

**Approved date: 31-03-2015**

**Updated date: 15-09-2025**

# **Human Resource** **Policy**

## **BHEEMABHAI MAHILA MANDALI**

**Address:**

**7-335, Keshavaswamy colony**

**Near National Highway**

**Tallarevu (Village and Mandal)**

**Kakinada District**

**Andhra Pradesh State**

**India - 533463**

CHAPTER	PAGE NO
1. POLICY STATEMENT & GOVERNANCE	3
2. RECRUITMENT & SELECTION	4-7
3. PROBATION	7
4. WORKING HOURS AND ATTENDANCE CONTROL	8
5. LEAVE POLICY	9
6. SALARY ADMINISTRATION	10
7. ANNUAL INCREMENT POLICY	121
8. STATUTORY COMPLIANCE	11-12
9. GRATUITY POLICY	12
10. TRAVEL AND REIMBURSEMENT POLICY	12-13
11. CODE OF CONDUCT	14
12. DISCIPLINARY PROCEDURE	14
13. GRIEVANCE REDRESSAL	15
14. DATA PROTECTION AND CONFIDENTIALITY	15
14. POLICY REVIEW	15

# **CHAPTER 1: POLICY STATEMENT & GOVERNANCE**

## **1.1 POLICY STATEMENT**

Bheemabhai Mahila Mandali is committed to maintaining transparent, fair, ethical, and legally compliant human resource management practices. This HR Manual establishes structured systems for recruitment, compensation, conduct, statutory compliance, performance management, and employee welfare.

The Organization recognizes that its human resources are central to achieving programmatic impact and upholding donor confidence.

## **1.2 OBJECTIVES**

This policy aims to:

1. Ensure compliance with applicable labour laws and statutory regulations.
2. Establish clear employment terms and conditions.
3. Define authority and accountability in HR decision-making.
4. Promote integrity, transparency, and internal controls.
5. Safeguard organizational reputation and resources.

## **1.3 SCOPE & APPLICABILITY**

This policy applies to:

- Permanent employees
- Probationary employees
- Project-based contractual staff
- Part-time employees
- Field staff
- Consultants (where relevant clauses apply)

The provisions of this policy shall form part of employment terms.

## **1.4 POLICY ADMINISTRATION**

The HR Policy shall be administered by:

- Governing Body (Policy oversight)
- Chief functionary (Strategic supervision)
- Project Director (Operational implementation)

- Accountant (Payroll & statutory compliance)

## **CHAPTER 2: RECRUITMENT & SELECTION**

### **2.1 RECRUITMENT PRINCIPLES**

- Transparent and merit-based hiring process
- Equal Opportunity Employer – No discrimination on the basis of caste, gender, religion, disability, Health Issue etc.
- Background checks and reference verification are mandatory
- Contracts to be issued with clear terms of employment

### **2.2 LEGAL COMPLIANCE**

**Recruitment at Bheema Bhai Mahila Mandali is compliant with:**

- Equal Remuneration Act, 1976
- POSH Act, 2013
- Labour Codes (2020)
- SC/ST (Prevention of Atrocities) Act, where applicable
- FCRA Rules (if recruiting for FCRA-funded positions)

### **2.3 WORKFORCE PLANNING**

Recruitment shall be aligned with:

- Approved annual budget
- Project sanction letters
- Donor-approved staffing plans
- Organizational needs

No recruitment shall be undertaken without budget approval.

## **2.4 RECRUITMENT PROCESS**

### ***STEP 1: MANPOWER REQUISITION***

- Initiated by Project Director
- Must specify designation, justification, salary range, funding source
- Approved by Governing Body / President

### ***STEP 2: JOB DESCRIPTION***

Must clearly define:

- Key responsibilities
- Reporting structure
- Qualifications
- Experience required
- Contract duration

### ***STEP 3: ADVERTISEMENT***

- BMM Website
- Notice Board
- Job portals
- Internal circulation (where applicable)
  - NGO networks
  - Local newspapers or notice boards (for field-level roles)
  - Internal referrals and partner organizations

### ***STEP 4: SELECTION COMMITTEE***

Comprising:

- Project Director
- Governing Body Member
- Subject Expert (if required)

### ***STEP 5: DOCUMENTATION***

Maintain:

- Applications received
- Shortlisting criteria
- Interview evaluation sheets

- Selection recommendation note

### **2.5 CONFLICT OF INTEREST**

Selection panel members must disclose any personal or financial relationship with applicants.

