

1. VIKALPA'S HUMAN RESOURCE DEVELOPMENT POLICY

1.1 Context:

The purpose of the HR Policy is to set down the policies, conditions, rights and obligations of VIKALPA'S STAFF, CONSULTANT, and FACULTIES AND VOLUNTEERS subject to their performing of the duties and responsibilities in their respective job descriptions.

Every Staff/ Faculty/ Volunteer is appraised about this policy, so that he/she can adhere to it with full knowledge and information.

The policies described below may at any time be subject to modification if the General Body of VIKALPA'S deems it necessary. In such cases, employees will be fully informed of the changes made.

1.2 Categories of Personnel hired by VIKALPA

All personnel working for VIKALPA are classified into following types

1.2.1 Employees

Employees designate salaried individuals who, after a probationary period, are given ongoing assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on long-term basis subject to periodic evaluations and performance assessments. They will have the responsibility towards the day to day functioning and/or in any one of more ongoing/projects/ assignment of the organization. Project specific staff/ faculties will be hired for project period only.

All the employees of the organization are classified into categories. These categories are as follows:

Management Category: **a.** Executive Director

Professional Category:

- A.** Program Officer
- B.** Researcher
- C.** Finance Officer

D. Support Category: **a.** Administrative **b.** Accountant **c.** Assistant **d.** Sahayoginis **e.** Office Boy.

1.2.2 Consultants/Faculties/Advisors

Consultants are professional experts hired by VIKALPA on short-term basis only for the completion of specific tasks and assignments related to any project/assignment of Vikalpa. Separate and limited contracts, defining their job description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/monthly/weekly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the organization.

1.2.3 Volunteers

Volunteers are individuals who work at VIKALPA out of their own choice or have been deputed at VIKALPA by other associated organization in the net work .They will be assigned tasks from time to time as deemed necessary by VIKALPA. VIKALPA will have a limited contract with volunteers and will not provide any compensation except under special conditions. They will not be considered as full-time or part-time employees of the organization.

1.3 Personnel Recruitment

VIKALPA believes in equal employment opportunity to each individual, regardless of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disabilities marital status, veteran status, or any other occupationally irrelevant condition. This policy applies to recruitment and advertising; hiring and job assignment; promotion, demotion and transfer; layoff or termination; rates of pay and benefits; selection for training; and the provision of any other human resources service.

1.3.1 Notice of Vacant or New Position

It is the responsibility of the chief functionary to fill vacant positions as well as new regular positions and new temporary positions of a duration exceeding more than six

months. The chief functionary will make sure that the positions can be filled under the organizational budget.

For all new positions, a project specific job description shall be established and include the following elements: Project summary, project job demand, qualifications, duration of the project, salary and wages etc.

New posts if only will be approved by Executive Body.

Recruitment for a new or vacant position can be opened to internal and external competition. Project specific manpower will be filled by way by advertisement or internal promotion if suitable candidates are available.

1.3.2 Interview and selection

As a general rule, a selection committee comprising of, at least two members shall be assembled for filling all positions.

The committee will go through the applications received, retaining those that show the best qualifications. It will evaluate each candidate's application with the help of an evaluation form created beforehand, containing well-defined criteria.

A list of the candidates chosen to be interviewed will be short listed by the Selection Committee. The interviews will serve to make a final choice and also to establish a database of potential future candidates.

1.3.3 Appointment Letter

Any personnel employed with VIKALPA will be issued an appointment letter prior to his/her employment. The appointment letter will officially announce his/her position within the organization, the place of assignment and the effective date of employment. The appointment letter will carry annexes, specifying the employee's job description, terms of reference, salary and benefits and other relevant terms of employment

1.3.4 Probationary Period

A probation period of one year shall apply to all new employees from the date of hire/ joining. Exceptionally, the probation period may be extended to six months. In case, if a new employee fails to perform in accordance to expectations of

VIKALPA's chief functionary he/she will be given a notice, terminating the contract at the end of the probationary period.

1.3.5 Staff orientation

All new employees will get an orientation about the organization's mission and strategies, its structure and the staff within it, the policies and conditions of employment, the internal rules and regulations, etc.

1.4 Remuneration

VIKALPA believes in attracting and retaining a qualified and effective workforce through a system of payment that is both appealing and fair. All employees of VIKALPA's are entitled to a basic salary, depending upon their skills, qualification and experience. The basic salary will be mentioned in the appointment letter. The structure of salary will be as unit of basic salary.

