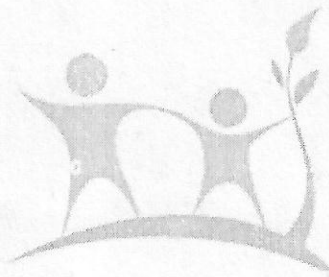


HR Policy Manual and



Guideline 2019

Voluntary Institute for Rural development, Hakimpada, Anugul, Odisha

### Foreword:

Current development issues, challenges and trends facing many a challenges and difficulties particularly to reducing inequalities though inclusive planning and implementation of community development programmes/projects. Voluntary Institute for rural development (VIRD) is a local voluntary organisation has a significant community presence and trying to advance community development pursuit in a scientific approach and holistic strategy and strategic direction. Efforts have been made to review and consult staff members and experts to provide necessary and strategic direction to the organisational development pursuit and achievement. The document will support strategic direction and guide management of Human resources with professional skills and ethics in order to create an enabling and supportive environment for each staff members to work with comfort and optimum competencies. The document has underlines various protocols of internal management structure and policies for compliance and internal management of development programme/projects with available human resources. However, scope for enhancement of skills, competencies and exposure to new/innovative ideas and advanced technologies are subject to process orientation and necessary update from time to time. All necessary changes and updates will be duly approved by the Board of VIRD and put into practice.

The present document is developed through a consultative process and support of subject expert and development professionals to put in place the good practices and input. I am happy to bring out this document and thank all the

*Narmila Sathya*  
Director  
VIRD, Angul

board members and staffs for their time energy and effort to develop this report. May I take the opportunity to thank Dr. Priyanath to support VIRD during the consultation process and to bring the document into the desired format and shape for our internal use and management of Human Resources and competencies in a big way and appropriate level.

**Sh. Manoj Satapathy**

**Secretary cum-Director-VIRD**

**Disclaimer: -**

The present HR Policy is prepared keeping in view of current organisational practices, need and doable provisions and necessary compliances.

**Sh. Manoj Satapathy**

**Secretary cum-Director**

**VIRD**

**Silver line of VIRD (brief outlook):**

Voluntary Institute for Rural Development is a local community based organisation but has national exposure and state level outreach. The organisational mandate is to strengthen community level development pursuit through micro level action and participation in different multi-disciplinary projects. It also commits to support government initiatives, collaboration, partnership and

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**Director**  
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complement/supplement government efforts and development agendas with optimum transparency and accountability.

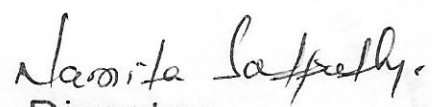
**One of the major goal and purpose of this Policy is to support Strategic Direction:**

The present HR Policy is expected to support the organization's strategic direction, and consequently, the organizational growth and ability to sustain operations. For example; it will require to help the organization to plan, manage and sustain policies for optimum and appropriate use of Human Resources for the development and welfare of cross section community of people as per the mandate of the organization. It will help organization to formulate and update other such policies/guideline as may be appropriate for the larger benefit and well being of its staff members. It is also expected that this policy will help VIRD to evolve and put n place a team of Human resource management professionals and a separate team to manage Human resources and sustain

From an employee's perspective, HR policies that support the organization's mission and purpose can further enhance job satisfaction, thus making it easier to hire and retain workers whose professional goals are parallel to your company's goals.

**Perspective of Human Resource Management at micro level orientation:**

The broader perspective and purpose of this policy document is to support organisational values, vision mission and shaping strategic direction for the advancement of development pursuit through appropriate and optimum management of Human Resources, skills and competencies. These will require

  
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robust process and orientation of Human resource management and integration of professional deliveries in line with organisational mandate and vision.

**Recruitment, Induction and orientation:**

Recruitment, induction and orientation is the key and essential process to take benefit of human resources. This requires standard protocol and operational strategy to recruit effective Human Resources, train and equip them with adequate knowledge, skill and competencies.

All recruitments are to be made through open advertisement in local media available and affordable as may be decided by the governing board of the organisation. However, at present those can be possible through local news paper, web based advertisement, website, social media and through personal contact.

