



**BAL SANSAR
SANSTHA**

HR PERSONNEL POLICY & SERVICE GUIDELINES

FOR STAFF & PARTNERS

SINCE JULY 2003

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Note: This is not a static document but a living guideline to guide and advise the Bal Sansar Sanstha management and teams on key organizational, human resource and personnel issues with a flexibility for revision and modification based on emerging needs, feedback and requirement of the time and by adopting a process defined and approved by the EC of Bal Sansar Sanstha. The 1st draft, developed on 17th July 2003; the 2nd draft on 26th September 2003, the 3rd draft in May 2009, 4th revision was in May 2018 and the latest revision was done in July 2021.

Bal Sansar Sanstha Personnel Policies, Procedures and Service Guidelines for The Personnel and The Partners

THE ORGANIZATION'S OVERVIEW

Bal Sansar Sanstha-Brief Profile

Bal Sansar Sanstha is a registered non-profit voluntary organization established in 1992 in Rajasthan (India) and works in the field of community development. This includes policy advocacy and intervention on education, skill development, livelihood, public health, HIV-AIDS prevention and care, with a focus on empowering women and children, adolescents and youth. Bal Sansar Sanstha is dedicated to improving the lives of children, adolescents, youth, and women through ensuring access to rights, entitlements, and services in the state of Rajasthan and country.

Vision: We envision an equitable, corruption free and just society where everyone gets opportunity to realize one's fullest potential in life, with no discrimination based on gender, religion, caste, creed, social, cultural, and economic status.

Mission is to empower vulnerable community groups enabling them to lead a life with dignity.

We respect & believe in the diversity of social contexts and of individuals. Indigenous wisdom and knowledge that exists in the communities. Professional, scientific, and pragmatic approach of dealing with the problems prevailing in the society. Participatory approaches. Convergence and collaboration with the government systems and agencies active in the social and development sector.

The Goal of Bal Sansar is making a meaningful contribution to the society by empowering the communities to enable them leading a life with dignity, equity, and quality.

Strategies:

- Evidence based programming, situational analysis and need assessment.
- Community mobilization, engaging and working with the community structures, community leaders, GO, NGOs and private sectors.
- Focus on vulnerable communities, groups and areas including PLHAs, OVCs, Orphans and women.
- Thrust for quality by applying management principles.
- Mainstreaming of the learning through sharing and dissemination.
- Promotion of local wisdom, resources and skills through capacity building and handholding.

Programmatic Areas: All our programmes are focused on Women, Children, Adolescents, and youth. Education, Life Skills, Livelihood, Health, Community empowerment and development.

Target Groups: Vulnerable populations, People living with HIV & affected by AIDS, Women-men in sex work, Orphan, Vulnerable Children, Women, Youth, Adolescents, old-aged people.

Type of Activities: Evidence gathering, Project planning and management, Capacity Building, Training, Monitoring and Evaluation, Technical Assistance, Research, Surveys, Policy, Advocacy, Support for development of community-based organizations and management. Documentation and dissemination. Awareness Generation, Networking, Programme Implementation, and management.

Geographical Coverage: Urban Slums and Rural areas. Worked/working in Jaipur, Tonk, Ajmer and Durgapur districts of Rajasthan but willing to expand in other districts as well. We have partner

networks with a strong presence in the other districts of the Rajasthan and are in position to start the interventions immediately.

Our Core Strengths:

- Rights based approaches, focusing on the rights of vulnerable women and youth.
- Advanced in organizational understanding of local environment, issues, and cultural contexts.
- Strong community base, field presence, credibility and linkages, Partnership networks with professional agencies, CSOs/ NGOs /CBOs in the state and beyond.
- Efficient coordination with Government departments, district administration, Private agencies, Industries, Clubs, PRIs, Community structures.
- Skilled professionals on the board, local, national, and international level technical expertise available. Capacity to initiate quickly and going on scale with quality.
- High degree of integrity, professionalism, project, and financial management skills n expertise.
- Capacity to meet the strict project timelines.

Our Current Projects

1. **Bal Sansar Public School (BSPS), Ajmer (April-2013-continued):** BSPS aims to provide quality education to the children from play group to the senior secondary level (Pre-school started from April 2013 and Primary classes from July 2014 upon seeking school registration from the government of Rajasthan), now, upgraded to elementary level (till grade 8th) from the academic session 2018-2019. The 2019-2020 session has enrolled 156 kids (with a ratio of 60:40 girls: boys) from the surrounding villages, most of them come from humble background (80 percent parents are engaged in labour with poor paying capacity).

We aim to provide support for quality education till senior secondary level in proximity, particularly in the case of girls. The main reason for girls' dropout after fifth and further after 8th grads' education was 'not being allowed to go far from their village to continue their education till senior secondary and beyond. Therefore, the organization initiated their school education project in the name of Bal Sansar Public School (BSPS).

Our pre-school education is the school readiness programme with development of multiple intelligences of children with age appropriate physical and life-skill activities, cognitive training of senses and creativity of children. We aim to provide them quality education enabling them to claim equal development and growth opportunities in the life.

We need to mobilize resources to develop essential infrastructure for the school and even support our faculty /school operations and hence, we appeal to the people who can afford to spare some of their earnings for these poor children / supporting their education and development (even contributing as minimum as INR 1500 (or 20 USD) per month will support education of one child).

2. 'Taiyari' Planned Transition from Adolescence to Adulthood – Phase-II

As a result of '*Taiyari*' project outcomes during phase-I, two evident support needs that expressed by the adolescents were:

- ✓ Support to dropout girls to continue their education at secondary and senior secondary levels. This was one of the most successful indicators of '*Taiyari*' phase-1, the organization was able to support more than 50 girls with education at secondary and senior secondary grades through state board of open schooling under the '*Back to Education*' initiative.
- ✓ Support for skill trainings that would prepare them for jobs as well as expanding their potentials to earn their livelihood. In response to this demand, the organisation has initiated its skill development programmes under the name of '**Sambal: The Skill and Entrepreneurship Development Institute – SEDI**'

‘Sambal: The Skill and Entrepreneurship Development Institute-SEDI’(April-2013- continued): The Project Goal: SEDI aims to address the skill building needs of rural women and youth for their overall development, livelihood and quality survival. This will help rural youth to live their lives with respect and dignity while exploring their fullest potentials in life. To initiate with, the activities of this institute will take place in Ajmer district. We have initiated the action to take-up the SEDI as one of the BSS projects. Currently, computer education, photography classes and sewing courses are initiated. BSS has been approved as a registered TI training centre by the Rajasthan Knowledge Corporation Ltd. (RKCL), GoR <http://rkcl.in> for running two courses namely RS-CIT (Rajasthan State Certificate Course in Information Technology) and RS-CFA (Rajasthan State Certificate Course in Financial Accounting). Over 200 youth completed RS-CIT and sewing certificate courses with three month’s duration.

Our plans ahead and the humble appeal to the potential donors to support this cause:

To develop an essential infrastructure and run the SEDI, we would need to explore / mobilize resources from all possible sources benefiting to the neediest rural women, adolescents and youth enhancing their skills and thus, the livelihood options / employability. Together, the Bal Sansar Public School (BSPS) and SEDI infrastructure need 600,00,000 (INR six hundred lac) catering to about 10,000 (ten thousand) rural youth/adolescent/women enhancing their skills, employability and the overall quality of life, in next 2 years.

3. As part of ‘Taiyari’ Planned Transition from Adolescence to Adulthood – Phase-II, BSS has a new ARSH intervention titled ‘Kishor Samvaad ensuring Health, Wellbeing, Life-Skills and Empowerment’. in partnership with Trent Pvt. Ltd. The project aims to spread the ARSH awareness in ten selected schools of Jaipur district. The initiative aims to reach-out to about 2000 adolescents both, boys and girls (age 10 to 19 years), orienting them in Adolescents Health and Life-Skills, in selected schools.

The essential knowledge and awareness on basic health issues is very important for all the students in adolescence phase. These early investment in the lives of adolescents will pay life-long dividends in the form of good health, wellbeing, and better life-skills to deal with the issues, these adolescents face in life.

This is being done through conducting **one hour session in the selected school, per month, for six months, preferably on Saturdays**, transacting structured content on following key themes (30-minute presentation) and then interactive question-answers session (30 minute). The programme will be contributing towards achieving the objectives of the **“Rashtriya Kishor Swasthya Karyakram (RKSK)’ the National Adolescent Health Programme**. The following key six topics will be addressed which are also part of the RKSK:

- ✓ Adolescent Reproductive and Sexual Health (ARSH)
- ✓ Nutrition (anemia prevention,
- ✓ Mental Health
- ✓ Injuries and Gender-based Violence
- ✓ Non-Communicable Diseases (NCDs)
- ✓ Substance misuse.

