chief functionary for approval.

## **3- Facility after working time period**

During local traveling for the work of organization, expenses over refreshment etc. will not be paid by the organization. But after working hour while accomplishing the most important work Rs.25 will be paid to the employee after approval of HR & Finance Manager. To work at night after 8 P.M. Rs. 150 for dinner will be paid. On special circumstances HR & Finance Manager will have power to approve extra payment. Local travel will be made by Auto, general bus, general train or any local general mode of travel. For reimbursement of expenses, employee will fill travel detail in travel form with supporting documents (Auto/E-Rickshaw and such type of vehicle bill not required) and it will be submitting to the HR & Finance manager after approval of reporting authority. Travel expenses will be made by the organization through online bank transfer/cheque.

## **4- Field work travel for employees**

In public interest, the organization expects all the employees to use public transport means/bicycle as far as possible. Where local travel by private vehicle is allowed, its policy is as follows-

1. No travel expenses will be given to the field employee for the distance of 4 km from the center of the designated working area or 8 km from one side to end side. The employee will have to work by bicycle. A maximum of three thousand rupees will be provided as bicycle benefit on an annual basis.

If sufficient budget is available in the designated project, the social worker /Sr. Social worker of the organization will also be able to avail the benefit of using a personal vehicle need to be a written permission from HR & Finance manager.

2. The Program Coordinator/Sr. Program Coordinator/ Program manager/HR & Finance Manager can avail the benefit of using a personal vehicle. For this, an application can be made to the HR &

Finance Manager for approval. If such person who do not have their own personal vehicle can apply for permission to use public transport or use a bicycle.

3. For a distance of more than 08 km from one end to the other, the organization/determined project can grant permission to use a personal two-wheeler based on the budget available. This approval right will be with the HR & Finance Manager.

4. When the employee of the organization applies to the HR & Finance Manager for permission to use a personal vehicle, then the geographical area will be mapped for both the above options and the distance will be determined by a reporting authority. For this, Google Maps etc. will be used and a map will be prepared, and the distance will be determined.

5. On using the approved personal vehicle, Rs. 3.50 per km will be provided. For which the employee will claim on the prescribed format on the first of every month through the reporting authority to HR & Finance Manager.

6. On entering a village or colony, the employee will have to park his personal vehicle at a safe place or under the supervision of a knowing person and then carry out the work in the village on foot.

7. While carrying out any activity, it will be ensured that the personal vehicle is parked in such a way that it is at least 15 meters away from the program point of venue. So that it does not create any hindrance during taking photographs of the activities etc.

8. For the field visit of the employee based on the weekly action plan passed by the reporting authority, the kilometers travelled by the employee will be considered to be within the prescribed work area limit.

9. If the employee is going to the field from the organization office on the basis of the weekly action plan passed by the reporting authority, then the project office will be considered as the movement point. For this, it will be mandatory to record it in the movement register kept at the project office with total km today.

10. On the basis of the weekly action plan passed by the reporting authority, for visits outside the work area, the project office or the employee's house, whichever is nearer, will be considered as the movement point.

11. On the basis of the weekly action plan passed, for the movement of Coordinator/Sr. Coordinator/ Program manager etc., the project office will be considered as the movement point.

12. In the case of Program Coordinator/Sr. Program Coordinator/ Program manager and grade -I,II, and III, for visits outside the work area, on the basis of the weekly action plan passed, the project office or the employee's house, whichever is nearer, will be considered as the movement point.

13. In case of some special Organizational events/urgent work and public interest issues etc., travel can be done on the orders of the Program Coordinator/Sr. Program Coordinator/ Program manager/ HR

& Finance Manager. The organization will not give claim for travel done voluntarily at any level.

14. As per the weekly action plan passed, the claim for the shortest route for the specified work will be accepted.

15. If an employee does not have his own vehicle or cannot drive the vehicle himself, then in such a case, only the claim for the use of public transport will be valid.