All applications received should be scrutinised by a team of senior staff members designated as the selection Committee chaired by the secretary – cum director VIRD. All selections except in the case of community level engagement will required to attend short written test and subsequent personal interview of the successful candidates of the said written test. A standard ratio (based on the candidates) will be worked out to select the successful candidates. However, community level staffs will be hired through personal interview and in consultation with the concern community. If require, the representative of the particular development partner of the concern project will be consulted or invited for on the sport selection.

Values and ethical practices:

*Namite Sathya*  
Director  
VIRD, Angul

Values in Human Resources and ethical practice during recruitment process is central to the organisational growth, outreach and advancement of its long term vision.

#### **Mode of engagement**

All appointments are temporary in nature. Contractual for a fixed duration/period or coterminous with the project period or whichever is earlier but it may be decided by the governing Board of VIRD. The staffs thus recruited will be on a probation period of 3-6 months before getting a fixed term or project based contract. During the probation period a short orientation and handholding orientation of the said staff about the organisation and the engagement purpose will be arranged by the organisation. After successful completion of the probation, the staff will be inducted into the organisation and will benefit from different staff welfare benefits of leave and other benefits as may be permissible at the time of implementation of this Manual/Guideline. During the probation period, the staff member will avail weekly leave as per the practice at the local level. Other leaves including festivals or medical leaves will be subject to approval of the appropriate level of authorities in consideration of the leave request and the nature of leave. No staff members are allowed to avail unauthorised leave or absence from work without the knowledge and approval of the management in advance. Falling which the remuneration of the said days will be deducted. While processing the monthly remunerations.

#### **Team Building**

The organisation will support and promote team work at all levels of operation with internal coordination convergence and synergy across organisational

*Alexia J. Anthony*  
Director  
VIRD, Anguilla

engagement and affairs. Each team will be headed by a designated Team leaders from amongst the senior Staff members or staffs having longest association with the organisation. Internal mechanism for coordination, communication and reporting structure will be developed by the Team Leader in consultation with the staff members/team members.

**Staff Welfare:**

The organisation at present not registered with PF and Professional taxation policy. However, in case of availability of funds or if the funding partners so desire, such registration will be made and the benefits will be accrued to the staff as per prevailing policies and practices,

**Travel.**

All local travels other than attending office will be reimbursed by the organisation. Such local travels would require prior intimation and approval of the Senior management along with the concern project head.

Gender equality and protection of woman from harassment at work place. The organisation will constitute a committee to address such gender issues as per the standing rules, policies and guideline of the local government and will follow instructions. Staff members using personal conveyance will be paid per k.m charges and based on the prevailing local market price. However, others using private conveyance are required to use the cheapest mode of travel and as per local travel support system. They will be required to produce claims with necessary supporting evidence to avail reimbursement.

**Training/capacity building:**

*Namita Sathpathy.*  
Director  
VIRD, Angul



The organisation will arrange and organise in-house training and capacity building programmes for its staff members from time to time. Special training programmes or project based training programmes will be organised to benefit the staff as per the project requirement. However, Staff members willing to go for outstation or external training will required to make the request o the management of the organisation through the Secretary cum Director for necessary approval and support. Initial expense will be paid to the staff as advance but once return will require to settle the advance as per the financial policy of the organisation or mutually convenient timeline. Materials received during the course of the training should be handed over and kept in the office for the reference and use of other staff members.

**Gender sensitive recruitment** measures will be adhered while making fresh recruitment unless and otherwise such position require too much travel or vulnerability and risk. All women staff members will be provided escort /support t services in case of late coming from field locations. However, such practice of late evening working of women staffs will not be encouraged.

#### **Working environment**

**.HR VIRD will promote, support and secure safe and enabling working environment t at work place for all staff members.** The organisation will offer protection to employees, provide guidance to management, and ensure that organizations comply with government regulations and mandates. The organisation will make the sitting arrangement, provide, necessary furniture, fixture and equipments to staff members to discharge their duties diligently. All staff members will have a set of roles and responsibilities clearly outlined in the

*Namita Sappally.*  
Director  
VIRD, Angul



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*Namita Sathya*  
Director  
VIRD, Angul

Job Description and required to accomplish those with honesty and sincerity. Reporting line managers/Team leaders will supervise the work and deliverables of the team members from time to time. Annual staff appraisal process will be developed through different templates of measuring key result area or project based performances. Such will be done by the Team leader and the designated authority of the organisation as and when required. The staff members who have completed the probation period would require to intimate the organisation one month before leaving the organisation or will have to give up one month salary t and vice versa.

