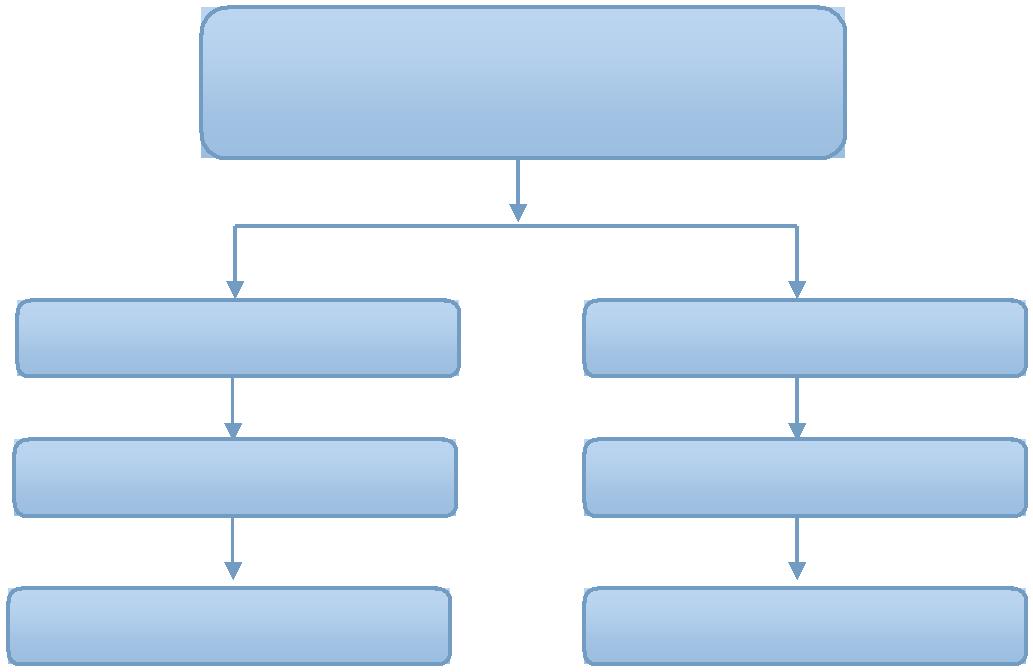
DRAFT COPY OF HR POLICY FOR RSETI OUTSOURCED STAFF APPROVED BY UCO DEVELOPMENT TRUST IN THE UDT MEETING HELD ON 15.03.2016

**Sub: Common Human Resources (HR) Policy for the outsourced staff of( RSETIs)**

We have received letter no. I-12011/10/2015-NRLM (RSETI) dated 21st October, 2015 from Ministry of Rural Development (MoRD) , Government of India along with a copy of the Manual on HR Policy for RSETIs Staff, duly approved by them. In order to stream line the procedure and service conditions of the personnel engaged in RSETIs they have advised to comprehensively adopt and implement the common HR Policy put in place for personnel engaged in the RSETIs. The copy of “Manual on HR Policy” duly approved by MoRD , Government of India (NRLM Division for RSETIs) is enclosed for your perusal. The main features of HR Policy is appended below,

1. **Organization Structure of RSETI (as per guidelines )**



Director

* + - * 1. ( On Deputation from Bank )

|  |  |
| --- | --- |
| Faculty -1 | Faculty - 2 |
| Office Assistant - 1 | Office Assistant - 2 |
| Attender | Watchman / Gardener |

**2- Qualifications & Other Requirements:**

1. As per the extant guidelines, each RSETI shall ideally have 2 Faculty members
2. Desirable age for all outsourced positions is 22-40 years.
3. **The Director of RSETI** is an officer on deputation from the sponsoring bank.
4. **The Faculty** Shall be a Graduate / Post Graduate viz. MSW/MA in Rural development / MA in Sociology / Psychology / B.Sc. (Veterinary) B.Sc. (Horticulture), B.Sc. (Agri.), B.Sc.( Agri. Marketing)/ B.A. with B.Ed. etc. Shall have a flair for teaching and possess sound Computer Knowledge. Previous experience as Faculty preferred. Excellent communication & typing skills in the local language is essential.
5. **Office Assistant:** Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge. Knowledge in Basic Accounting is a preferred qualification. Shall be proficient in MS Office (Word and Excel), Tally & internet. Skills in typing in local language are essential, typing skills in English an added advantage.
6. **Attender:** Shall be a Matriculate. Ability to Read and Write the Local Language preferred.
7. **Watchman/ Gardner:** Should have passed 7th Standard. Should have experience preferably in agriculture/ gardening/ horticulture.