1.4.1 Salary Increment

Salary increment will be @5% given to all employees. Increment will be provided to employees on annual basis after their performance evaluation.

Salary increment is calculated on the basis of basic salary of the staff.

Sr. No.	Particulars	Per Day	Per Month	Annual Income
1.	Basic salary including DA			
2.	HRA 15%			
3.	LTA 10%			
4.	Insurance Combination 5%			
5.	Local conveyance 10%			
6.	PF Contributions 5%			
7.	Medical 10%			
8.	Mobile 5%			
	Total			

1.4.2 Salary Benefits

(a) Bonus

All employees shall receive an annual bonus equal to one month's basic salary. Bonus will be included in the monthly salary payment of the month preceding the festival.

However, new staff on will not receive any annual bonus until the completion probationary period.

(b) Provident Fund

All regular employees are expected to set aside 10% of monthly pay to his/her provident fund.. Staff will have to open provident fund account and the amount will be deposited by them in that account. It is a responsibility of the staff to deposit the amount in provident fund account.

1.4.3 Compensation against Accident of the staff during Service

In the event that the staff succumbs to an accident while working for VIKALPA, i.e. during the office hours or during field trips, he/she is entitled to receive compensation amounting to a maximum of two-month salary of the individual to cover the medical expenses. Staff will have to get himself / herself life insured in addition to above cover.

1.5 Working Days and Hours

1.5.1 Working Days

VIKALPA will follow a six days a week working schedule from Monday to Saturday. Sundays is considered non-working days.

VIKALPA will observe some public holidays as those prescribed by the Government not exceeding six days a year. The Chief Functionary will prepare a calendar of public holidays not exceeding six calendar days at the beginning of each fiscal year and circulate it to all staff.

1.5.2 Office Hours

The office shall open from 09.15 am in the morning till 06.00 in the evening. All employees are expected to complete 8 working hours daily. There will be one hour lunch-break.

1.5.3 Overtime

Various factors, such as workloads, operational efficiency, and staffing needs, may require variations in an employee's total hours worked each day. In such circumstances, the employee may have to work beyond the scheduled office hours or on holyday/ leave day.

Under such circumstances, the staff working overtime is entitled to payment for working overtime and is authorized by its immediate supervisor for the same. However, no overtime compensation will be provided for staff during field trips. The overtime rate will be paid on hourly basis and will be calculated on the basis of the basic salary.

1.6 Travel

Staff members may be asked to travel away from their usual workplaces on authorized missions. The policy on payment of travel allowances adopted by VIKALPA applies to all employees regardless of job category or status. It also applies to the consultants, when mentioned in their agreement.

After reimbursable expenses are made, the person making an expense claim shall use the appropriate forms available.

The expenses will not be reimbursed if proper justifying documents (original receipts) are not attached except for per diem. Eligible expenses include:

1.6.1 Per Diem

All employees and volunteers are provided per Diem of Rs. 125 (Breakfast Rs. 25/- lunch Rs. 50/ and dinner Rs. 50/-) to cover the cost of food for each night spent outside the city as approved by VIKALPA.

1.6.2 Accommodation

All employees and volunteers are entitled to claim expenses incurred for accommodation for official trips outside his head quarter. (Head quarter means his/her duty places assigned to his). Maximum claims for accommodation shall not exceed Rs. 750 per day. Claim for accommodation will be reimbursed upon submission of bills/receipts.

1.6.3 Mode of Transport

VIKALPA will pay only surface transport/ rail transport (AC III Tire) as far as possible i.e. bus/ rail. If any individual is using personal vehicle for VIKALPA related work, they can be reimbursed on mileage basis considering 60 kilometer per liter for two wheeler and 15 kilometer per liter for car. 20% cost over mileage will be given, as maintenance cost. However, the expert private transport must be shared by more than one VIKALPA's member or employee.

1.7 Leave and Holidays

1.7.1 Leave

All employees are entitled to the following leave with pay.

(1) Annual Leave

All employees of VIKALPA's are entitled to 6 working days off as paid leave per year. This leave is accrued monthly at the rate of 0.5 working days.

(2) Sick Leave

Employees are entitled to 6 working days of sick leave with pay per calendar year. Sick leave is accumulated at the rate of 1 day for every full month worked.

Employees have to present a medial certificate to substantiate claims for sick leave with pay for absences exceeding two successive days.

(3) Maternity Leave

All female employees are entitled to maternity leave of 90 calendar days twice.