#### **Protection against Legal Liabilities/claims**

The staff members are required to use and protect the organizational assets and properties with caution, care and necessary protection. In case of loss, damage, theft or any other unwanted practices or incidences, the concern staff member is liable to pay the total or apart of the cost or as May decided by the management of the organization.

#### **Employee Satisfaction and Confidentialities**

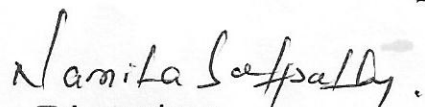
All staff members are required to maintain necessary confidentiality and ethical practices. No one is required to share all or part of any organizational document with external agencies or people outside the organization without the knowledge and permission of the Secretary cum director of the organization. Those documents required to be shared will

*Namila Saffelly.*  
Director  
VIRD, Angul

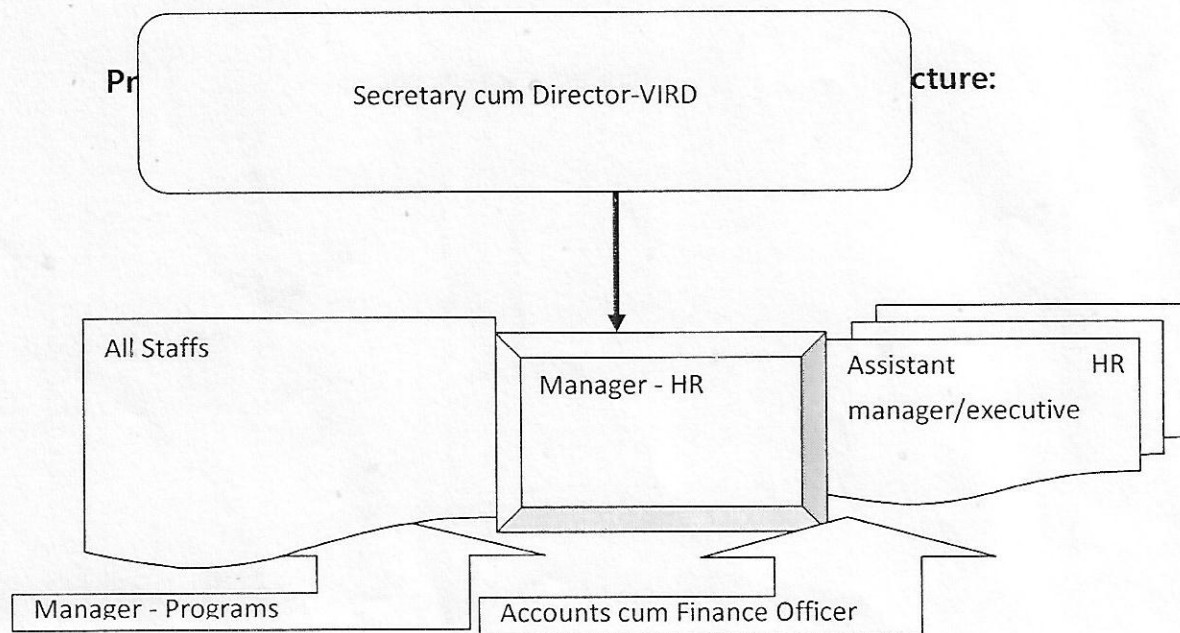
be made available in the public domain or can shared with due intimation at appropriate level of authority.

In case of any dispute arising between the staff members and the organization due to conflict of interests or committing offences will be dealt with the local laws at appropriate level of authority and within the terms and conditions agreed on the contract or appointment letter issued to the staffs. In case of an employee is found to be involved or in conflict of interest, a designated inquiry committee will look into the matters and submit a detail report to the management of the organization with necessary recommendation and action points. However, matters pertaining to the violation of local laws or in conflict with local laws, the matter will be left to the local authority at appropriate level for necessary action.

Procedure for revision and necessary update: It is believed that this policy document should be dynamic and adoptable as per the local situation and changing operational strategy. For any such requirement if felt at the organizational or can be accessed from time to time and will have the scope open for necessary addition, deletion or incorporation of new provisions. The management of the organization is required to approve this in any of its annual governing body meeting at the earliest and will approve to roll out at the organization level and implement. However, the implementation process will be jointly reviewed by the management of the

  
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organization and senior staff members at regular interval or as and when required.



*Namale Satpathy,*  
Director  
VIRD, Angul

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