**3- Recruitment Process:**

RSETI staff shall be recruited from open market. Trust / Society / RSETI will advertise for the most competent candidates in relevant local / regional newspapers which have the reach to the district level; on the Trust / Society/ RSETI website and will also be put up on the RSETI Notice Board, in order to ensure a fair and transparent recruitment process.

1. **Minimum Standards :**
2. Only those candidates who meet the minimum eligibility criteria as outlined in the advertisement will be considered. RSETI will endeavor to recruit the best fit - with the most appropriate competencies including attitudes and behavior.
3. The contract will be **valid for a period of 3 years** subject to annual review and renewal of the contract by the Director once a year.
4. **Conflict of Interest:**
5. RSETI staff is required to disclose any potential or real conflict of interest with the organization prior to their recruitment or during their stay in the organization. Similarly, RSETI staff with recruitment responsibility, i.e. personal interview panel members, must declare any conflict of interest with candidates who are going through the selection process. For example, the RM cannot be on the panel if his relative is among the candidates.
6. Spouses are not encouraged to be selected. Sponsor Banks may **clarify on areas of conflict** **of interest** in the selection process.
7. **Selection Process :**

The selection process will comprise of:

* + - * 1. **Written Test**to assess General Knowledge and Computer capability.
        2. **Personal Interview**to assess communication ability, leadership qualities, attitude,problem solving ability and ability to get along with the trainees, developmental approach.
        3. **Demonstration / Presentation**to assess teaching skills and communication capability.

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| **S.N.** | **Criteria** | **Faculty** | **Office** | **Attender** | **Watchman/** |  |
| **Assistant** | **Gardener** |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1. | Written Test | \_/ | \_/ |  |  |  |
|  |  |  |  |  |  |  |
| 2. | Personal Interview | \_/ | \_/ | \_/ | \_/ |  |
|  |  |  |  |  |  |  |
| 3. | Demonstration / | \_/ |  |  |  |  |
| Presentation |  |  |  |  |
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1. **Selection Panel :**

(a) **Chairman of Committee**

The Regional Head / Circle Head of the Bank which has opened the RSETI will be the Chairperson of the Selection Committee. The Regional Head is also the Co- Chairperson of the DLRAC i.e. District Level RSETI Advisory Committee.

(b) **Panel members**

The panel members will comprise of the following:

* The LDM,
* DDM ( NABARD),
* PD – DRDA or his / her nominee
* Nodal officer looking after RSETI in the Regional/Circle/Zonal/ Head Office and one Representative from HO / Trust / Society (Optional).
* One Representative from HO / Trust / Society (Optional).

**8- Completion of Selection Process:**

* + 1. On completion of the selection process, an assessment sheet will be filled and signed by all the members of the interview panel.
    2. Reference checks of the successful candidates will be conducted by the Bank/ RSETI before offer of appointment is made. Such reference checks will be done from the previous organization / Institution where the candidate has worked / studied.
    3. Also independently, due diligence about the antecedents of the candidates may be done. If it is found that the candidate had a disciplinary case against him/ her or was on long leave without sanction from the competent authority or had a poor record of performance, such candidates may not be considered for selection, unless the bonafides are established to the satisfaction of the Trust. Otherwise, the next best candidate shall be selected.
    4. The result of the selection process will be announced within7 working days from the completion of selection process. At the end of the selection process, a report will be prepared by the panel and placed on record /filed for any future reference.
    5. Selection list will have 3-5 candidates selected / empanelled under waiting list, valid for one year from the date of selection for future absorption, if required.
  1. **Engagement on Contract :**
  2. The Offer of Engagement of services will be issued by the Competent Authority / Trust/Society set up by the Bank to take up RSETI work and there will be no link or connection whatsoever with the parent Bank.
  3. There will be NO commitment / obligation / liability for the Bank to absorb such candidates who are selected on contract for any job in the Bank at any time.