16. Claims above the maximum limit set by the HR & Finance Manager in a month will not be paid.

17. If more than one employee is going to participate at a particular place, then instead of using different vehicles, they should use one vehicle. In this, it will be the responsibility of the senior employee to take his junior employee with him. In such a case, the claim will be paid only to the senior employee. If a female employee does not want to share the vehicle with anyone else or is not comfortable going with anyone, then she can go alone in her own vehicle.

18. The maximum limits will be set by the HR & Finance Manager on the basis of the financial resources available in the org/project.

19. The organization will make payment for the use of personal vehicle as per the per km rate set in the financial policy, for which the employee will have to make a claim on the format prescribed by the organization. The employee will get the claim passed from his reporting authority and submit it to the HR & Finance manager. Which will be mandatory on the first date/first working day of the month.

20. Only the actual price will be paid for the use of public transports as approved by HR & Finance Manager.

21. The employee of the organization should use public means for org work if the distance is more than 60 km on one side. If the distance on one side is more than 60 km, then the actual fare of the public means will be charged.

### **5- Out station travel policy**

Out of station travel will be considered those travel in which working hour of employee for the organization is included at night stay also. Employee can perform out station travel for the interest of the organization. Employee will travel out station only after written approval of Chief functionary. It is expected in interest of organization/Public that employee will travel shortest route and will use resources of minimum cost during their travel or actual cost which is minimum and limit of maximum will be as follows:

<b>Grade</b>	<b>Level</b>	<b>Standard</b>	<b>Standard</b>	<b>Essential</b>
Grade-IV	Social worker /Sr. Social worker /Assistant accountant	General bus travel or general rail travel will be valid upto 150 KM.	Above 150 KMs, Sleeper class for rail and general bus travel will be	original copy of Travel ticket will be essential for

	cum admin		valid.	claim
Grade-III	Program coordinator / Sr, program coordinator/ Accountant	General bus travel or general rail travel will be valid upto 150 KM.	Above 150 KMs, Sleeper class/third AC for rail and general bus travel will be valid.	original copy of Travel ticket will be essential for claim
Grade-II	Program manager/HR & Finance manager	General bus travel or general rail travel will be valid upto 100 KM.	Above 100 KMs, Sleeper class or 3rd AC for rail and AC bus travel will be valid.	original copy of Travel ticket will be essential for claim
Grade – I	Chief Functionary/ Board member	For any kind of travel 3rd AC, 2nd AC, 1st AC, flight or all type of AC bus will be valid.	Travel by flight will be valid only for most important work. If the person of above grade is travelling along with, then same grade for travel will be considered	original copy of Travel ticket will be essential for claim

- Approval of Chief Functionary will be essential in case to use upper limit of fixed limit, on the basis of need of work and for most important work.
- Those travel which travels cost will be borne by donors of other Organization s/projects, in that case policies will be applied of donors' Organization and project. Written approval of Chief Functionary will be essential for such type of travel. If the payment of expenses during travel paid by Organization to the organization, in such cases organization will pay the amount to

the concerned employee through the bank, after receiving the amount.

### **6- Out station travel boarding policy**

Employee can avail staying facility while working for the organization for that he/she can avail facility of Dharamshala/lodge/Guest house/hotel/org offices etc. (separate for female) Following are the policies for the same:

<b>Grade</b>	<b>Level</b>	<b>standard</b>	<b>Essential</b>
Grade-IV	Social worker /Sr. Social worker /Assistant accountant cum admin	Maximum Rs. 1500 per night	Original copy of night stay bill will be valid. If the employee of different grade shares the accommodation, then in such case the employee having limit of maximum grade among those will be considered
Grade-III	Program coordinator / Sr, program coordinator/ Accountant cum admin	Maximum Rs. 2000 per night	Original copy of night stay bill will be valid. If the employee of different grade share the accommodation then in such case the employee having limit of maximum grade among those will be



			considered
Grade-II	Program manager/HR & Finance manager	Maximum Rs. 2500 per night	Original copy of night stay bill will be valid. If the employee of different grade shares the accommodation, then in such case the employee having limit of maximum grade among those will be considered
Grade-I	Chief Functionary/ Board member	Maximum Rs. 3500 per night	Original copy of night stay bill will be valid .