Measuring success in programmes we have undertaken:

- In last three years, in partnership with UNICEF, PRIs and local communities, BSS teams were able to outreach, aware, empower and link over **20000 adolescent boys and girls** with the life skills and services in Jaipur, Ajmer and Tonk districts.
- In last four years, in partnership with RSACS-GoR, reached to **1100 women in sex-work and 400 Man-having sex with man (MSM)** with HIV prevention, care and treatment programmes in Tonk and Dungarpur districts.

- Development of Community Care Center for HIV positive people at Ajmer was one of the success stories of BSS, served about **2500 HIV positive clients and their families** over the five years, as a result of our tireless work with PLHA (people living with HIV) and other stakeholders.
- Supported 20 Orphan & Vulnerable Children (OVC) while supporting their education, food, shelter & overall development through our Care Home ‘Sneh Sansar’ (‘Bal Griha’, registered under the juvenile justice act).
- In partnership with Population Foundation of India (PFI), UNDP-NACO, **reached over 14000 rural women and adolescent girls** with awareness generation programmes covering the reproductive, sexual health and HIV-AIDS messages through innovative community radio programme ‘Babali-Boli’.
- Over last two decades, successfully participated in the social welfare, community development, **education**, health awareness and HIV/AIDS programmes with network partners and as a result, the Chairperson in her professional capacity was part of the NACP-III design working group on GIPA, Legal - Ethical Issues and a member of Technical Resource Group on Targeted Interventions (TI) for the Migrants.
- Our partnerships with Rajasthan Knowledge Corporation Ltd. (RKCL), GoR <http://rkcl.in> Rajasthan State AIDS Control Society (RSACS) <http://www.rsacs.in> Dasra (<http://www.dasra.org>), UNICEF Rajasthan/India, and Dimagi (<http://www.dimagi.com>) have added resource support, value and visibility to our credible work.

Our earned credibility with the government, in the communities we work with, our development partners and with the donor agencies is a matter of pride for us and we keep on investing in the same while making our best efforts for strengthening it.

To know more or collaborate, reach out to us:

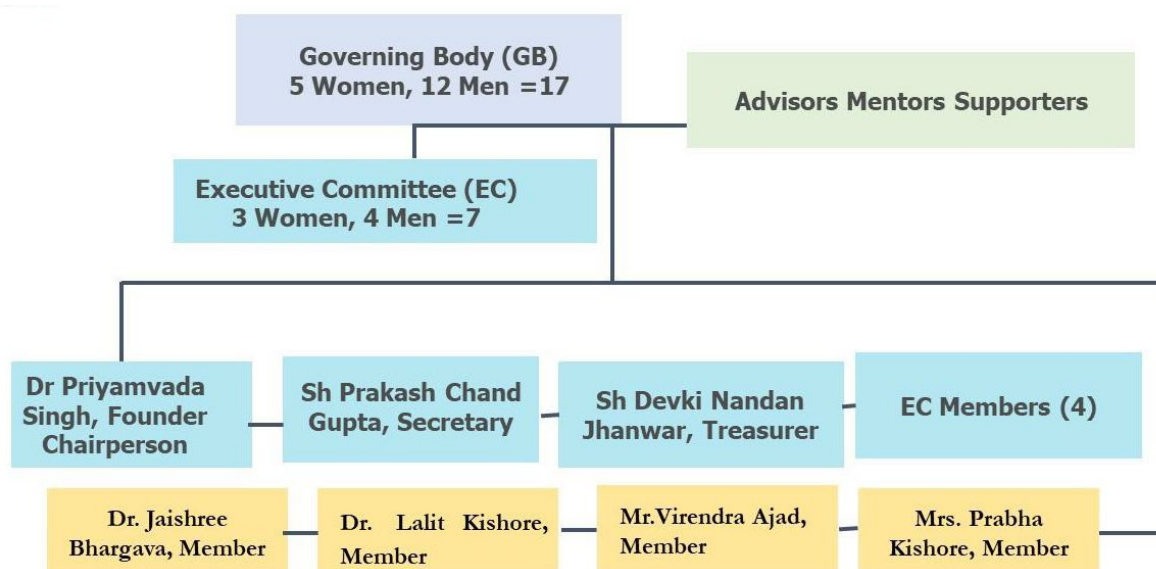
Dr Priyamvada Singh,
 Founder Chairperson, Bal Sansar Sanstha.
 Email: bsansarindia@yahoo.co.in
 Cell Contact: +91-9829011880

| A. General Profile and Details: | |
|--|--|
| Name of the Organization | : Bal Sansar Sanstha |
| Address, Registered Office- Jaipur | : Reg. Office: Bal Sansar Sanstha Swasti, B-88, Saraswati Marg, Bajaj Nagar, Jaipur-302 015. Rajasthan, India. |
| Telephone | : Mobile: +91-9829011880 |
| Address, Field Office-Ajmer | Field Office: Bal Sansar Sanstha Raj Colony, Foysagar Road, Village Hathikhhera District Ajmer, PIN Code:305005, Rajasthan, India E-mail: bsansarindia@yahoo.co.in Ph.: +91-145-2600415 (M): +91-9829370030/7728004090 |
| Email (Preferred) | : bsansarindia@yahoo.co.in |
| Email (Alternate 1) | : balsansarindia@gmail.com |
| Social Networking (web presence): | |
| Web site: | https://www.balsansarindia.org |
| Donate to us @online: | https://razorpay.com/payment-button/pl_FjHtmNrT6OwGV4/view/?utm_source=payment_button&utm_medium=button&utm_campaign=payment_button (copy and paste the link in your browser) |
| LinkedIn Profile: | https://www.linkedin.com/in/balsansarindia |
| Like us on Face book | https://www.facebook.com/balsansarsansthango https://www.facebook.com/BalSansarPublicSchoolAjmer/ |
| Follow us @Twitter | https://twitter.com/balsansarindia |
| See us at YouTube: | http://www.youtube.com/channel/UCrMSPXSEt3ej11HR-4NdvBA |
| Adolescents Empowerment Model ‘Taiyari (preparation for life)’, A video and short Film by UNICEF with Bal Sansar Sanstha | A.1.1. https://www.youtube.com/watch?v=OxIplIR8ADQ https://youtu.be/9Zjn1TAC3oA |
| Connect with us @ Google+ | https://plus.google.com/u/0/117117639490722612342/posts |
| BSS Governance | |
| <i>Board of Advisors</i> | Mrs. Manju Toshniwal (Ajmer, India) Mr. Surender Talwar (Huston, TX, USA) |
| <i>Governing Board (GB) Members (5 Women, 16 Men)</i> | 21 members (including 7 EC members) |
| <i>Executive Committee (EC) Officials (3 Women, 4 Men) (elected for two years will be holding the office till July 2019)</i> | Dr. Priyamvada Singh, Founder Chairperson & CEO Mr. Prakash Chand Gupta, Secretary Mr. Devki Nandan Jhanwar, Treasurer : Dr. Jaishree Bhargava, Member Dr. Lalit Kishore, Member Mr. Virendra Ajad, Member Mrs. Prabha Kishore, Member |
| <i>Chief Functionary</i> | Dr. Priyamvada Singh, Founder Chairperson (+91-9829011880) |
| Date of Establishment / Registration | : 10 th January 1992 |
| Registered under the Law: Society Registration Act 1958 | Registration No. 346/91-92 (dated 10th January 1992) |