(4) Paternity Leave

Male employees are entitled to paternity leave of 11 calendar days twice.

(5) Mourning Leave

In case of death of a parent, child or spouse, employees be given mourning leave of 10 days each.

(6) Emergency Leave

Emergency leave is granted to employees for any serious illness of a parent, child or spouse and/or personal emergencies. A total of 7 days per year can be allowed for emergency leave.

1.7.2 Leave without Pay

Leave without pay may be granted to employees up to 60 days per year. Leave without pay that is taken for a month or more shall not be counted as time worked, hence no benefits shall accrue to the employees during such period.

Employees on probation are not entitled to leave with or without pay but can accrue such leave during the probationary period.

Leave without pay is applicable when the employee has exhausted all his annual and sick leave.

1.7.3 Absences

An employee who is unable to come to the office is required to notify the office of the reason for his/her absence. Unauthorized absences are grounds for disciplinary action. The following procedures shall apply:

An employee that has been absent for two consecutive working days without notice or explanation shall be personally sought of by the Chief Functionary. He/she shall be asked to put in writing the reason(s) for his/her absence. ii. If, after seven consecutive days of absence, the employee continues to fail to give any explanation of the cause of his/her absence, the employee will be considered to have resigned from his/her position.

1.8 Staff Movement

(1) Assignments and Transfers

According to project needs, any employee can be transferred temporarily or permanently to any location where VIKALPA's conducts its activities. The transfer may be the result of a promotion, a change in role due to service requirements or other reasons.

A permanent transfer to a new place of work that includes a new job mandate shall result in a contract renewal. In addition, the employee concerned shall be notified one month in advance of his change in situation.

(2) Interim positions and promotions

An employee may be called on to temporarily perform a job in a higher category. That does not automatically give him the right to the salary and benefits of this position. However, after a reasonable amount of time, VIKALPA's shall reclassify the employee in the category of the new job or return him/her to his/her former duties.

An employee who receives a promotion can be required to complete a trial period of 3 month in the new position. If the trial period is successfully concluded, the employee will be reclassified in the new job category and at a salary scale level higher than his former position. If the trial period is not satisfactorily completed, the employee will be reinstated in a position at the same level as his former position.

1.9 Prohibition on Outside Employment and/or Engagement

Full-time regular employees of VIKALPA are not allowed to undertake outside employment.

1.10 Termination of Employment

1.10.1 Conditions for Termination

Employees shall lose their jobs under any of the following conditions:

(1) Voluntary Resignation

Personnel wishing to resign from post may do so by giving a resignation letter to the Chief Functionary stating the reasons for resignation and effective date of the same. One month of prior notice is required for such resignations.

The date in which the resignation letter is received at the VIKALPA's office is considered the date on which notice of resignation is given. Failure to provide sufficient notice may be ground for forfeiture of all accrued employee benefits.

(2) Redundancy of the Position

Depending on the nature and volume of its operation, VIKALPA may declare certain positions redundant. Persons occupying those positions will therefore be forced to be separated from VIKALPA with proper notice. While doing so, VIKALPA will give at least 2 months notice in advance.

(3) Termination with Cause Grounds for employee termination is the following:

- ❖ Continuing inefficiency and gross negligence of duty.
- ❖ fund embezzlement
- ❖ Misuse of office equipment, and other properties.
- ❖ repeated unauthorized absences and leaves
- ❖ intoxication while on official business or within office premises
- ❖ unauthorized disclosure of official information

(4) Retirement

When an employee reaches the age of 60 years the employment relationship comes to an end. VIKALPA shall notify the employee by letter, stating the date the employment terminates.

The retiring employee shall receive salary up the date of departure and other allowances such as the Provident Fund, as specified in his/her agreement. In case Vikalpa desire services of the personnel due for retirement, the same will be availed with new contracts.

(5) Death

When an employee dies, his/her salary and benefits will automatically be paid to his/her legal heirs.

1.10.2 Procedures for Termination and/or Disciplinary Action

VIKALPA will ask the employee for a written explanation on the offense deemed committed by the employee concerned, identifying the charges against him/her and the particulars of the facts relied upon to support it.

The employee is given 3 working days to submit his/her explanations.

Based on the written explanations submitted by the employee concerned and the strength of evidence presented, may choose to decide on the charges or pursue further investigation of the case

VIKALPA can, if feel necessary to will suspend the employee in question from duty during the period of investigation subject to the following conditions:

- ❖ Should the employee be in a position to tamper with the evidence against him/her.
- ❖ Should the employee's continuing presence in the organization be deemed inimical to the interest of the organization.