- Approval of Chief Functionary will be essential in case to use upper limit of fixed limit, on the basis of need of work and for most important work.
- Those travel which travels cost will be borne by donors of other Organization s/projects, in that cases policies will be applied of donors' Organization s/ project. Written approval of Chief Functionary will be essential for such type of travel. If the payment of expenses during travel paid by Organization through to the Organization , in such case Organization will pay the amount to the concerned employee through the bank, after receiving the amount.

### **7- Food during out station travel policy**

ROSA employee can claim his/her food expenses while travelling out station for the work of organization. It is expected by the organization that employee will take only vegetarian food. At the level of organization claim of only vegetarian food will be reimbursement. These are the reimbursement policy for the same:

Grade	Level	Breakfast	Lunch	Dinner	Documents for the claim
IV-Grade	Social worker /Sr. Social worker /Assistant accountant cum admin	Rs.75.00	Rs. 150.00	Rs. 150.00	There is no need separate bill for claim for food. Description will be mentioned on travel bill.
Grade-III	Program coordinator / Sr, program coordinator/ Accountant	Rs.100.00	Rs. 150.00	Rs. 150.00	There is no need separate bill for claim for food. Description will be mentioned on travel bill.
Grade-II	Program manager/HR & Finance manager	Rs.125.00	Rs. 175.00	Rs. 175.00	There is no need separate bill for claim for food. Description will be mentioned on travel bill.
Grade-I	Chief Functionary/ Board member	Rs.200.00	Rs. 250.00	Rs. 250.00	There is no need separate bill for claim for food. Description will be mentioned on travel bill. If the person of above grade is taking food together then equal

					claim will be considered.
--	--	--	--	--	---------------------------

In the program where breakfast, lunch, dinner, etc. have been arranged by some other organization/donor organization, person's relatives, langar etc. that part will not be paid by the organization.

### **8- Daily Allowance for Out Station Travel-**

The organization will provide daily allowance for out station training, meeting and monitoring visit to the employee/members. The daily allowance will be as follows-

<b>Grade</b>	<b>Level</b>	<b>Amount for 24 Hrs.</b>	<b>Time frame</b>
IV- Grade	Social worker /Sr. Social worker /Assistant accountant cum admin	Rs.200 for out station training only	If the employee stays out station for 24 hours, then he will be given an allowance of Rs. 200 per day. Rs. 150 will be given for 18 hours, Rs. 100 for 12 hours.
Grade- III	Program coordinator / Sr, program coordinator/ Accountant	Rs.250 for out station training & Meeting only	If the employee stays out station for 24 hours, then he will be given an allowance of Rs. 250 per day. Rs. 190 will be given for 18 hours, Rs. 125 for 12 hours.
Grade- II	Program manager/HR & Finance manager	Rs. 300 for out station training, meeting & monitoring visit	If the employee stays out station for 24 hours, then he will be given an allowance of Rs. 300 per day. Rs. 225 will be given for 18 hours, Rs. 150 for 12 hours.
Grade-I	Chief Functionary/ Board member	Rs.500 for out station training, meeting & monitoring visit	If the member stays out station for 24 hours, then he will be given an allowance of Rs. 500 per day, Rs. 375 will be given for 18 hours, Rs. 250 for 12 hours.

### **09- Facilities (Mobile recharge, office bag and dairy) –**

Every year in the month of December, the organization will give the year diary of the next year to all its employees. Every two years, office bags will be provided and we will provide mobile recharge expenses for

monthly basis. Those projects in which all these facilities have been added with any other type of facility will not get this facility. The HR Finance Manager will be responsible for this process.