| | | | | | | | | | |
|--|--|-----------------------------|------------------|------------------------------|------------|--|--|---|-------------------------------|
| Income Tax Act 1961, article 80G (5) (vi) clause (ix) of sub-section (5) of section 80G | Original Registration No. 80G/2007-08/920 (dated 01/04/2007) 80G Renewal details: | | | | | | | | |
| | <table border="1"> <tr> <td>Provisional Approval Number</td> <td>AAATB9592LF20214</td> </tr> <tr> <td>Date of provisional approval</td> <td>31-05-2021</td> </tr> <tr> <td>Section/sub-section/clause/sub-clause/proviso in which provisional approval is being granted</td> <td>11-Clause (i) of first proviso to sub-section (5) of section 80G</td> </tr> <tr> <td>Assessment year or years for which the trust or institution is provisionally approved</td> <td>From AY 2022-23 to AY 2026-27</td> </tr> </table> | Provisional Approval Number | AAATB9592LF20214 | Date of provisional approval | 31-05-2021 | Section/sub-section/clause/sub-clause/proviso in which provisional approval is being granted | 11-Clause (i) of first proviso to sub-section (5) of section 80G | Assessment year or years for which the trust or institution is provisionally approved | From AY 2022-23 to AY 2026-27 |
| Provisional Approval Number | AAATB9592LF20214 | | | | | | | | |
| Date of provisional approval | 31-05-2021 | | | | | | | | |
| Section/sub-section/clause/sub-clause/proviso in which provisional approval is being granted | 11-Clause (i) of first proviso to sub-section (5) of section 80G | | | | | | | | |
| Assessment year or years for which the trust or institution is provisionally approved | From AY 2022-23 to AY 2026-27 | | | | | | | | |
| Income Tax 12 AA (1) (b) (i) | Reg. No. 2580 dated 12-3-2001 (Valid from 1st April 2000) 12A Renewal details: | | | | | | | | |
| | <table border="1"> <tr> <td>Provisional Approval Number</td> <td>AAATB9592LE20214</td> </tr> <tr> <td>Date of provisional approval</td> <td>31-05-2021</td> </tr> <tr> <td>Section/sub-section/clause/sub-clause/proviso in which provisional approval is being granted</td> <td>01-Sub clause (i) of clause (ac) of sub-section (1) of section 12A</td> </tr> <tr> <td>Assessment year or years for which the trust or institution is provisionally approved</td> <td>From AY 2022-23 to AY 2026-27</td> </tr> </table> | Provisional Approval Number | AAATB9592LE20214 | Date of provisional approval | 31-05-2021 | Section/sub-section/clause/sub-clause/proviso in which provisional approval is being granted | 01-Sub clause (i) of clause (ac) of sub-section (1) of section 12A | Assessment year or years for which the trust or institution is provisionally approved | From AY 2022-23 to AY 2026-27 |
| Provisional Approval Number | AAATB9592LE20214 | | | | | | | | |
| Date of provisional approval | 31-05-2021 | | | | | | | | |
| Section/sub-section/clause/sub-clause/proviso in which provisional approval is being granted | 01-Sub clause (i) of clause (ac) of sub-section (1) of section 12A | | | | | | | | |
| Assessment year or years for which the trust or institution is provisionally approved | From AY 2022-23 to AY 2026-27 | | | | | | | | |
| IT-PAN No. | AAATB9592L | | | | | | | | |
| TAN Number (Allotment of Tax Deduction Account Number (TAN) as per Income Tax Act, 1961) | JPRB06538A (dated 25 June 2020) | | | | | | | | |
| Foreign Contribution (Regulation) Act, 1976-FCRA | Registration No. 125560132 (<i>Valid from 13th November 2001, renewed till 31 October 2021</i>) | | | | | | | | |
| Any other Section | THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT 2000, State Act, article 34, 2 (d) (iii) and article 48. Certificate No. F 14 (2) Bal Sansar, Ajmer/09/24969-85, dated 21/04/2010, further renewed till 20 April 2017. | | | | | | | | |
| Education Department, Government of Rajasthan (The Office of the DEO, Elementary Education, Ajmer) | School registration & approval code: RJAJM24022 to run an English medium Middle School in Ajmer (Letter #1462 dated 20/07/2018 of DEO, Elementary, Ajmer, GoR. | | | | | | | | |
| Rajasthan Knowledge Corporation Limited (RKCL), a public ltd co. promoted by GoR Website: www.rkcl.in | Authorisation Certificate by RKCL: ITGK CODE:12290170 This certificate is issued on 17 Feb. 2021 and is valid up to 10-November-2021 | | | | | | | | |
| National Skill Development Corporation (NSDC) Registration Website: https://skillindia.nsdcindia.org | Training Provider ID: TP070885 Applicant Type: Training Partner dated 29 September 2020 | | | | | | | | |
| BSS Evaluations/Credibility Assessments /Certification/Empanelment/NGO Network | | | | | | | | | |
| Guide Star Number (GSN) | 4226 | | | | | | | | |
| Govt. of Rajasthan, CSR Portal | Registered at : https://csrrajasthangov.in/admin | | | | | | | | |
| Big Tech - NASSCOM | Affiliate to receive / promote use of genuine software | | | | | | | | |
| GiveIndia (National NGO Network) | Currently in Tier-II Listing | | | | | | | | |
| NGO Partnership System - Niti Aayog, GoI | <ul style="list-style-type: none"> Reregistered on NGO Partnership System since 2009 Registration No. RJ/2009/0001344 Updated on 10 Jan, 2017 on NGO Darpan portal of Niti Aayog, GoI: Regenerated Unique ID is: RJ/2017/0115287 | | | | | | | | |

| | |
|--|---|
| | Web-portal link: http://ngo.india.gov.in/view_ngo_details_p.php |
| NGO portal: www.ngoportal.org | http://www.ngoportal.org/ngo-database-4638-Bal+Sansar+Sanstha.html |
| Social Justice & Empowerment, GoR | https://sjms.rajasthan.gov.in/sjms/NgoRegistration.aspx |
| UNICEF India NGO partner profile registration portal: | Partner Registration ID: 156 http://www.grapeforms.com/unicef/register |
| UNICEF India Vender profile registration portal: | http://www.grapeforms.com/unicef/register/vendors/registration |
| UN agencies have adopted <i>Harmonized Approach to Cash Transfer (hereinafter referred as HACT)</i> to transfer the funds to implementing partner. As per HACT clauses, the UN agencies are getting the Micro (Financial) Assessment of financial system of implementing partners: | Based on a ‘ Checklist Financial Management Questionnaire ’ of Micro (Financial) Assessment and detailed assessment, Risk Analysis / Assessment of Bal Sansar Sanstha (BSS) is assessed & reported “LOW” (a full report dated 25 Feb. 2013 is available; submitted to UNICEF by the Lochan & Co. Chartered Accountants, New Delhi). |
| CCC Project Evaluation by NACO, GoI | Got “A” Grade |
| Targeted Intervention Evaluation by NACO (GoI) & RSACS (GoR). | Got Top Ranking, extended project tenure; the project was selected as a “Learning Site” one amongst six in the state, supported by NACO and KHPT. |
| Awards /Recognition | |
| Dasra Girl Power Award http://www.dasra.org/ | Qualified to be amongst five National Finalists in the ‘Life Skills’ Category of Awards (Feb. 2014) http://www.dasraphilanthropyweek.org/dasra-girl-power-awards.html |
| Rajasthan NGO Leadership Award 2018 | By World CSR Day & World Sustainability Congress, at Radisson Blue, Jaipur, on 27 June 2018 https://www.cmoasia.org/regional-awards.html |
| Rajasthan NGO Leadership Award 2019 | By World CSR Day & World Sustainability Congress, at Radisson Blue, Jaipur, on 1 st July 2019 https://www.cmoasia.org/regional-awards.html |
| Super Woman Award for Social Development work | By the Rotary International Jaipur Club Citizen District 3054 in Jaipur, on 17 March 2019 |
| Indo Nepal Samrasta Award for promoting cultural and national integration and harmony | By Indo Nepal Samrasta Munch, in Jaipur, on 13 February 2019 |
| Certificate of merit for Healthcare services - 2020 | By World CSR Day & World Sustainability Congress, On 14th February 2020 at Taj Lands End, Mumbai |
| Rajasthan Women Leadership Award | By CMO Asia and CMO Global presented the Rajasthan Women Leadership Award 27 Nov. 2020, in a virtual event. My award citations byte is from 47:45 to 51:55 minutes in the shared live coverage video link: https://www.facebook.com/rl.bhatia.14/videos/162340212287530 |
| Rajasthan Women's Icon award 2021 | By Sneh Foundation, Arch Academy and With You For You Foundation, Jaipur, Rajasthan ‘Women's Icon award 2021’ #celebratingwomenSuccess on 8 th March 2021 #internationalwomensday2021 |
| Working Language/s | : English, Hindi and Rajasthani |
| Geographical Area of Operation | : National & Rajasthan State |
| Active in (Name of Place) | : Presently active in Jaipur, Ajmer and Tonk districts. |