1.11.1 Conflict Resolution

Whenever a dispute arises among the VIKALPA staff, it shall be resolved in a constructive manner, i.e. the solutions shall lead to positive changes. Employees who feel unfairly treated or who have complaints about a situation or about working conditions should notify the /Executive Director Chief Functionary immediately.

1.11.2 Staff Behavior

Vikalpa expects its employees to adopt attitudes and behavior that maintain the good image of the organization. Vikalpa employees shall display an exemplary level of professionalism and integrity.

Furthermore, besides the usual rules every good employee needs to follow (respect, courtesy, punctuality), there are

particular procedures of conduct for members of the organization which must be observed.

(1) Political Activities

Since Vikalpa is a non-political organization, employees shall not participate in activities of a purely political nature on work premises or during working hours. It is also prohibited to use the organization's materials for these purposes.

(2) Discrimination and Harassment

Under the principles established by VIKALPA, no employee, man or woman, has the right to put pressure on another, make intimate advances, give preferential treatment or show sexual favoritism at work.

(3) Conflict of Interest

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by VIKALPA, employees shall respect the following guidelines:

- It is prohibited to use VIKALPA property for illegal or unauthorized purposes.
- It is prohibited for any VIKALPA employee having confidential information to disclose it without express authorization beforehand.
- Employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.
- Employees shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract award.
- Employees cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the organization.

1.11.3 Grievances

If an employee feels unfairly treated by circumstances that infringe on his/her rights or change his/her employment conditions, he/she should discuss the situation with his/her immediate supervisor. If, after the matter has been discussed

and corrective measures taken, an employee feels it has not been satisfactory.

1.11.4 Performance Evaluation and Skill Training

Staff performance and productivity will be managed on an on-going basis throughout the year. The following elements, among others, are involved while monitoring the performance

- a) On-going Supervision
- b) Regular Communication
- c) Periodic Evaluation

As per project requirement, job demands.

1.11.5 Skill Training and Professional Development

Depending on available resources VIKALPA will foster the professional development of its employees in order to be as effective as possible in its activities. They will be given chance to attend training as per requirement.

2. VIKALPA'S FINANCIAL POLICY:

2.1 Fund Receipt

2.1.1 Sources of Funds

NGO'S receives Funds from the following sources:
Project Facilitation/ Implementation cost as approved by the project proponent/ funding institutions
Membership fees.

Income from short term professional services and consultancy assignments undertaken by VIKALPA
Income received from production cum training centers established by Vikalpa.

Grants Donations received from philanthropic organization and individuals.

Fees collected from students/ participants.

Short period interest free loan from friends/members / individual.

2.1.2 NGO'S Core Fund

The following are identified as VIKALPA's core program:

VIKALPA'S administrative expenses (house rent, consultants honorarium, utilities, wages and salary of the personnel employed other than project specific staff).

VIKALPA'S training centers.

Vikalpa's education centers

Sponsored project's specific expenses.

Vikalpa's centers for aged, destitute children and hostels.

Any program coming to VIKALPA will allocate funds up to 10% to support this core program. Any saving in any of the project expenses will be utilized for above core program

2.1.3 Signatories to Cheque Books

Any two of the following will be signatory to NGO'S's cheques.

The Working President of Vikalpa Secretary and Treasurer.

Money can be released by the signatures of two signatories. Any one time payment exceeding 5 lakh will require permission from executive body.

2.1.4 Types of Accounts

The following three types of accounts will be maintained by NGO'S:

(1) Central Account

All income accrued to VIKALPA will be deposited in the Central Account. The Working President, Secretary General and Treasurer are authorized to operate the bank account. Two signatures of either of these officials will be required for fund disbursement.

(2) Savings Account

NGO'S will keep fixed deposit savings account for its trust fund.

(3) Petty Cash Fund

A petty cash fund of Rs. 5000/- is kept to cover payments not exceeding Rs. 500 at a time. The Accountant/Office Administrator will handle this account and is to be liquidated every two weeks.

The Working President/Secretary and/or Treasurer will ensure proper handling of petty cash fund through surprise checks from time to time orally settled, he/she can submit a grievance to the Executive Director/ Chief Functionary, who will discuss and provide appropriate solution. All grievances shall be handled internally.

2.2 Fund Disbursements

All payments are made either by cheque or cash.

2.2.1 Payment by Cheque

(1) Payment for Purchases/vendor's service

Payment against purchases exceeding Rs. 2500 shall normally be made by cheque.

(2) Payment for Services Rendered

a. Payments for Staff Salaries

i. Payment Calendar

Staff salaries are paid within seven days following the completion of the month. As far as possible individual cheques will be issued to the employee concerned. In case there is no back account, till the bank account is opened they will be given in cash.

ii. Staff payroll

Staff payroll (salary sheet) is prepared by the Accountant as the basis of payment, along with summarized attendance data leave record. The staff payroll contains information on the employees' basic salary for the month, allowances if any, deductions and net salary payable. The staff payroll is checked by the Treasurer and/or Secretary and approved for payment by the Executive Director/ Chief Functionary.

iii. Advance Pay

VIKALPA's employees may take advance payment of up to 3 months (after completion of 3 months of probation period of one year), if urgently required. The advance must be returned/reimbursed before the end of that particular fiscal year or will be adjusted in the salary payable.

For travel purposes, VIKALPA employees shall be given cash advances for expenses covered on official trips. Request for cash advances is prepared by the personnel concerned, recommended by the Treasurer or General Secretary and is approved by the Chief Functionary. All cash advances for travel are to be liquidated within a week following the completion of the trip.

iv. Tax Deduction at Source

VIKALPA will deduct tax at source where applicable as per Government rules.

b. Payment for Contractual Services

Payment for contractual services is done through cheque disbursements. The schedule of payment depends on the Terms of Reference (TOR) agreed upon by the personnel concerned and VIKALPA. Payments are covered by a Request for Payment Form prepared by the accountant and approved by the Executive Director/ Chief Functionary.

2.3 Book Keeping and Recording

2.3.1 Book Keeping

The recording system of VIKALPA's financial transactions is in place to monitor bank balances, status of funds receipts and expenditures, and a comparative statement of budget vs. actual expenditure on a regular basis prefer will be kept ready by accountant and will be shown to Chief Functionary on weekly basis.

VIKALPA will maintain records of fixed assets, petty cash disbursements, supplies, inventory, the use and maintenance of office equipment.

2.3.2 Accounting

The following sets of financial reports will be prepared by NGO'S:

A. Quarterly financial reports will be prepared for review by each individual project manager of VIKALPA's specific project as well as of its core activities. This quarterly report will be reviewed by the Executive Body of NGO'S. Financial reports to

donors/ funding organization will be submitted as prescribed in the agreement between donors and VIKALPA.

B. Annual Balance Sheet and Statement of Income and Expenditures will be prepared for each fiscal year.

2.4 Auditing

Books of Accounts of VIKALPA's shall be audited annually by an independent auditor appointed by the Executive Body.

VIKALPA may hire internal auditor in order to streamline its accounting systems and procedures as a project specific requirement.

3. Fixed Assets Policy for VIKALPA's

3.1 Purpose

To carry out its activities, VIKALPA needs material resources. The quality of these resources is dependent upon how they are used. Material resources are in large part durable goods, which need to be well-managed to be maintained in good condition. These goods include stationary, tables, chairs, shelves computers, and related accessories, agriculture & other job related tools & machinery of VIKALPA units. The Fixed Assets Policy will aim for:

- Precise identification of goods that are part of the asset base;
- Sensible use of goods;
- Periodic taking of physical inventory;
- Effective maintenance of goods;
- Replenishment of goods when required.

3.2 Procedures

At VIKALPA, the management of material resources is the responsibility of the Accountant. The procedures involved in managing these resources are:

- receiving and recording goods;
- using goods properly;
- maintaining goods;
- taking inventory of goods;
- disposing of goods.

Material resources are managed by means of records or files.

3.3 Asset inventory

The purpose of the inventory is the physical monitoring of the items belonging to a project. The inventory makes it possible to detect differences between information about goods in the records and the actual state of goods. Inventory will be done once a year and is the responsibility of the accountant.

3.4 Procedures

The inventory procedure is composed of the following steps:

a. Creation of record cards on which is found:

- Type of item
- Description of item
- Identification code
- Service user or name of manager
- assigned location
- Previous placement of item
- Notes on condition of item
- Record updates
- Minutes of physical inventory

b. Final removal of an item

c. Replacement of an item

d. List of annual needs

3.5 Removal of items

The inventory procedure described above permits the identification of dilapidated or defective goods whose presence in office presents more inconveniences than advantages, for various reasons:

- Steep rise in operating or maintenance expenses;
- Excessive cost of repair;
- Any other objective reason.

The Executive Director/ Chief Functionary will give the authorization to take out of service, transfer or dispose of any items, and that should be noted in the book of assets.

4. PROCURMENT POLICY OF VIKALPA

4.1 Purpose

The purchase of goods and services is necessary for the smooth operation of the organization. The aim of the internal control system for the supplying of goods and services is to

ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

4.2 Methodology

VIKALPA's will follow following methods in purchasing goods, equipment and services required for the needs of the organization or its projects/ core activities Use of competitive bidding will be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered. VIKALPA will specify in the purchase file the reasons the lowest bid was not chosen.

For purchases/ service charges/ fees under Rs. 5000 a price survey by telephone of two suppliers will be sufficient for determining the supplier.

For purchases above service charges/ fees under Rs. 5000 a quotation/invoice shall be obtained from three local suppliers. Purchases from a sole source shall be explained in the purchase file.

No quotation will be required for branded items purchased directly from authorized vendors.

The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

5. Computer Policy for VIKALPA Office Management

5.1 Purpose

VIKALPA seeks to effectively manage the computer system for guiding the use, maintenance and security of the computer equipment. Employees are responsible for ensuring that the procedures and policies suggested here are followed.

5.2 Use

Using computer equipment requires particular care because of its fragility and high cost. Access to the equipment should thus be strictly reserved to VIKALPA'S employees only. Those employees who are unable to handle commonly-used software will be given an orientation by the senior staff on request. One or two employee will be trained in handling minor maintenance of computers and accessories at the office.

5.3 Security

In order to safeguard the computers against viruses, the external drives (CDs/DVDs/floppies/pen drives) that are at VIKALPA office are only to be used. In the same way, no external drive from any source other than from sealed packets shall be used in the computers, unless it is first scanned with latest anti-virus software.

In order to safeguard computers from viruses, antivirus software has been installed in the computers. The virus list for this program should be updated on a regular basis. It is the duty of the employee who has been assigned a computer to update the virus list on her / his computer.

There will be at least two backups of all important documents. One copy should be on the hard disk of the computer assigned to the concerned employee and a second copy on a CD/DVD kept in the office.

Important documents will be scanned and will be stored in computer and will be sent on Vikalpa's email id.

The computers of the VIKALPA should normally be used by its employees. Consultants and volunteers should seek prior permission of NGO'S employee before using his/her computer in the office.

Employee shall not disclose pass work of the email id to any body without prior permission of the chief functionary.

5.4 Saving documents in the Computers

In order to streamline the procedure to save documents in the computers and to make it easier for people to find documents and make back-ups of important documents, each employee should have a c:/my documents directory in his/her computer. This directory should be broken down into sub-

directories to facilitate retrieval of important documents. Each employee will include a copy of all their important documents to be backed up on a directory entitled backup.

5.5 Back-ups of Documents

In order to safeguard important documents and other work done by the staff, the back-up directory of the employee shall be backed up on CD/DVD once every week (every Friday) and the CD/DVD stored by the employee.

6. COMMUNICATION POLICY OF VIKALPA

6.1 Purpose

The purpose of this policy is to control and reduce the communication cost in an effective way. Telephones/ fixed and mobiles are the most convenient and fastest mode of communication but for long distance communication, they are expensive.

There are other modes for fast communication such as courier, fax or e-mail. And out of these, e-mail is fast and more affordable. VIKALPA will prefer to use e-mail for out of station correspondence to reduce the communication costs. Telephones will be used for local calls and in emergency for national & international long distance calls. Internet service at the office can be used to download and send email and to conduct work-related research.

6.2 Guidelines

VIKALPA provides the following guidelines for its staff to control telephone use.

All the employee shall use their mobiles for communication. Rs. 100 per month will be paid in their monthly salary for regular staff and volunteers pay package for this purpose

All long distance calls should be recorded separately and put up to Chief Functionary by the accountant.

In order to minimize communication costs as much as possible, email will be used rather than fax or direct long distance calls.

Copies of all in-coming and out-going official communications (fax, letters sent or received) will be filed. The employees sending / receiving important e-mails should be responsible to print and file such e-mails. A copy should go in the central file system. Efforts should also be made to keep fax messages short and to send long documents by fax only in urgent cases.