**10-Joining Formalities :**

1. The selected candidate will be required to submit a medical fitness report signed by a district level Medical Officer, prior to joining to confirm his/ her current state of health.
2. The selected candidate will be required to join soon, in any case not later than 15 days from the date of receiving the offer letter.
3. The offer letter will contain details of contract, effective date, remuneration, duration and clause on renewal of contract subject to satisfactory review once in a year.
4. If either party decides to discontinue the contract, for any reason, whatsoever, the staff member or the organization, will be required to give one month’s notice or equivalent salary in lieu thereof.
5. If there is any disciplinary action taken against any selected candidate in his / her earlier organization, the decision of the Management of Trust / Society / RSETI regarding the selection / non – selection of the said candidate, shall be final and binding.”
6. The Trust reserves the right to terminate the contract without assigning any reasons. In such case, one month notice or salary in lieu thereof will be payable by the organization.
7. The new joinee will submit a joining report to the Director and complete the required joining formalities.
8. The job description will also form part of the Offer of Appointment: **Annexure** **–** **1.**

**11-SERVICE MATTERS:**

**a)-SALARY STRUCTURE & OTHER DETAILS:**

**i-Emoluments:**

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| --- | --- | --- | --- | --- |
| **Sl.No.** | **Support Staff** | **Salary P.M** | **Fixed Travel allowance(FTA)** | **Annual Medical allowance** |
| **01** | **Faculty** | Rs.20,000/- | Actual subject to Minimum of Rs.1000/- P.M against bill or Rs.500/- P.M on declaration basis. | Rs.3000/- on declaration basis. |
| **02** | **Office Assistant** | Rs.12,000/- | Actual subject to Minimum of Rs.1000/- P.M against bill or Rs.500/- P.M on declaration basis. | Rs.2500/ |
| **03** | **Attendant** | Rs.8,000/- | FTA- Rs.500/- P.M | Rs.2000/ |
| **04** | **Watchman/**  **Gardner** | Rs.6000/- | FTA- Rs.500/- P.M | Rs.2000/ |

1. Consolidated salary which may be revised for the ensuing year by an amount of 10% of preceding year’s consolidated salary based on satisfactory review/ performance of services rendered.
2. EPF, ESI, Gratuity as per rules.
3. Out sourced staff shall be entitled for arrears of pay and allowances with effective from 1st January 2016 as per MoRD guidelines vide letter no. I-12011/10/2015-NRLM/RSETI DATED 05.02.2016.

**ii-Group Insurance:**

All Support staff members may be covered under the group insurance scheme up to a reasonable monetary limit. Benefits of Jan Dhan Yojana may also be passed on to the outsourced staff by making requisite payment to the Bank by RSETI on behalf of the staff.

**iii- TA for outstation duty:**

The travelling expenses payable for travel to the staff of RSETI is dependent on the office exigencies and approval of the tour programme on duty either for follow up / EAP / other office work by the competent authority i.e. Director of RSETI. For the approved tour programme/travel on duty, eligible mode is II Class sleeper by train by the regular/shortest route or equivalent class by Public Transport (Bus). A reasonable local conveyance by public transport may also be reimbursed

**iv- HA for outstation tour (per day):**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Support Staff | Halting allowance in Rs. | |
|  | Faculty | From 4 to 8 hrs | > 8 hrs |
|  | 150.00 | 300.00 |
|  | Office Assistant | 100.00 | 200.00 |

**b) - Leave:**

1. CL: 12 days per year
2. PL: 10 days Per Year
3. SL: 10 days per year
4. **Maternity Leave**: 90 days per child in a contract of one year after completing six months of entering into contract subject to maximum of two surviving children. ML may be granted by Zonal Manager on recommendation of Director.

**c)-Leave Without Pay ( LWP ):**

In extraordinary circumstances, LWP may be granted by Zonal Manager for maximum period of 10 days once in a year during contract period on recommendation of Director.

**d)-National Holidays:**

Holidays as declared every year in advance by the Institute.

**e)- Hours of Work & Weekly Holiday:**

1. The normal hours of work shall be 8 hours, excluding half an hour lunch, per day from Monday to Saturday.
2. The contract staff may also be required to attend the office at any time apart from the regular hours of work or on any holiday without any additional wages if, in the opinion of the Director of RSETI, such attendance is necessary for performing office work.

**f)- Performance Management System:**

* 1. As the operation of contract is initially for a year, at the end of the 11th month, an objective review of performance should be undertaken by the Director to decide for or otherwise of continuing the contract. Such exercise should be completed within a month, i.e. before the expiry of contract for taking a decision in the matter.
  2. Management is advised to build records of all the contract staff, by the Director, as per **Annexure 3**, to assess / justify that the support staff is performing or not performing and thereview should be available at half yearly intervals. Feedback received from trainees on training may also be taken into account at the time of renewal of such contract in case of faculty members.

**g)**- **Increment :**

The contract staff will be eligible for increment once she/he completes the contract period of one year satisfactorily.

* + - * 1. The annual Increment rate for the Senior Faculty / Senior Office Assistant may be fixed at 15%.

**h)-Grievance Redressal Mechanism:**

Any grievance other than against the Director is to be given in writing to the Director with a copy to be addressed to the Zonal Head concerned. In case of the Director, the grievance may be addressed to the Zonal Head concerned. Controlling Head of the RSETI will appoint an Enquiry Officer to conduct an enquiry, during which both parties will be given an opportunity to be heard. The person conducting the enquiry will then submit a report with recommendations to the Zonal Manager. Thereafter the Zonal Manager will take a decision and implement the same which will be binding on both the parties.

**i)-Separation**

1. **Resignation:** The contract staff member who resigns from the services of the organization,will be required to serve one month after serving the notice or will forfeit proportionate salary / make good the salary as per the contract.
2. **Dismissal for disciplinary reasons**: The contract of the staff may be terminated by theDirector for reasons of serious misconduct by following due process as laid down, with due approval from the concerned Regional Manager.

**12)-Code of Conduct:**

**A-Misconduct**

1. No staff member shall indulge in any form of misconduct in the organization. Misconduct will be categorized as – (i) Minor Misconduct and (ii) Major Misconduct. Without prejudice to the general meaning of the word “misconduct”.
2. No individual or group shall be discriminated against or harassed on the grounds of sex, gender, race, ethnic origin, age, caste, colour, marital status, social background etc.

**B- Anti - Sexual Harassment Policy**

1. It is a core principle of RSETI to ensure gender equality and gender justice through all interventions and practices thus ensuring an organizational climate free from gender discrimination and harassment.
2. No staff [contractual or otherwise] shall be subjected to sexual harassment at the workplace.

**C-Disciplinary Action and procedure thereof:**

* 1. In the case of minor misconduct, informal /formal procedures shall be applied.
  2. In cases of major misconduct appropriate action will be initiated by the Director. RM or his/ her representative will conduct an enquiry at the Institute to provide the opportunity for all concerned to put forward their cases. ZM will take a decision and implement the same which will be binding on both the parties. (**for detailed procedure please refer Manual on common HR Policy approved by MoRD)**

**D-Certificate of Service**

A contract employee, on leaving the organization, will be issued a certificate of service stating the period of service and the position held. This will be given to the contract staff member on their last working day in the organization, if s/he so desires without any future liability to RSETI.

**E-Standards of Service**:

The staff member shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regards to the nature and purpose of the assignment and will conduct herself / himself in the required manner.

**13-JOB DESCRIPTION OF SUPPORT STAFF AT RSETIs:**

(For Job Description of Support Staff please refer Annexure-1 of Manual on Common HR Policy Approved by MoRD).

**14-APPRAISAL REPORT OF Support Staff:**

Performance of the Support Staff shall be appraised by Director annually. Appraisal reports consist of 100 Marks.

(For detailed guidelines please refer **Annexure-3** of Manual on Common HR Policy Approved by MoRD).

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(Zonal Manager will be authorized person to issue appointment letter on behalf of UCO DEVELOIPMENT TRUST.)

**(RASHPAL SINGH)**

**MANAGING TRUSTEE OF UDT**

**DEPUTY GENERAL MANAGER (ARBD)**

**HEAD OFFICE KOLKATA**