| | | | |
|--|---|--|--|
| Branch Location/s | : | During past years- selected clusters of Jaipur and now, in Tonk, Dungarpur and Ajmer districts as well. | |
| B. Bank Account Details: | | | |
| FCRA Bank Account (this new account is effective from 01 June 2021) We Do Accept International Grants/Donation, the account details are: | 1 | International Donors: For fund transfer from a bank account, other than India: Bank Name: State Bank of India (SBI) Bank Address: State Bank of India (SBI),11, Sansad Marg, New Delhi 110 001, India. Account Name: Bal Sansar Sanstha Account Number: 40201825153 Branch Code: 00691 IFS Code: SBIN0000691 SWIFT Code: SBININBB104 Purpose Code: P1303 | |
| | | Indian Donors: For fund transfer from an Indian bank account: Bank Name: HDFC Bank Ltd. Bank Address: HDFC Bank Ltd. D-54, Siddi Vinayak, Ashok Marg, C-Scheme Jaipur-302001 Rajasthan (India) Branch Code: 0054 Account Name: Bal Sansar Sanstha Account Number: 00541450000580 RTGS/NEFT/ IFSC: HDFC0000054 Bank MICR Code: 302240002 SWIFT Code/Remittance Instructions: HDFCINBBXXX | |
| | | Bank Name: State Bank of India (SBI) Bank Address: State Bank of India (SBI)Collectorate Branch, Banipark, Jaipur-302006 Account Name: Bal Sansar Sanstha Account Number: 51093326989 Branch Code: 31026 RTGS/NEFT/ IFSC: SBIN0031026 | |
| | | BSS Corpus Account | |
| | | 3 | Bank Name: State Bank of India (SBI) Bank Address: State Bank of India (SBI)Collectorate Branch, Banipark, Jaipur-302006 Account Name: Bal Sansar Sanstha Account Number: 51093326989 Branch Code: 31026 RTGS/NEFT/ IFSC: SBIN0031026 |
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B. Definitions

- a) **Bal Sansar Sanstha**
Bal Sansar Sanstha means a registered non-profit voluntary organization.
- b) **Project Director**
Project Director is the In-charge (based at Jaipur) responsible for Bal Sansar Sanstha's Programmes and operations.
- c) **PC**
PC means Project/Programme Coordinator, is the staff-member responsible for all the Bal Sansar Sanstha's operations at state and country level.
- d) **PM**
PM means Project Manager. PM is the staff- member who is overall responsible for the specific Bal Sansar Sanstha's project/s.
- e) **Project Officer**
Project Officer is the immediate in-charge of the project (based at India) responsible for overall management of the Project apart from other responsibilities assigned by the Bal Sansar Sanstha's management
- f) **Finance Officer**
Finance Officer is the staff-member responsible for Finance and Accounts for Bal Sansar Sanstha's Projects.
- g) **Administrative Officer**
Administrative Officer is the staff-member responsible for all Administrative aspects for Bal Sansar Sanstha's Projects and offices.
- h) **Resource Agency**
Resource Agency is the principal partner in the Bal Sansar's projects, for the project implementation and they will implement the project with the help of the partner NGOs.
- i) **NGO Head**
NGO head is authorized person of the partner NGO who can represent the NGO in Bal Sansar Sanstha's Project. She/He is responsible for providing support to the staff in the field.
- j) **Partner NGO**
The partner NGO is a smaller organization who has good links to the community and helps the resource agency in implementation at the ground level.

C. Project Staff

1) **Project Coordinator**

Project Coordinator is based at Resource Agency or project level and is responsible for overall implementation and supervision of the Project.

2) **Assistant Project Coordinator**

Assistant Project Coordinator is based at Resource Agency or project level and is responsible for providing support to Project Coordinator and the other staff in implementation, supervision and documentation of the Project.

D. Outreach Worker

1) **Cluster Coordinator**

Cluster Coordinator is a dedicated Project staff based at the cluster level and is attached to the project implementing team or the partner NGO. S/he will be the main in-charge and will be responsible for implementing the activities at the cluster level and for reporting to the Project staff or the Resource Agency as the case may be.

2) **Cluster Motivator**

Cluster Motivator is a dedicated Project staff based at the cluster level and is attached to the project implementing team or the partner NGO. S/he is responsible for implementing the activities at the cluster level and reporting to the Cluster Coordinator.

3) **Consultants**

Person hired on short-term assignments for specific tasks to achieve specific outputs within a specified time and the project.

4) **Temporary Consultants**

Person employed with remuneration on daily basis on short-term assignments for specific tasks to achieve specific outputs within a specified time and the project.

1 Purpose of the Service Guidelines

The Purpose of the Service Guidelines is to facilitate the implementation of Human Resource and Administration Policies and Practices to achieve a better working environment within the organization and for the Resource Agency, Partner NGOs and Outreach Workers.

2 Core Values of Bal Sansar Sanstha Personnel

Core Values of Bal Sansar Sanstha's Personnel are Empathy with the poor, Pluralism, Secularism, and excellence in quality, dignity of labor, integrity, transparency, mutual respect and state of being fair to each other.

3 Recruitment and Selection

3.1 Objective

The primary objective of recruitment is to ensure high standards of competence, transparent and systematic procedure, while providing equal opportunities for all applicants.

3.2 Recruitment

The Resource Agency will take decision in consultation with and approval of Project Officer/ Bal Sansar Sanstha.

4 Remunerations

For all accounting purpose April – March will be considered as the Financial Year. This would apply for all salary increments, Leave calculations, Reviews and Appraisals. A pro-rata base will be considered for those who have missed these calculations.

4.1 Salary

4.1.1 General

Bal Sansar Sanstha Project provides a compensation package that attracts and motivates the best talent to seek and continue working with the project. The salary structures have been decided in consultation with the Resource Agencies and Partner NGOs.

4.1.2 Salary Payment

Salary shall be paid to staff-members on the first working day of the subsequent month in Indian Rupees.

4.2 Increments

Salary increment is given in two components each year:

1. A cost of living increment
2. A performance-based increment

4.2.1 Cost of Living Increment

The cost of living increment is calculated based on the average inflation figure of last 5 years in the Indian economy given to all Bal Sansar Sanstha staff personnel.

4.2.2 Performance based increment

Performance based increment is decided by evaluating annual performance appraisals done by the Project Officer, Project Coordinator and respective NGO head annually in April.

5 Travel

5.1 General

Bal Sansar Sanstha Travel expenses are budgeted economically. Staff-members should travel economically ensuring basic comfort and safety.

5.2 Local Travel Expenses

Staff-member traveling during office hours for official work locally within project area can claim the actual rates of travel.

5.3 Outstation travel Allowances

Core Staff-member can claim allowance per day (all inclusive) when traveling out of station as per the following breakup for food expenses and other incidentals. For Project related staff, project norms will be applicable.

| Place | Resource Agency Head | Project Coordinator | Assistant Project Coordinator | NGO Head | CM / CC |
|---|----------------------|---------------------|-------------------------------|----------|---------|
| Metro and State Capitals | 800 | 600 | 600 | 800 | 600 |
| District Capital and Other Cities / Towns | 400 | 400 | 400 | 400 | 400 |

Metro: Delhi, Mumbai, Calcutta, Chennai, Hyderabad, Poona, Ahmedabad etc.

5.4 Mode of Travel within state

Mode of travel within the state should be preferably by road.

6 Leaves

6.1 General

Staff-member can avail the following leaves:

| TYPE OF LEAVES | ANNUALLY |
|----------------|----------|
| Total Leaves | 12 Days |

The 12 days are exclusive of all type of holidays. Annual Leave days can be carried forward to the subsequent year/years but staff cannot avail encashment of the annual leave days.

6.2 Public Holidays

BAL SANSAR SANSTHA Project will follow the State designated Public Holidays not exceeding 14 per year.

6.3 Approvals of leaves

Staff-members, including APC, CC and CM should take prior permissions from the PC or intimate him/her immediately about their leave while the PC will inform the Project Officer.

6.4 Compensatory Leave for working on holidays

If a staff member has worked on a holiday (Sun/ Public holiday) then he/she can avail a leave in lieu of such day/s worked with prior approvals. Staff cannot avail encashment of such days worked.

6.5 Maternity Leave

Women staff members can avail maternity leave up to 3 months, before and/or after delivery of her child. Maternity leave will be treated as leave with pay.

6.6 Paternity Leave

Men staff members can avail paternity leave up to 7 days, before and/or after delivery of his child. Paternity leave will be treated as leave with pay.

7 Personnel Management

7.1 Jobs and Responsibilities

All staff-members shall develop their own job responsibilities sheets with the help of PC & PO and monthly activity BSS with the help of PC.

7.2 Employment records

Resource Agency offices shall maintain employment records of each staff-member. The file should cover- job histories, skill, education information, performance-based comments, special interests, results of interviews, leave records, promotions, rewards and other official communications.