Failure to disclose may invalidate the recruitment process.

### **2.6 APPOINTMENT LETTER**

Appointment letters shall clearly state:

- Employment type (Permanent / Contractual)
- Salary structure (Basic + components)
- Probation period
- Leave entitlement
- Notice period
- Confidentiality clause
- Code of conduct adherence
- Termination conditions

### **2.7 DOCUMENTATION CHECKLIST**

- Updated CV
- Proof of identity (Aadhaar, PAN)
- Educational Certificates
- Experience letters
- Resignation letter (if previously employed)
- 2 passport-size photos
- Signed appointment letter and declaration form

### **2.8 RECRUITMENT COMMITTEE OF BHEEMABHAI MAHILA MANDALI**

1. Project director
2. Chief functionary
3. One Governing Body Member
4. Senior Staff Member

## **2.9 RESIGNATION**

If the employee wants to resign, he/she should submit a letter of resignation to the Chief functionary. The letter of resignation should be dated, should cite reasons for resignation, and shall cite the desired effective date of resignation. The organization after accepting may relieve the employee at any time during the notice period.

- **Notice Period:**
  - Permanent staff: 1 month
  - Probationers/Contract staff: 15 days
- Final Settlement within **30 days** post-exit

## **2.10 TERMINATION**

- The services of the employee during the observation period may be terminated at any time without assigning any reason, and no prior notice of termination shall be given in case management does not want his services as the candidate may be not suitable for the organization.

# **CHAPTER 3: PROBATION & CONFIRMATION**

## **3.1 PROBATION PERIOD**

- Minimum 3 months
- Maximum 6 months
- Extension permitted if performance unsatisfactory

## **3.2 EVALUATION CRITERIA**

- Work quality
- Conduct
- Attendance
- Alignment with organizational values

Confirmation must be documented in writing.

# **CHAPTER 4: WORKING HOURS & ATTENDANCE CONTROL**

## **4.1 WORKING HOURS AND ATTENDANCE**

- Standard working hours: 9:30 AM – 6:00 PM (Monday to Saturday)
- Lunch break: 1 hour 1 PM to 2 PM
- Weekly off: Sunday
- Manual attendance register is mandatory
- Leave register is Also Mandatory
- Official holidays: As per annual holiday list

## **4.2 ATTENDANCE SYSTEM**

- Daily attendance register maintained at Head office
- Signed monthly by Reporting Officer/ Project director
- Field staff attendance verified by Project Director

## **4.3 UNAUTHORIZED ABSENCE**

Absence without approval may result in:

- Salary deduction
- Warning notice
- Disciplinary action

# **CHAPTER 5: LEAVE POLICY**

## **5.1 CASUAL LEAVE (CL)**

- 10 days per calendar year
- Cannot be accumulated
- No carry forward
- Not encash able
- Pro-rata entitlement for mid-year joining

## **5.2 SICK LEAVE**

- Granted for illness
- Medical certificate required for absence exceeding 2 consecutive days
- Abuse of sick leave may invite disciplinary review

## **5.3 NO EARNED LEAVE**

The Organization does not provide Earned Leave accumulation or encashment benefits.

## **5.4 LEAVE WITHOUT PAY (WP)**

- Granted in exceptional cases
- Requires written approval
- Salary deducted proportionately

## **5.5 LEAVE APPROVAL MATRIX**

- The staff leave is approved by the project director
- The project directors leave is approved by the secretary or treasure

## **6. MATERNITY BENEFIT**

### **PURPOSE**

The Bheemabhai Mahila Mandali is committed to supporting women employees during pregnancy and motherhood in accordance with the Maternity Benefit Act, 1961.

### **ELIGIBILITY**

A woman employee shall be eligible for maternity benefits if she has worked with the BMM for at least 80 days in the 12 months preceding the expected date of delivery.

### **MATERNITY LEAVE DURATION**

- 26 weeks of paid maternity leave for the first two surviving children.
- 12 weeks of paid maternity leave for the third child onwards.
- 12 weeks maternity leave for adoptive mothers (for a child below 3 months).
- Leave may be taken up to 8 weeks before the expected delivery date.

### **PAYMENT DURING LEAVE**

- The employee shall receive maternity benefit equal to her average daily wage for the period of maternity leave.
- Payment shall be made through bank transfer as per payroll schedule.

### **MEDICAL BONUS**

The Bheemabhai Mahila Mandali does not provide free pre-natal and post-natal care, a medical bonus shall be paid as per law as per donor compliances.

### **WORK FROM HOME OPTION**

After maternity leave, the organisation may allow work from home based on the nature of duties and mutual agreement.

### **NURSING BREAKS**

After returning to work, the employee shall be allowed two nursing breaks per day until the child attains 15 months of age.

### **LEAVE IN CASE OF MISCARRIAGE / MEDICAL TERMINATION**

6 weeks leave with pay in case of miscarriage or medical termination of pregnancy, subject to medical proof.

### **PROHIBITION OF DISMISSAL DURING MATERNITY**

No employee shall be dismissed or discriminated against during maternity leave period except for gross misconduct as per disciplinary rules.

## **6. SALARY ADMINISTRATION**

### **6.1 SALARY STRUCTURE:**

All the levels of employee's salary start with a minimum basic pay. In addition to this there are other elements like DA, HRA, Others that constitute the gross salary which may either be fixed component and is uniform to that level or which is a percentage of the basic salary.

- Current salary structure for any level is as given below:
- DA is 11% of Basic salary
- HRA is 20% of Basic salary
- Medical Allowance 15% of Basic pay

### **6.2 SALARY DISBURSEMENT**

- Salaries credited through bank transfer only
- Payment by cheque discouraged
- Cash payment allowed only with written approval

### **6.3 PAYROLL CONTROLS**

- Payroll prepared by Accountant
- Reviewed by Project Director
- Salary statement approved before bank submission
- Segregation of duties maintained

### **6.4 SALARY RECORD CHANGES**

Changes permitted only upon:

- Approved increment letter
- Promotion order
- Appointment or termination letter

Unauthorized alterations prohibited.

### **6.5 FINAL SETTLEMENT PROCEDURE**

Checklist:

- Asset return confirmation
- Advance clearance
- Leave adjustment
- Gratuity calculation (if eligible)
- Settlement statement signed

# **CHAPTER 7. ANNUAL INCREMENT**

## **7.1 INCREMENT CAP**

Annual increment up to 5%.

## **7.2 ELIGIBILITY CONDITIONS**

- Performance appraisal
- Funding availability
- Budget approval
- Governing Body consent

## **7.3 NON-AUTOMATIC NATURE**

Increment is discretionary and subject to financial sustainability and donor funding

# **8. STATUTORY COMPLIANCE**

The Organization shall comply with:

- Income Tax provisions (TDS)
- Provident Fund laws
- Employees State Insurance
- Professional Tax regulations
- Gratuity Act

## **8.1 TAX DEDUCTION AT SOURCE**

- Deduction as per slab
- Quarterly filing (Form 24Q)
- Timely deposit

## **8.2 EMPLOYMENT PROVIDENT FUND**

- 12% Employee
- 12% Employer
- Deposit before 15th of following month

## **8.3 EMPLOYEE STATE INSURANCE**

- Employer: 3.25%

- Employee: 0.75%
- Deposit before 15th

#### **8.4 RECORD RETENTION**

All statutory challans and returns preserved for minimum 8 years.