Note- The Chief Functionary is given the authority to draft the procedures/format relating to this Human Resource policy.

*The second revised human resource policy was passed in the management committee meeting on 29 December 2024 and it was implemented from 01 January 2025 by the signatory.*

Mr. Rajnath Singh

Mr. Janardan Singh

Mr. Muziburrahman

Mr. Ansar Ahmad

Mr. Mustaque Ahmad

Smt. Kamla Devi

Ms. Shaban Khatoon

**HR related Form-**

फार्म संख्या -01

साप्ताहिक/मासिक कार्य योजना – माह.....वर्ष.....

कार्यकर्ता का नाम.....

[illegible]

कार्यकर्ता का हस्ताक्षर ..... दिनांक.....

Checked by  
by

Approved

सप्ताहिक/मासिक कार्य प्रगति प्रतिवेदन

माह / वर्ष.....

कार्यकर्ता हस्तरक्षर ..... दिनांक.....

Approved

## Movement register format for office

[illegible]

Checked by

Approved by

## Local travel form

## RURAL ORGANIZATION FOR SOCIAL ADVANCEMENT

**Kakarmatta, DLW, Varanasi - 221004**

### Local travel (share vehicle) claim form

**Name:.....Designation:.....**

**Adress- .....**

**Purpose**-----

-----

Date	From	To	Mode	Amount
		Total		

Amount (in words.....

Signature -----

Checked by

Approved by



## Personal bike uses claim form

रोजा संस्थान, .....

## नीजि बाईक उपयोग का विवरण

कार्यकर्ता का नाम.....पद.....माह.....

उद्देश्य.....

.....

[illegible]

कुल रूपयें (3.5 रूपयें प्रति किमी)–

बाइक नं०.....

.....

कार्यकर्ता का नाम व हस्ताक्षर ..

Checked by

Approved by

नोट- नीजि बाइक के उपयोग हेतु मानव संसाधन व वित्त प्रबंधक के लिखित अनुमति के पश्चात ही मान्य होगा।

Page 49 of 56

## Out station travel claim form

Project.....

Departure date & time.....Arrival date & time.....Total  
days.....Purpose:- .....

<b>Sub Total</b>		
------------------	--	--

**Food details:**

<b>Grand Total</b>	
--------------------	--

Checked by

Approved

**Employee Consent for EPF & ESIC registration**

**Previous EPF UAN No.-**

**ESIC No.**

Employee name:

Date of Birth:

Gender:

Mobile linked with Aadhar:

family contact no:

Name of father/Husband:

Date of Birth:

Marital Status:

Permanent Address:

Family Details: Member whose monthly income is less than Rs 9000

Name as per Adhaar with spelling	Relationship with the Employee	Date of Birth (As per Adhar)	State	District

**Nominee Details:**

Name of Nominee	Relationship with Employee	Address of Nominee

**Declaration:**

I..... designation  
..... Working organisation “ROSA” assure  
that above mention information given by me is correct.

Signature of Employee:

Date:

-----

**For office use-**

**Date of registration**

**ESIC No.**

**EPF No. -**

**Signature of admin-**

## अवकाश आवेदन पत्र / Leave Application Form

केंद्र का पता: \_\_\_\_\_

1. कर्मचारी का नाम: \_\_\_\_\_

2. पदनाम: \_\_\_\_\_

3. अवकाश के प्रकार (✓ करें):

- ☐ आकस्मिक अवकाश (Casual Leave)
- ☐ चिकित्सा अवकाश (Medical Leave)
- ☐ अन्य (विवरण दें) \_\_\_\_\_

4. आवेदित अवकाश की अवधि:

से (From): .....तक (To): .....कुल  
दिन:.....