7.3 Grievances

Staff-members can communicate their grievances in oral or writing to the PC/PO.

7.4 Staff-Member Development

Bal Sansar Sanstha strongly believes in providing necessary training support to all its staff-members. Staff-members should avail this opportunity to gain maximum knowledge through it by discussing their training requirements with the PC/PO.

8 General Conditions for Service

8.1 Hours of work

The normal hours of work will be between 9:30 am to 6:00 pm including lunch break of half an hour.

8.2 Weekly working days

A six-day working week will be followed from Monday to Saturday.

8.3 Termination of assignment

The notice period for the termination of the assignment during its currency or resignation will be one month (or a total salary in lieu thereof) from the side of staff-member or Resource Agency. The concerned NGO with whom the staff is attached should also be informed

8.4 Return of Property

Upon completion of the contract period/cessation of the services, staff-members shall return any property/ gadgets/ unutilized funds/ resources/ materials/ reports/data to the Resource Agency.

8.5 Salary advance

Salary advance, in special circumstances, equivalent to 1 month's gross salary is available to all staff- members, to be settled within 2-month (to be deducted from the salary).

8.6 Submission of bills and Payment

Claims for expenses made as approved earlier, shall be reimbursed by Resource Agency upon submission of the bills by the staff member.

8.6.1 Bills and Receipts

It is necessary for the staff-member to attach bills and receipts for all the expenses for getting reimbursements.

8.7 Office Facilities

8.7.1 Equipment and Facilities usage

Staff-members should use all the office equipment and facilities judiciously and economically only for official purpose.

8.7.2 Identity Cards

All the staff will be issued Identity Cards within one month of joining the Bal Sansar Sanstha's Project (Final decision rests with Resource Agency).

8.8 Official Procedures

8.8.1 Incoming / Outgoing letters

A record of all incoming and outgoing letters should be maintained in proper registers with necessary details at the RA as well as the cluster level in dedicated Bal Sansar Sanstha registers

8.8.2 Project Information

The staff members are advised not to disclose, divulge or make public any documents and information pertaining to their assignment without prior approval from Resource Agency/ Bal Sansar Sanstha.

8.8.3 Job Sharing

Staff-members should work as a team and share all the jobs mutually supporting each other.

8.8.4 Absenteeism

Staff-members should be punctual during office hours, appointments, meeting and field visits. Bal Sansar Sanstha disapproves of absenteeism.

8.8.5 Filing

Staff members should systematically preserve official documents, papers and files by classifying and differentiating them.

8.8.6 Office Environment

Staff members should keep their work areas including office environment neat, clean and well organized.

9 Gender and Human Rights

Bal Sansar Sanstha is committed to the principle and practice of equal opportunities. The aim is to ensure that no employee receives less favorable treatment on the grounds of sex, marital status, ethnic origin, disability, disease and infection, age, class, caste, creed, personal circumstances or any other grounds, which are unjustifiable, in terms of equality for all.

Principles¹ Recognition

BSS acknowledges the fact that gender relations are unequal in the larger society and this inequality may be evident in the system within an organization. A gender policy is needed to tackle systemic barriers to gender equality

Diversity

The needs of men and women are diverse and hence policies and programmes may affect men and women differently. This diversity needs to be integrated into BSS's systems and functioning Equality

For women and men employees to grow and express themselves within an organization, the organization must ensure equal opportunities to both

Equity

BSS recognizes that specific measures may be required to address systemic disparities between the sexes, including stereotypes and discrimination within the organization. Equity compensates for unequal opportunities in the present structure with long term view of gaining equality

¹ We acknowledge with thanks to KHPT/IHAT for our adapting this section on gender from their 'Gender policy doc.', we aim to have developing a gender policy document for BSS in consultation with our stakeholders/teams.

Participation and Partnership

Empowering women employees does not mean excluding male staff. Equal participation of men and women staff as agents of change within organization processes is essential to achieving gender equality.

Definitions

Gender refers to the social definition of what it means to be a man or a woman, including the social and cultural characteristics, and the economic, social, political, and cultural opportunities (or lack thereof), associated with being female and male. The social definitions of what it means to be female or male vary among cultures and change over time. The term gender is used to denote social identity, whereas the term “sex” refers to the biological differences between women and men.

Gender-based Discrimination refers to any distinction, exclusion or restriction made on the basis of sex or on the basis of social/gender identity, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation, access to education, services or social benefits, including development. Gender-sensitive HR policy, planning and practice strive to eliminate gender, as well as other forms of arbitrary, discrimination.

Gender Disparities refer to the differences in men’s/boys’ and women’s/girls’ access to education, health, services, resources, status and power. Gender disparities often disadvantage women and are institutionalized through laws and customs. Gender disparities may contribute to or result in de facto or de jure gender discrimination.

Gender Equality refers to the equal enjoyment of human rights, socially valued goods, opportunities, resources and the benefits from development results by women and men, girls and boys.

Gender-based Violence: Any harmful act that is perpetrated against a person’s will and that is based on socially ascribed (gender) differences between males and females
Women’s Human Rights include all universal, indivisible, interdependent, interrelated and inalienable rights recognized under international law, including civil, cultural, economic, political, reproductive and social rights, including the right to development.

10 Policy Against Sexual Harassment

Staff-members should immediately bring to the notice of PC/PO/Resource Agency on any sexual harassment. BSS has a distinct ‘Anti Sexual Harassment Policy’ defining BSS position on the matter.

11 HIV/ AIDS Policy

11.1 General

Bal Sansar Sanstha recognizes HIV/ AIDS as a workplace issue and will treat it like any other illness or condition.

11.2 Gender

Bal Sansar Sanstha recognizes equality between women and men as vital for preventing the spread of HIV infection.

11.3 Non-discrimination

Bal Sansar Sanstha recognizes that its staff members shall not be discriminated against, directly or indirectly, on the basis of their real or perceived HIV status or of that of a dependent.

11.4 Prohibition on screening

Bal Sansar Sanstha recognizes that it will not seek information concerning the HIV status of a person in any way either at the time of recruitment or as a condition of continuing employment or promotion.

11.5 Voluntary testing

Bal Sansar Sanstha recognizes that if the staff member, at their own initiative, requests to test them for their HIV status, blood samples would be taken by Bal Sansar Sanstha Project and taken for analysis by external services and the results will be directly conveyed to the staff member concerned. Bal Sansar Sanstha's Project will bear the costs of such tests on the behalf of the staff member.

11.6 Confidentiality

Bal Sansar Sanstha recognizes that only information that has been provided voluntarily by a staff member about her/his HIV status will be maintained in medical files, which will be kept separate from personnel files. All such information will be treated with utmost confidence.

11.7 Occupational Safety and Health

Bal Sansar Sanstha is committed in ensuring that the working environment of all Bal Sansar Sanstha's Project offices is healthy and safe, as far as practicable, for all persons working within its offices.

11.8 Solidarity, Care and Support

Bal Sansar Sanstha's projects will provide assistance (like counselling & psychological support) to staff members living with HIV/ AIDS to accommodate the staff member's condition, as with any other staff member with a medical condition.

12 Immediate Termination

Staff-member/Partner NGO involved in non-performance, misconduct and misutilization / misappropriation of funds will be terminated immediately from Bal Sansar Sanstha's Project services without any notice. Such matters should be brought to the notice of the PO/ Bal Sansar Sanstha immediately.

13 Manuals

- 13.1 Service Guidelines Manual
- 13.2 Anti-Sexual Harassment Policy
- 13.3 HIV AIDS Policy
- 13.4 Child Protection Policy
- 13.5 Finance and Accounting Manual

Staff members should be well – versed with all the guidelines of the above manuals.

14 Code of Conduct

14.1 General

Staff-members of Bal Sansar Sanstha and its Projects will maintain high standards of moral, ethical and professional conduct and performance.