## **CHAPTER 9. GRATUITY**

### **9.1 ELIGIBILITY**

5 years continuous service required.

### **9.2 CALCULATION**

Gratuity = Last Drawn salary × 15 × Completed Years ÷ 26

### **9.3 PAYMENT TIMELINE**

Paid within statutory deadline.

## **CHAPTER 10. TRAVEL AND REIMBURSEMENT**

To ensure that all travel and related expenses are reasonable, properly authorized, and compliant with organizational, donor, CSR, and statutory audit requirements.

### **10.1 TRAVEL AUTHORIZATION**

- All official travel must receive **prior written approval** from the Project Director or authorized officer.
- Travel shall be undertaken only for approved project or administrative purposes and within sanctioned budget limits.

### **10.2 REIMBURSEMENT PROCEDURE**

- Travel reimbursement claims must be submitted within **15 days** of completion of travel.
- Claims must be supported with **original bills, tickets, and receipts**, wherever applicable.
- A Travel Claim Form with program code/donor code must be attached.

- Claims shall be verified by the Accountant and approved by the Project Director before payment.
- Payments shall be made only through bank transfer.

### **10.3 ELIGIBLE TRAVEL EXPENSES**

The following expenses are reimbursable subject to approved limits:

- Local conveyance for official work
- Bus/train/air tickets as approved
- Lodging expenses
- Per diem / food allowance (if approved)

Expenses must be reasonable and directly related to project activities.

### **10.4 MONTHLY TRAVEL BENEFIT (FLAT RATE)**

- Eligible field staff may receive a **flat monthly travel allowance of ₹2,000** to cover routine local travel.
- This allowance shall be paid through salary and recorded in the Salary Register.
- Staff receiving flat travel allowance shall not claim additional local conveyance reimbursement unless approved for special travel.
- Where donor or CSR project guidelines specify different rules, **donor policy shall prevail** over this clause.

### **10.5 DONOR & AUDIT COMPLIANCE**

- Travel expenses charged to donor-funded projects must comply with donor agreement conditions.
- Unsupported or non-project-related expenses shall not be reimbursed.
- All travel records shall be maintained for audit and retained for a minimum of 8 years.

### **10.6 NON-REIMBURSABLE EXPENSES**

The following shall not be reimbursed:

- Personal travel expenses
- Travel without prior approval
- Unsupported claims
- Expenses exceeding approved limits without written justification

# **CHAPTER 11. CODE OF CONDUCT**

Employees shall:

- Maintain confidentiality
- Avoid conflict of interest
- Protect organizational property
- Demonstrate professional behaviour

Misconduct may result in disciplinary proceedings.

# **CHAPTER 12: DISCIPLINARY PROCEDURE**

## **12.1 PROCEDURE**

1. Written Show Cause Notice
2. Explanation opportunity
3. Internal inquiry (if required)
4. Decision communicated in writing

## **12.2 PENALTIES**

- Verbal warning
- Written warning
- Suspension
- Termination

## **CHAPTER 13. GRIEVANCE**

### **REDRESSAL**

Employees may escalate grievances to:

1. Project Co-ordinator
2. Project Director
3. President / Governing Body

Grievances handled confidentially.

## **CHAPTER 14: CONFIDENTIALITY & DATA PROTECTION**

Employees shall not disclose:

- Financial records
- Donor agreements
- Beneficiary information
- Internal reports

Violation may attract legal consequences.

## **CHAPTER 15: POLICY REVIEW**

This policy shall be reviewed annually and amended by Governing Body resolution.

### **16. BOARD APPROVAL**

Approved by Governing Board of

**Organisation Name: Bheemabhai Mahila Mandali**

**Date: 15/09/2025**

**Chief functionary Signature: \_\_\_\_\_**

## **17. ACKNOWLEDGEMENT**

I have read, understood, and agree to comply with this **Human resource policy of Bheemabhai Mahila Mandali**

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**\*All employees must sign declaration confirming they have read and understood Human resource policy.**