5. अवकाश का कारण:

6. संपर्क विवरण (अवकाश अवधि में):

मोबाइल: \_\_\_\_\_

पूरा पता: \_\_\_\_\_

ईमेल -

कर्मचारी का हस्ताक्षर: \_\_\_\_\_

तारीख: .....

रिपोर्टिंग व्यक्ति की संस्तुति:

☐ स्वीकृत (Approved)

☐ अस्वीकृत (Rejected)

टिप्पणी: \_\_\_\_\_

हस्ताक्षर: \_\_\_\_\_

तारीख: .....

## नोटरी शपथ पत्र का प्रारूप

प्रति,

मुख्य कार्यकारी

रूरल ओर्गनाइजेशन फॉर सोशल एडवांसमेंट,

ककरमता, वाराणसी

शपथ पत्र

मैं.....पिता/पति.....

..निवासी.....

.....अपने पूरे होशों हवास में यह शपथ लेता/लेती हूँ कि-

1. यह कि मुझ पर किसी भी प्रकार का कानूनी केस न ही पूर्व में चला व न ही वर्तमान में चल रहा है और न ही कभी किसी प्रकार की सजा हुई,
2. यह कि मैं अपने जीवन में किसी भी प्रकार के बाल शोषण/जातिगत हिंसा/देश विरोधी/संगठित अपराध/ भ्रष्टाचार से सम्बंधित गतिविधियों में लिप्त नहीं रहा
3. यह कि भविष्य में भी मेरे द्वारा किसी प्रकार का बाल शोषण/जातिगत हिंसा/देश विरोधी/संगठित अपराध/भ्रष्टाचार नहीं किया जायेगा
4. यह कि मैं संस्था के नीतियों और समय समय पर पास किये गये नीतियों और नियमों का पालन करूंगा
5. यह कि मैं वर्तमान में किसी अन्य संस्था/विभाग में कोई पद या सीधे तौर पर जुड़ाव नहीं है और मैं किसी भी राजनीतिक दल का सक्रिय कार्यकर्ता नहीं हूँ न तो कोई पद धारक हूँ. मेरा किसी भी प्रकार से किसी प्रिंट मीडिया/ इलेक्ट्रॉनिक मीडिया और न्यू चैनल आदि से जुड़ाव नहीं है.
6. यह कि मुझे कोई गंभीर बिमारी नहीं है
7. यह कि यदि मैं संस्था के पद से छोड़ने से पूर्व एक माह का लिखित नोटिस दूंगा. बिना नोटिस के कार्य छोड़ने पर मैं एक माह के वेतन की धनराशि संस्था को क्षतिपूर्ति के रूप में जमा करूंगा.

शपथकर्ता का हस्ताक्षर

संस्था का नाम : उपस्थिति रजिस्टर  
 माह.....वर्ष .....

क्र. सं०	नियुक्ति के आधार पर कर्मचारी का नाम	पद	तिथियां						ली गयी अवकास का विवरण अवकास नीति के आधार पर
			1	2	3	.....	30	31	

जांचकर्ता

अनुमोदन कर्ता

Rural Organization for Social Advancement-ROSA  
Reference Checking Form

Date:

Applicant:

Position:

Reference Checked By:

Name of Reference:	Organization:
Title:	Phone:

What was your relationship with the applicant?

Did you directly supervise her/him?

What was the applicant's title? :

Duration of employment?

Salary :

What were the applicant's major job duties?

How well did the applicant relate to others on the job?

How would you evaluate the applicant's work quality and quantity (productivity)?
What were some of the applicant's strengths?
In what areas did the applicant need improvement?
How would you evaluate the applicant's work habits such as attendance, punctuality, dependability, and observance of work rules?
What was the applicant's reason for leaving?
Would you rehire the applicant? Why?
Do you know if any previous history of the applicant regarding sexual abuse or exploitation of children?
Would you recommend the candidate for intervention with children? If yes, why if no, why not?