14.2 Obligation

As an obligation staff-member should:

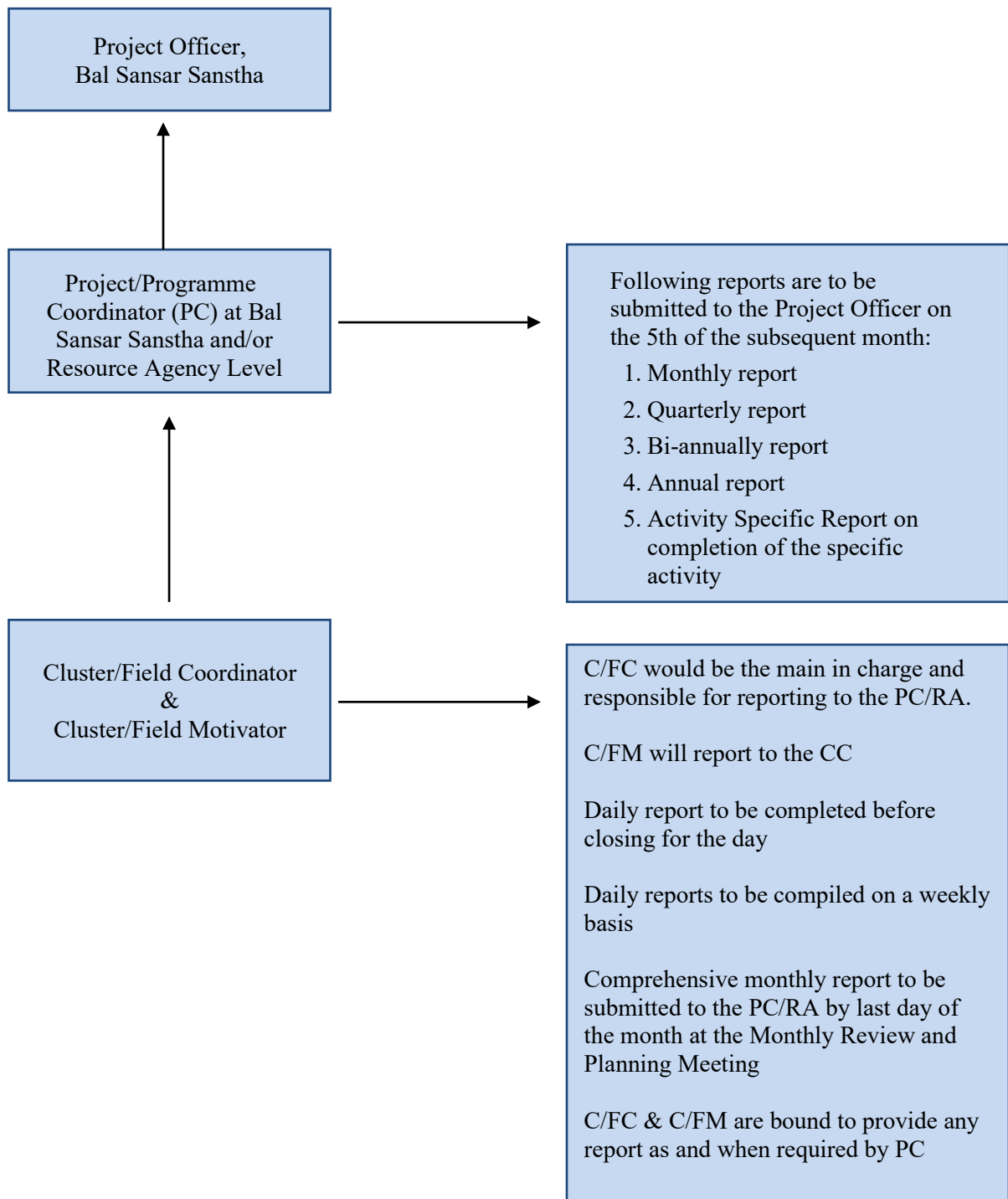
- Behave in discipline
- Operate on trust
- Orient to enhance interest, reputation and image of Bal Sansar Sanstha and its Projects.
- Show respect to all stakeholders of Bal Sansar Sanstha's Projects and the partners.
- Not use authority to debase anyone's sense of pride or dignity.

15 Amendments

EC of Bal Sansar Sanstha reserves the right to amend the India Personnel Policies, Procedures and Service Guidelines for the staff and the Partner NGOs as and when required. This is not a static document but a living guideline to guide and advise the Bal Sansar Sanstha's management and teams on key organizational, human resource and personnel issues with a flexibility for revision and modification based on emerging needs, feedback and requirement of the time and by adopting a process defined and approved by the EC of Bal Sansar Sanstha.

- The 1st version was developed on 17th July 2003
- The 2nd version had needed revisions on 26th September 2003;
- The 3rd version had needed revisions on May 2009;
- The latest version had further revisions on May 2018.

16 Reporting Guidelines



17 APPENDIX: ADMINISTRATIVE FORMATS / FORMS

17.1 Office Stationery Requisition Form

| OFFICE STATIONERY REQUISITION FORM | | | | | | |
|--|---|---|---|------------------------------------|--------------------------|--------------------|
| Bal Sansar Sanstha Project Name | | | Name of State /District/ Cluster/ Field Office Address | | | |
| <i>Requisition made by:</i> | | | <i>Quantity ordered:</i> | | <i>Date Required:</i> | |
| <i>Date requested:</i> | | <i>Date Issued:</i> | <i>Order Number:</i> | | <i>Product Code No.:</i> | |
| <i>Serial Number</i> | <i>Description of Product/ Item</i> | <i>Quantity Balance in Office</i> | <i>Quantity Issued</i> | <i>Balance after Issue</i> | <i>Unit Price</i> | <i>Total Price</i> |
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| 14 | | | | | | |
| 15 | | | | | | |
| <i>Authorized by:</i> | | <i>Issued by:</i> | | <i>Received by:</i> | | |

17.2 Statement of Expenses

| STATEMENT OF EXPENSES | | | | |
|--|------|----------|---|--------|
| Bal Sansar Sanstha Project Name | | | Name of State /District/ Cluster/ Field Office Address | |
| Staff Name: | | | Date: | |
| S. NO. | DATE | BILL NO. | ITEM DESCRIPTION | AMOUNT |
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| | | | | |
| <i>Staff Signature</i> | | | <i>Total Expenses</i> | |
| <i>Verified by</i> | | | <i>Checked by</i> | |
| <i>Approved by</i> | | | <i>Remarks if any:</i> | |

17.4 Travel Expense Claim Form

| TRAVEL EXPENSE CLAIM FORM | | | | | | | | | |
|--|-------------|---------------|-------------|---------------------------|---|---------------|--|----------|--|
| Bal Sansar Sanstha Project Name | | | | | Name of State /District/ Cluster/ Field Office Address | | | | |
| <i>Staff name</i> | | | <i>Date</i> | | <i>Form No.</i> | | <i>Claims submitted after 15 days will not be reimbursed</i> | | |
| <i>Sl. No</i> | <i>Date</i> | <i>Travel</i> | | <i>Mode of Travel</i> | <i>Purpose</i> | <i>Amount</i> | <i>Bills attached</i> | | |
| | | <i>From</i> | <i>To</i> | | | | <i>Y</i> | <i>N</i> | |
| 1. | | | | | | | | | |
| 2 | | | | | | | | | |
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| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| <i>Amount in words: Rupees</i> | | | | | <i>TOTAL</i> | | | | |
| <i>Verified by</i> | | | | | <i>Approved by</i> | | | | |
| <i>Date</i> | | | | | <i>Date:</i> | | | | |

17.5 Leave Application Form

| LEAVE APPLICATION FORM | | | |
|---|---|---|---|
| Bal Sansar Sanstha Project Name | | Name of State /District/ Cluster/ Field Office Address | |
| <i>Name of the Applicant</i> | | <i>Designation:</i> | <i>Date:</i> |
| <i>Number of days leave to be availed</i> <input type="checkbox"/> | <i>Period (dates)</i> <i>From date:</i> <i>To date:</i> | <i>Leave Balance in hand</i> <input type="checkbox"/> | <i>Leave total after availing</i> <input type="checkbox"/> |
| <i>Details of Supporting Documents enclosed:</i> 1. 2. | | <i>Signature of Applicant</i> <i>Date:</i> | <i>Signature of Approving Authority</i> <i>Date:</i> |

17.6 Monthly Staff Leave Abstract

| MONTHLY STAFF LEAVE ABSTRACT | | | | | |
|--|--------------------------------|--------|---|--------------------|---------|
| Bal Sansar Sanstha Project Name | | | Name of State /District/ Cluster/ Field Office Address | | |
| Serial No. | Name of the staff | Period | | (Total Leave = 12) | |
| | | From | To | Availed | Balance |
| 1. | April | | | | |
| 2 | May | | | | |
| 3 | June | | | | |
| 4 | July | | | | |
| 5 | August | | | | |
| 6 | September | | | | |
| 7 | October | | | | |
| 8 | November | | | | |
| 9 | December | | | | |
| 10 | January | | | | |
| 11 | February | | | | |
| 12 | March | | | | |
| | Balance at the end of the Year | | | | |
| Verified by: | | | | | |

17.7 List of Holidays for Cluster Offices

| Bal Sansar Sanstha Project Name | Name of State /District/ Cluster/ Field Office Address | | |
|------------------------------------|---|--------------|-------------|
| Holidays | Date | Day | No. of days |
| | | | |
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| | | | |
| | State Holidays | Total | |

18 REGISTERS TO BE MAINTAINED

18.1 Stamp for Inward Mail

| | |
|---|------------------|
| Name of State /District/ Cluster/ Field | |
| Office Address | |
| Inward Number: | Date: |
| Received by: | Acknowledged by: |
| Replied by: | Filed by: |

18.2 Inward Mail Register

| Sl.No. | Date | From: Name & Address | Delivered by Courier/ Post | Content of packet | Subject | To: Individual referred | Initials |
|--------|------|----------------------------|----------------------------------|----------------------|---------|-------------------------------|----------|
| | | | | | | | |

18.3 Outward Mail Register

| Sl. No. | Date | To: Name & Address | Mail send by | Content of packet | Subject | From: Individual sending | Amount (postage / courier) |
|---------|------|--------------------------|-----------------|----------------------|---------|--------------------------------|----------------------------------|
| | | | | | | | |

18.4 Staff Movement Register

| Sl. No. | Date | Staff name | Time In | Initials | Time Out | Initials | Purpose of leaving office |
|------------|------|------------|---------|----------|----------|----------|------------------------------|
| | | | | | | | |

18.5 Fixed Assets Register

| Sl. No. | Ref. No. | Name of the item | Bill No. | Date | Value of the item | Location in office | Person In charge of the item | Initials |
|------------|-------------|---------------------|----------|------|----------------------|-----------------------|------------------------------------|----------|
| | | | | | | | | |

18.6 Stationery Register

| Sl. No. | Ref. No. | Name of the item | Bill No. | Date | Value of the item | Receive Quantity | Issued Quantity | Balance | Initials |
|---------|-------------|------------------------|-------------|------|-------------------------|---------------------|--------------------|---------|----------|
| | | | | | | | | | |

18.7 Suppliers Register

| Sl. Code | Supplier Name | Contact Person | Address | Phone No. | Fax No. | Email ID | Products/ Services provided |
|-------------|------------------|-------------------|---------|-----------|------------|-------------|-----------------------------------|
| | | | | | | | |

19 Staff Appointment: Offer Letter, Job Description

Job Offer Letter

Date:

Sub: Job Offer, for the post of _____

Ref.: [Your Application, Interview process for the post and the recommendation of the Selection Board.](#)

Dear Mr. / Ms.

Bal Sansar Sanstha is pleased to inform you that the Staff Selection Board has recommended your name for the position of ----- for our project, to be placed at our project office (address-).

We are pleased to offer you the said position with the terms and conditions of your employment that are given in Annexure I, the details of your Total Compensation package are in Annexure II and the Job Description is given at Annexure III. Further, details of operating policies and procedures are contained in the Bal Sansar's Personnel Policy Manual, which is made available the selected staff, upon joining.

Your date of employment with **Bal Sansar Sanstha** for all purposes will be ----- and no part of your previous service with any employer will be treated as continuous with this employment. You will be on probation for a period of six (6) months, which will end on ---- Kindly provide copies of your birth certificate, a photo ID, permanent resident documentation, and any certificate that you hold relevant to your resume.

Bal Sansar Sanstha encourages an open culture and advancement based on shared responsibility. You as an employee, expected to apply your knowledge, experience and work talents and expertise to optimize the project goals.

We welcome you to **Bal Sansar Sanstha** and believe you will be a valuable contributor to our team.

Regards,

Your Sincerely,

**Name and Sign of the appointing Authority
For Bal Sansar Sanstha**

Annexure I

Terms and Conditions of Employment

1. Your initial place of work will be----- However, based on project / Organization's needs you could be re-assigned to a different location and your job responsibilities could be re-defined.
2. You will report to-----Your Terms of Reference are given at Annex-III.
3. You will be on probation for a period of six (6) calendar months from the active employment date.
 - The probation period could be extended if the management deem fit in its sole discretion with a written notification.
 - Your services are liable to be terminated if the management is dissatisfied with your performance. During the probation period services could be terminated by the employing agency by giving 15- calendar day's notice in writing. However, in case of serious misconduct i.e. sexual harassment, breach of
 - confidentiality, any act of stigma and discrimination towards the project clients, any unaccepted behaviors such as consumption of alcohol at workplace /in the organization's premises etc. your services will be terminated with immediate effect and without giving any notice.
4. The initial period of employment would be **One** year and further continuation is subject to continued project period and funding thereof, and based on the employee's performance, extension of the contractual terms will be considered annually, till the remaining period of the project.
5. Your compensation package given in **Annexure II** will be effective with the date of formal joining and with applicable deduction as per the Income Tax Authorities.
6. The Notice period for the termination of the employment during its currency, or for the resignation, will be one calendar month or a total salary in lieu thereof from either side. **Bal Sansar Sanstha** can terminate the services of any employee, regular or probationary with shorter notice and/or without compensation in lieu thereof, for any serious violation by the employee of the rules contained in the **Bal Sansar Sanstha** Service Manual and other policies and procedures of the Organization as may be issued from time to time in this regard, after providing the employee an opportunity of being heard or without doing so in case of seriousness of unaccepted behaviors i.e. mentioned at 3.5 above.
7. You are advised not to disclose, divulge or make public any documents and information pertaining to your employment, project or belonging to **Bal Sansar**.
8. Upon completion/termination of the contract period, you shall return all property/gadgets/unutilized funds/resources/Materials belonging to **Bal Sansar**.
9. All staff regular/probationary, will be governed by the **Bal Sansar Sanstha** Policy Manual (such as, but not limited to the Service Manual) or otherwise communicated to the employee in advance to the effective date, enforced, amended or altered from time to time and by the **Bal Sansar**. Management and conveyed through oral or written work instructions.
10. Please sign below and initial each page of the employment and your intention to accept this offer. Upon acceptance, you are giving an undertaking for staying in the current job minimum for a period of one year, provided you pass through the probation period and found suitable to be with the organization.
11. Annexure II, and the Annexure III, following contains details of your Total Compensation and the Job Description –JD, is incorporated into this Annexure I by reference. Your signature below and your initials at the bottom of each page within Annexure II and III shall signify that you have read and understood and agree with all matters covered in Annexure II and III attached.

I have read the ToRs carefully; the same is Accepted and Agreed by me:

Name:

Date:

Position:

Annexure II

Total Compensation package for the offered Position

Annexure III

Job Description

| | |
|--|---|
| Bal Sansar Sanstha Project Name | Name of State /District/ Cluster/ Field Office Address |
| JOB DESCRIPTION | |
| Name: | |
| Job Title: | |
| Project Title: | |
| Name of Cluster Office/RA: | |
| | |
| Reports to: | |
| Date of Joining: | |
| | |
| Job Summary: | |
| | |
| | |
| | |
| Roles & Responsibilities: | |
| | |
| | |
| | |
| Key Competencies: | |
| | |
| | |
| | |
| | |
| | |

20. Performance Appraisal

(Period effective from DD/MM/YY to DD/MM/YY)

| | |
|--|--|
| Name | |
| Current Position | |
| Date Of Joining | |
| Address | |
| Phone / Mobile | |
| Email | |
| Performance ratings are an amplification of the assessment of the staff member's accomplishments of their job description. (It is assumed that the job description is in place and appropriate Weightage has been assigned at the start of the term). Please use the following rating scale to assess how the staff member applied each of the performance factors listed below; in performing his/her key assignments, objectives and overall duties and responsibilities. | |

RATING SCALE

The following ratings should be used to describe a level of performance by the staff Member.

- 5 - Employee demonstrates superior performance greatly exceeding job requirements in all areas (Exceptional)
- 4 - Employee consistently performs above job requirements (Superior)
- 3 - Employee performs well in all areas of responsibility, consistently meeting all job requirements (Good)
- 2 - Employee has not fully achieved minimum performance levels. Needs further development and training. (Requires development)
- 1 - Employee performance is inadequate. Consistently fails to meet minimum job requirements (Unsatisfactory).

Use only whole numbers from 1 – 5

| PERFORMANCE FACTOR | STAFF COMMENTS | RATING | SUPERVISOR COMMENTS | RATING |
|---|----------------|--------|---------------------|--------|
| Part-A (JD Based PA) | | | | |
| Job Description (JD) Weightage (Assumption is made that the Job description is in place with total weightage of 100. Both staff and the Supervisor will review and give separate ratings to arrive at the average rating for the purpose of Performance Appraisal.) | | | | |
| A properly defined JD is in place (Annex-I). Pl. list your performance against each point of your JD below and rate it. | | | | |
| Quality of Work (Productivity in terms of accuracy, attention to detail, efficiency and effectiveness) | | | | |
| Example: | | | | |
| Quantity of Work (Productivity in terms of the amount of work completed, speed of work and ability to meet deadlines) | | | | |
| Example: | | | | |
| Adaptability/ Dependability Adapts easily to new environments/ situations. Demonstrates positive attitude and displays initiative. Is able to work without supervision and reliable in meeting deadlines. | | | | |
| Example: | | | | |
| Communication Skills (Effectiveness in communicating an idea or concept clearly and concisely, comprehending or giving instructions, negotiating. Comment also on the staff member's use of more than one working language.) | | | | |
| Example: | | | | |
| | | | | |

| PERFORMANCE FACTOR | STAFF COMMENTS | RATING | SUPERVISOR COMMENTS | RATING |
|---|----------------|--------|---------------------|--------|
| Part-B (Skill and Attitude Based PA) | | | | |
| Example: | | | | |

| <i>The following section applies only to staff that supervise (Officers) and complete the PERS of other staff.</i> | | | | |
|---|--|--|--|--|
| Supervisory Skills: (To be filled only by the staff in Supervisory capacity) (Ability to BSS, organize and delegate work; to lead, motivate, guide and develop staff, communicate, build team and maintain a harmonious working environment). | | | | |
| Examples: | | | | |
| Total Ratings | | | | |

Job related Training Needs Assessment and Evaluation and recommendation (To be completed by the Supervisor and Staff Members)-

By Appraise:

Strengths:

Areas need strengthening:

Areas for exposure and higher level of training:

By Appraiser:

Signed by:

Approved by:

Agreement with the Ratings - Staff Member

| | | | | |
|---|----------------|--|------------|--|
| Do you agree with the ratings and comments given by your Superior? Tick one | Entirely | | Mostly | |
| | To some extent | | Not at all | |

If you do not agree with your Superior's assessment, please identify the ratings/ comments with which you disagree and briefly explain why

General Comments:

| | |
|--------------------|--|
| By Appraise | |
|--------------------|--|

| | |
|---------------------|--|
| By Appraiser | |
|---------------------|--|

| | |
|---------------------------------|------------------------|
| Staff Member's initials: | Date of Review: |
| Supervisor's initials: | Date of Review: |

20 Professional Development Need Assessment: Fact Sheet

| | |
|---|--|
| Section-I: Basic Individual Profile | |
| Name | |
| Sex | |
| Date of Birth | |
| Marital Status | |
| Qualifications | |
| Institution/s Served/ Position/s held | |
| Working Languages | |
| Work Nature(s) | |
| Specialization | |
| Training Received (give details) | |
| Present Organization of employment | |
| Job Address | |
| Private Address | |
| Email (Work) | |
| Tel: | |
| WORK | |
| HOME | |
| Section-II: Professional Strengths and Skill areas: List Five Key Areas | |
| Professional Strengths: | |
| Skills: | |
| Section III: Areas for Development Needs: List three Key Prioritized Areas: | |
| Section IV: How will this contribute to your professional growth: | |
| Section: How do you think that this will benefit / contribute to achieving the objectives of your organization of employment. | |
| Section VI: Views and specific recommendations of Supervisor / Resource agency / Project Officer | |
| Supervisor: | |
| Resource Agency: | |
| Partner NGO | |
| Project Officer: | |
| | |

CHILD PROTECTION POLICY

Say “YES”! To Keeping Children Safe SUMMARY / PURPOSE As an Indian child-centered community development organisation whose work is underpinned by the United Nations Convention on the Rights of the Child (UNCRC), BSS is committed to promoting the rights of children including their right to be protected from harmful influences, abuse and exploitation. BSS takes active measure to ensure children’s right to protection are fully realized. BSS acknowledges its expectation that its employees and other who work with BSS have children’s best interest at the heart of their involvement with BSS. The Child Protection Policy is BSS’s statement of intent that demonstrates our commitment to safeguarding children from harm and makes clear to all in the organisation and who come into contact with us what is required in relation to the protection of children, and that child abuse in any form is unacceptable to BSS.

A. BSS’s vision for child protection Vision We aim to create “child safe” environments, both internally and externally, where children are respected, protected, empowered and active in their own protection, and where Staff are skilled, competent and well supported in meeting their protection responsibilities.

Statement BSS is committed to actively safeguard from harm and ensuring children’s right to protection are fully realized. We take seriously our responsibilities to promote child safe practices and protect children from harm, abuse, neglect and exploitation in any form. In addition, we will take positive action to prevent child abusers from becoming involved with BSS in any way and take stringent measures against any BSS Staff and / or Associate who abuses a child. Our decisions and actions in response to child protection concerns will be guided by the principle of “the best interests of the child”.

B. DEFINITIONS UNDER THE CHILD PROTECTION POLICY

1. A Child abuse is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child and included any action that result in actual or potential harm to a child. Child abuse may be a deliberate act or it may be failing to act to prevent harm.
2. Child abuse consists of anything which individuals, institutions or processes do or fail to do, intentionally or unintentionally, which harms a child or damages their prospect of safe and healthy development into adulthood.
3. Child Protection, within the scope of this policy, is defined as the responsibilities, measures and activities that BSS undertakes to safeguard children from both intentional and unintentional harm

C. SCOPE OF THE CHILD PROTECTION POLICY

The Child Protection Policy applies to everyone working for or associated with BSS. It encompasses the whole of BSS and includes without limitation:

1. Staff at all levels - in offices, in field or elsewhere
2. BSS Associates - these include board members (international and National Boards), volunteers, community volunteers, sponsors, consultants and contractors. Also the staff and / or representatives of partner organizations and local governments who have been brought into contact with children or are party to BSS’s child sensitive data while working for or with BSS.
3. BSS Visitors – (e.g. donors, journalists, media, researchers, celebrities, staff family members, etc.) who may come into contact with children through BSS are also bound by this policy.

D. Responsibilities under the Child Protection Policy

BSS staff, associates and Visitors must:

1. Never abuse and / or exploit a child or act/ behave in any way that places a child at risk of harm.
2. Report any child abuse and protection concerns they have in accordance with applicable local office procedures. That is a mandatory requirement for staff. Failure to do so may result in disciplinary action.
3. Respond to a child who may have been abused or exploited in accordance with applicable local office procedures.
4. Cooperate fully and confidentially in any investigation in of concerns and allegations.
5. Contribute to an environment where children are respected and encouraged to discuss their concerns and rights.
6. Always ask permission from children (or, in the case of young children, their parent or guardian) before taking images (e.g. photographs, videos) of them. Respect their decision to say no to an image being taken. Ensure that any images taken of children are respectful (for example: children should have adequate clothing that covers up the sexual organs. Images of children in sexually suggestive poses or what in any way impact negatively on their dignity or privacy are not acceptable. Stories and images of children should be based on the child's best interest. BSS ASSOCIATES AND VISITORS MUST NOT :
7. Disclose information that identifies sponsored or grant beneficiary families or children or make it available to the general public without explicit consent from BSS.

ALL DIRECTOR, SENIOR PROGRAM MANAGER, STATE & PROJECT MANAGER MUST

8. Ensure that each BSS Office has in place local procedures that are consistent with the global Child Protection Policy and with the document reporting and Responding to Child Protection issues in BSS to respond to incidents of child abuse. Local procedures should be developed with assistance of local advisors in accordance with the local law. Any deviation therefore must have prior formal approval from the National Director. Ensure that local procedures are made available in local languages.

E. PERSONAL CONDUCT OUTSIDE WORK

We are committed to ensuring that our Staff and representatives apply high standards of behavior towards children within both their professional and their private lives. BSS does not intend to dictate the belief and value systems by which BSS employees conduct their personal lives. BSS's position throughout the world is dependent, however, on maintaining good relations and upholding its reputation as a child-focused community development organisation with numerous organizations. Unlawful or other conduct by BSS employees which jeopardizes BSS's reputation or position whether during or after business hours will not be permitted. Such conduct includes, but is not limited to; any unlawful activities related to sexual abuse; sexual harassment; physically / verbally abusive behavior and public disorderly conduct. Staff and Associates are required to bear in mind the principles of the Child Protection Policy and heighten their awareness of how their behavior may be perceived both at work and outside work. This policy has been reviewed and recommended for approval: