

**KAJLA JANAKALYAN SAMITY**  
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**Administrative Policy**

Organisation must have one monitoring and administrative policy with a target of continuous and qualitative growth of the organisation through maintaining good rule among all related with organisation such as staff, resource persons, general member, governing body and individual donor as well as funder organisations. KJKS makes some changes on the previous rule and prepares an administrative rules through the active participation of all spheres individual of organisation by keeping the previous experience in mind; what should be abide by all.

**Monitoring and administrative outlook of organisation:**

- Staff, resource persons, general member, governing body and individual donor as well as funder organisations; all are honoured as same at the organisation.
- Organisation should not compromise with any corruption, defalcation, unusual arrangement & practices and gossip.
- Negligence and discrimination free organisation friendly monitoring and administrative arrangement will be developed as result reluctant participation of all (staff, resource persons, and general member, governing body and individual donor as well as funder organisations) will strengthen the organisation.

**Implementation of Monitoring and administrative policy of organisation, supervision and evaluation arrangement:**

**Structure of Committee:**

**Member of Executive Committee:**

Administrative committee will be formed of five persons as General Secretary and one member from Executive Council and another three will be taken from staff in all spheres; at least one must be representative from woman staff in the committee. The committee will be formed at Executive Committee's meeting and what will be conducted with two months of the formation of Executive Committee.

General Secretary is the head of the committee; one member of the committee will be selected who will carry the duties and responsibilities of the committee with maintaining liaison with the Director for the implementation.

**Work Period:**

- The committee will be formed for three years and it will be reformed for each three years.
- The committee will work even after till the new committee is formed.

**Power:**

The committee has the power to take necessary steps and to identify the reason behind if any rule is broken as well as has the power to ask show cause. Except these the committee has the power to advise to the Executive Committee for salary stopping, suspension, demotion and release from the assignment.

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**Role & Responsibility:**

**The committee have to do:**

- Organise at least four meeting per year under the leadership of the head of the committee; conduct meeting in emergency.
- Review, supervision, addition and subtraction the administrative rules at least annually.
- Look after the implementation of administrative policy at organisation.
- Review the administrative policy under the initiation of administrative committee and coordinators and take steps accordingly.
- Assess the administrative arrangement annually and prepare report what will be presented by Head of the committee at Executive Council.
- Take steps for coordinating with all other policy making committee such as Finance Arrangement Committee, Child Protection Committee and Sexual Harassment at Workplace Prevention Committee etc. The activity will get extra mileage through the activity of Annexure-1.
- Administrative Head in respect of committee is bound to deliver views within 15 days from the date of filing to the applicant or respective person if any staff expresses his/ her views, files complain or advise advice. ( through Annexure-2 & Annexure-3)
- All the members of Administrative Committee must obey all the policies such as Child Protection Policy, Woman Protection Policy etc.
- Holidays and observation days' list will be prepared by the committee with in the 1<sup>st</sup> week of December and that will be passed in Executive council meeting. The list with the signature of General Secretary will be circulated at the all offices of working area within the 1<sup>st</sup> week of January.
- Monitor the opening and closing time of all branch offices; what is displayed at the board.

**Complain Salvation System/ Arrangements**

**Who are able to complain?**

- Beneficiaries of the organisation.
- General Member of the Organisation.
- Member of the Administrative Committee.
- Staff.

**How to mitigate the complain:**

- Administrative Head or any representative of his/her or administrative committee will justify the trueness of complain.
- Responsible person will submit the investigation report to the administrative head within three days.

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- Administrative committee will finalize the complain by giving the opportunity of supporting to self side to the accused person within five day and will inform the respective complainer.
- Privacy will be maintained throughout the process.

**What the committee doesn't do:**

- Do the duty through right steps.
- Do partiality.
- Disobey the policy and rules of the organisation.
- Neglect the advices of organisation's staff
- Behaves what disrespect staff.
- Direct Interfere at the work of other committees as well as in decision making.
- Do such activities what badly effect mission and vision of the organisation.
- Circulate or publish internal news of the organisation.

If the member of the committee does such types of activities willingly or unwillingly and then it is proved he or she will be suspended, show caused or legal steps will be taken against him.

**Administrative Rules of Organisation:**

**Work Time:**

- Full Time – 8 hrs/ day
- Major Time – 6:30 hrs/ day
- Part Time – 4:30 hrs/day
- Time will be fixed for Full time staff in respect of area what will be recognised by administrative committee.
- Time will be fixed for Major time staff in respect of area what will be recognised by administrative committee.
- Time will be fixed for Part time staff in respect of area what will be recognised by administrative committee.
- It will be notified that staff are in which types of staff individually what is recognised by administrative staff.

**Contact Time at Office:**

**Main Office: 10:30 am to 06:30 pm.**

**Branch Office: Decision will be taken as per local situation what must be recognised by Administrative Committee and it will be notified at the branch office.**

**Attendance Related:**

- Attend office within 10:30 am and must write attendance and departure time at Attendance Register with initial.
- Must write attendance and departure time at Attendance Register with initial in respect of Branch Office. Time will be given by totalling field and office timing.

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- Supervisor or coordinator must reach the place before 15 minutes for conducting any planned activity; it will be relaxed for 1 hr for 25 km in respect of good communication; it will be relaxed for 1 hr for 10 km in respect of bad communication;
- Supervisor or Coordinator must write the input what s/he given, observance, advices at report book with initial, date and time.
- If any staff attends late by three (3) days it will be treated as leave.
- Report of monthly attendance (previous month) must be submitted with 5<sup>th</sup> of the month through using Annexure-5 at the Administrative Head. He will send it by giving comments to accounts dept. It will be maintained hierarchically.
- Jointly Director and General Secretary forward orders in case of absent of coordinator.

#### **Holidays Related:**

##### **1. Annual Holiday & Observance Day Related:**

###### **Annual Holiday:**

- Staff of organisation enjoy 26 days as holidays including local festival; what is prepared by keeping in the mind about education institution, work area, inhabitation of various caste and creed and religious festival. Holidays and observation days' list will be prepared by the committee with in the 1<sup>st</sup> week of December and that will be passed in Executive council meeting. The list with the signature of General Secretary will be circulated at the all offices of working area within the 1<sup>st</sup> week of January.

A different Holidays and observation days' list will be prepared by the committee for education institution run by organisation and must be recognised by administrative committee.

###### **Holidays' List**

###### **Observance Days' List:**

Selected days' must be observed with honour and all staff must attend the ceremony. The list is prepared by keeping in the mind about education institution, work area, inhabitation of various caste and creed and religious festival. Holidays and observation days' list will be prepared by the committee with in the 1<sup>st</sup> week of December and that will be passed in Executive council meeting. The list with the signature of General Secretary will be circulated at the all offices of working area within the 1<sup>st</sup> week of January.

- A different observation days' list will be prepared by the committee for education institution run by organisation and must be recognised by administrative committee.
- If any staff is not able to attend observance day then it will be treated as leave.

###### **Expected Observance Days:**

##### **2. Casual Leave related:**

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- General Secretary is the final right holder to take decision about casual leave.
- All staff can enjoy 14 days casual leave.
- If anybody takes more leave then s/he will show cause behind it what must be permitted by General Secretary.
- If anybody takes casual leave then he will have to inform before 2 days; and must be permitted through process.
- If any field staff takes casual leave then the leave must be permitted by supervisor and coordinator.
- If any supervisor takes casual leave then the leave must be permitted by coordinator.
- If any coordinator takes casual leave then the leave must be permitted by the Director.
- If anybody takes casual leave in emergency then he will have to inform through phone to departmental head and must be permitted through process; in such case of coordinator s/he must inform the Director.
- In case of Director, s/he must inform and take permission from the Secretary or the President.
- Leave taker must submit leave application at the joining date in case of emergency leave.
- Emergency leave must be treated as medical or casual leave. If the application will not be submitted it is treated as absent.
- If any staff takes casual leave less than 14 days then unused leave will be added with next year's leave and get this opportunity for two years after that it will be vacated.
- Any one will able to take leave at a glance 3 days; if it is exceed then he must pray for special permission.
- If any staff takes leave less than 50% in respective two years then he will be honoured by governing body.

#### **3. Medical Leave related:**

- All staff can enjoy 14 days medical leave.
- If any staff takes medical leave less than 14 days then unused leave will be added with next year's leave and get this opportunity for two years.
- To grant medical leave one must have to submit annexure -6 with medical certificate by recognised doctor and also have to submit fit certificate.

#### **4. Maternity Leave:**

- All women staff can avail the opportunity of maternity leave for six months with maximum for two issues.
- All the process of maternity leave will be maintained same as casual leave.

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- If anybody will take leave more than six months then she must have to pray for permission and only head/ administrative committee can take final decision; but the leave can be permitted without remuneration.
5. Special rule for Leave:
- If any conflict arises between organisation and staff and staff stops to come at the office and after salvation of the problem again he will start to come then the gap period is treated as leave without pay.
  - Chief Accountant must keep all leave relating records through Annexure-6 A and prepare and submit a report about leave by consolidating to the Director through 6B.
  - In case of all the staff who gives always time for organisation (after 8 hrs or in holidays the director or office bearer will take decision about their special leave.
  - If any staff crosses the limit of casual and medical leave per year at every march then the account dept will pay him after cutting his payment as daily payment basis per leave.
  - Organisation gives permission on special leave on the ground of qualification enhancement, expertise training, research education and petting sons and daughters, but leave will be treated as leave without pay.

#### **New area selection related rules:**

- New work will be created at the area where special problem and damage to children, women and farmer has.
- Supervisor and coordinator will prepare report on problem.
- Director will visit the area, prepare report and submit the same to the General Secretary.
- Executive Council will take final decision.

#### **Planning, review, report and supervision related rules of organisation:**

- ✓ Planning of the year will be prepared under the leadership of departmental head with active participation of all spheres of staff through using of annexure-7 and finalize within specific period. Month wise planning will be prepared under the leadership of departmental head what will be finalised after the discussion with the Director.
- ✓ Aforesaid planning will be submitted to the General Secretary with the comments of the Director and will be recognised by Executive Council.
- ✓ Each field staff will prepare monthly plan and submit it to the supervisor through annexure-7A.
- ✓ Each supervisor will prepare monthly plan and submit it to the coordinator through Annexure-7B.
- ✓ Each coordinator will prepare monthly plan and submit it to the Director through Annexure-7B.

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- ✓ Director will prepare monthly plan and submit it to the General Secretary.

**Reporting & Supervision:**

- Each filed staff will prepare quantitative and qualitative report by using annexure-8 & 8 A quarterly to the supervisor what will be reviewed by supervisor; by giving comment on it will be submitted. Date of submission of report will be fixed after the discussion with departmental head and head of the administrative head.
- Each supervisor will prepare quantitative and qualitative report by using annexure-8 & 8 A quarterly to the coordinator what will be reviewed by him; by giving comment on it will be submitted with the 5 working days of the month.
- Each supervisor will prepare quantitative and qualitative report by using annexure-8 & 8 A quarterly to the coordinator what will be reviewed by him; by giving comment on it will be submitted with the specific days.
- Departmental report will be assimilated under the leadership of the Director and it will be submitted to the General Secretary.
- Supervisors and coordinators will submit their field visit report at each seven days interval through Annexure-8B at the dept.
- Supervisors will organise meeting with field staff at every fortnight and submit resolution copy to the departmental head.
- Departmental Head will organise meeting with supervisors at each Friday and submit resolution copy to the Director.
- Director will meet up with each coordinator at each month and review the progress of work.
- Director will meet up with each supervisor at each two months interval and review the progress of work.
- Each supervisor must visit field area twice in a week and visit will be more if necessary.
- Each departmental coordinator must visit field four times in a month.
- Director or his representative will visit field if necessary.
- Accounts dept may visit field if necessary and submit report to the director.
- Member of the Executive Council may visit field and discuss it in the meeting also.
- A monitoring will be done by the beneficiaries and decision will be taken by governing after viewing the report.
- Each dept will visit other departmental area for review progress of work and governing will take final decision after viewing the report.

**Evaluation:**

- Administrative committee will decide who will in the evaluation committee under the leadership of departmental coordinator.
- Departmental will prepare and submit Departmental Evaluation Report to the Director within the 15 days from evaluation through annexure – 9. The Director

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will submit the report at the administrative committee and after review s/he will direct or advice the dept.

- Departmental evaluation will be done after talking or discussion with villagers and staff.
- Evaluation report will be submitted to the Executive council and the steps will be taken after the discussion with supervisor and coordinator.
- Representatives of field staff, supervisors, coordinators or Executive Council and general members will be in the evaluation committee. The evaluation must be completed within last quarter for not to make plan for the next year. Administrative committee will take decision on the aspect.
- Annual Planning will be prepared in respect of intensive evaluation.

#### **4. Crisis Management:**

- Complain will be lodged to the Governing and Administrative committee and it will be mitigated through existing policy.

#### **Training/ Workshop/ Camp related rules of the organisation:**

- Any type of Training/ Workshop/ Camp will be in the departmental monthly planning.
- Departmental Head will must inform about the aforesaid planning to the Director through Annexure-10 and will take permission from him before 7 days of organising the activity and permitted copy must be submitted at the accounts dept.
- Accounts dept will arrange fooding, lodging and arrange training room and training material according to the permitted copy after getting permission.
- There will be the register at the accounts dept for organising or conducting these according to annexure 10A.
- If any staff of the organisation will go to the other organisation as resource person for attaining training, workshop and seminars, he must have to take permission from the Director through annexure- 10A; terms and conditions paper will be developed in this respect; the total cost must be brone by the organised who hires him as resource person. Organisation will not bear any cost regarding it.
- Minimum fees as resource person will be Rs. 1000/- to rs.3000/- per day for interstate organisations; the resource fees will be paid through demand draft, cheque or bank transfer in favour of the a/c Kajla Janakalyan Samiti. The General Secretary will take decision on the aspect if necessary. Above all he may take decision according to advice of the Director.
- KJKS will give money receipt to the organisation after getting payment.
- KJKS will pay 40% of resource fees to the concerning person.
- Reports will made if any camp, training, workshop, exposure and exchange are organised at the outside then it must be submitted at the staff meeting for discussion.



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Resource maintaining related rules of the Organisation:

1. House Rent related rules:

1. A) Business related:

- No house will be rented in any purpose what will damage socially; Executive Council has the power to take final decision.
- If anybody will take room for business he must submit the details about his business to the General Secretary through an application.
- The contract for house rent will be for 11 months; what will be renewed within 31<sup>st</sup> March.
- All about rent, electric bill, renew etc. will be in the contract paper.
- House rent will be fixed according to the size; it will be finalized under the leadership of Secretary and Chief accountant.
- Director will prepare report about the person who will take room as rent and submit the same to the Executive Council.
- If anybody wants to renovate the room then he must have to take permission from the authority.
- Person have to submit Rs. 20000/ and rent of six months in advance.
- If six months' rent is due then organisation will put own lock and key at the shop.
- Secretary will prepare report against rent dues' shop and submit it at Executive Council meeting; EC will take final decision.
- Rent of the room will be enhanced by Rs.10 at each year; EC will take final decision.
- Electric bill be paid according to metre bill.
- House rent will be submitted with 10<sup>th</sup> of the month and will submit electric bill at the accounts' dept and receive receipt.
- Notice will be served to the concerned person if house rent is due for three months; he will be asked for show cause within 7 days and 10% of the rent will be included as fine what must be paid by the concerned person.
- Executive Council will take final decision for the enhancement of rent at each three years interval.
- Executive Council will take final decision on the enhancement of rent of room.
- Chief Accountant will submit details report on rent condition to the General Secretary at each month
- Chief Accountant is responsible to collect rent and one member of Executive Council will monitor the total system.

1.B Training Room and Lodge:

- ✓ Responsible person who is under Accounts Dept will look after the training room regularly under the leadership of accounts dept.

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- ✓ Director/ General Secretary will look after the matter of rent.
- ✓ The permission is needed from head of the Administrative Committee or Director if any outside organisation (Govt./ non Govt.) will want to use training room for training; they will have to apply and must have the permitted copy; they must have to pay at the rate of Rs.3000/- for big training room and Rs.2000/- for small training room and for Rs.200/- pay for each bed at lodge.
- ✓ Rent will be enhanced at each interval of two years.
- ✓ Administrative committee will be the final authority to lessen or free the rent.
- ✓ Authoritative person will make annual plan for purchasing training materials and infrastructure development what will be recognised by Director or General Secretary by viewing economic condition.

**2. Fixed Assets related rules:**

- Account dept keeps all the record relating fixed property such as land, pond, park etc. and all are looked after by the accounts dept under the leadership of Chief Accountant; Head of the administrative committee will monitor the all aspects.
- Land, pond etc. will be distributed under lease contract through application; in respect of it Head of the Administrative Committee will prepare report and EC will take final decision.

**3. Movable Assets related rules:**

- Account dept keeps all the record relating movable assets such as motor cycles, camera and computers etc. in such a way that which assets is whose under, where are there in details.
- Details of each asset is keeping through annexure-11 where the sl. No and organisation name must be affixed and all the system will be monitored by Chief Accountant.
- Head of the Administrative Committee or his representative will take final decision for purchasing or selling any assets beside this Procurement committee may purchase assets directly.
- All the assets will be checked and verified at each interval of six months under the leadership of Head of Administrative Committee or his representative and Chief Accountant.
- Permission must be taken from Accounts Dept. before repairing assets.

**4. Movable Assets using related rules:**

- All vehicles of the organisation must contain govt recognised registration, insurance, logbook and maintain servicing regularly.
- Use of four wheelers rules will be developed by Administrative committee what will be recognised by Executive Council.
- All the vehicles will be given under the responsibility of different staff.

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- Logbook should be maintained by the user what is looked after by Chief Accountant; if it is done regularly then the user will be called to do it as well he will be warned; but he does it repeatedly then he will be called and ask for updating logbook and the key will be taken from him.
  - All other movable assets such utensils, camera and gas oven will be given under the responsibility of field staff, supervisor and coordinator who will look after the assets.
  - Ambulance and oxygen cylinder service will be provided in fair price and fair will be fixed by Head of the Administrative Head or his representative.
  - Responsible staff for ambulance and oxygen cylinder will submit accounts monthly at accounts dept and receive the payment receipt. Maintenance cost will be maintained under the leadership of Chief Accountant.
5. Damage or loss of fixed and movable assets:
- The person under whose responsibility the asset was; he must submit details report with proof to the head of the administrative committee.
  - Head of the administrative Committee or his representative will submit a report after investigation at the committee and that will be submitted with comments and advice at the Executive Council.
  - Executive Council will take final decision if it is proved that the asset was loss due to negligence of the concerned person; the council may start another investigation and will give a chance to the concerned person for supporting self side.
6. Defalcation & misbehaves related rules:
- If any staff, member of governing body, general member and beneficiaries will default money, submit false report or information, say of presence but not or any work what is proved against of organisation then step will be taken under the leadership of head of the Administrative Committee.
  - If any incident what is against organisation can be reported to the General Secretary and the Secretary will render his valuable advice on it to member, supervisor or coordinator within 7 days.
  - If any complain will arise then what to do as:
    - a. Investigate the matter.
    - b. Discus at the administrative meeting.
    - c. Issue show cause letter.
    - d. Take decision at the administrative meeting and send it for approval to Executive Council.
    - e. Administrative committee may take final decision on the primary error or fault.
    - f. Executive Council may take decision on pay reduction, demotion or suspension.

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g. If any complain rise then it will be mitigated with one month.

**To know about Administrative Rules of the organisation:**

- ✓ Training will be given to staff of all spheres at least once in a year by departmental supervisor or coordinator.
- ✓ All aspects will be discussed at departmental meeting with staff.
- ✓ A booklet will be prepared on administrative rules; there will be opportunity to read the booklet for all.
- ✓ Administrative rules booklet will be give to read out before engaging new staff; and a written consent will be taken from him.

**Arrangement for if anyone disobeys Administrative Rules:**

- If anybody disobeys the rules then Head of the Administrative Committee will ask him for show cause what must be submitted within 7 days by the concerned person.
- Administrative Committee will take appropriate decision after verification of the cause submitted by the person; for taking approval of the decision it will be send to Executive Council.
- Complain will be mitigated within 30 days from the date of complain.
- Opportunity for self side will be given to accused person.

**Responsibility for maintaining Organisation's Administrative Rules:**

- All related with organisation should responsible to maintain and obey administrative rules.
- Administrative head will distribute the responsibility among the members of the committee for implementation, reviewing and addition or alteration the policy.

**Review of Administrative Policy of the Organisation:**

- Administrative Committee will review the administrative rule and will take steps as per need.
- Administrative will prepare report by reviewing to the concerned person through using annexure-11.

**Correction or amendment process of Organisation's Administrative Policy:**

- For Correction or amendment of the policy anyone related with organisation can express his views what will be discussed in administrative meeting with due honour.
- All the opinion will be sent to the meeting of Executive Council Meeting for approval and finally it will be passed in General Meeting.

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**Human Resource Development Policy**

**Introduction:**

Development of the society mainly depends on the human resource development. Human resource development is a continuous and science based process. KJKS stresses on the aspect by keeping about relevant and reality in mind to train its employees to develop their expertise.

**Objective:**

- Enhancement of expertise
- Development of relation ship
- Provide pension opportunity, Insurance etc.
- Distribution of employees according to work, area, project etc.

**Recruitment Policy:**

1. When organization recruit staff/resources person/advisor and observer
  - Enhancement of work area and starting of new project
  - Vacancy due to promotion/demotion/suspension
  - Recruit resources person for activity assessment
  - Recruit advisor if needed
  - Recruit staff for temporary work
2. Academic qualification for recruitment
  - Field staff – Minimum Higher Secondary(10+2)
  - Supervisor – Minimum Graduate
  - Coordinator – Minimum Graduate
  - Accounts person – Minimum Commerce/ Science graduate
  - Office Assistant – Minimum Higher Secondary
  - Documentation Officer – Minimum Graduate
3. Age limitation for recruitment
  - Field staff to Coordinator – 19 to 40 years
  - Advisor, Consultant, Resources Person & observer – above 35 years
4. Necessary capability of field staff, supervisor & coordinator
  - Priority will be given to computer knowing person and working experience at social work and NGO
  - Priority will be given to capable person who knows ridding bye-cycle and motor cycle.

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- 50% Reservation for women
  - Priority will be given to subject knowing person, differently able person and Bengali, English, Hindi and local languages speaking writing able person.
5. Necessary capability of Accounts person
- Experience in accounts related aspects
  - Priority will be given to computer knowing person and working experience at social work and NGO
  - Priority will be given to capable person who knows ridding bye-cycle and motor cycle.
  - 50% Reservation for women
  - Priority will be given to subject knowing person, differently able person and Bengali, English, Hindi and local languages speaking writing able person.
6. Necessary capability of Documents officer and office assistant
- Priority will be given to computer knowing person and working experience at social work and NGO
  - Priority will be given to capable person who knows ridding bye-cycle and motor cycle.
  - 50% Reservation for women
  - Priority will be given to subject knowing person, differently able person and Bengali, English, Hindi and local languages speaking writing able person.
7. Necessary capability of Resources Person, Advisor, Consultant and observer
- Minimum 10 years experience on the concerning subject

Secretary, Assistant Secretary, Cahier, President has the power to recruit the any type of staff in special cases but it should be approved by executive council in latter.

8. Recruitment committee and their function
- i) Recruitment committee formation & function:
- Executive committee will form recruitment committee; in special cases recruitment committee will be formed by the approval of General Secretary & President
  - There will be expert, representative of governing body, director, departmental head and representative of donor agency/individual donor, if needed in the recruitment committee.
  - Recruitment committee will finalize panel list through below noted policy.
  - Executive council will give responsibility to a person who will go through recruitment policy and implement it with the consultation of Secretary and Director.
  - Executive council will depute experience resource person or organization directly.
- ii) Recruitment process:
- Executive council will advertise or notify about the vacancy by using various means such as news paper, notice board, internet etc. in details.
  - Staff will be selected and panel will be finalized by the committee

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- Panel will be rejected if executive committee thinks and feels the process is not followed as per the recruitment guideline.
- Contract will be renewed at annual basis.
- Each staff should be gone through probation period at least for 3 months with a probation agreement.

**iii) Recruitment method:**

- Applicants should apply with details and recent photographs as per notification/advertisement.
- Applicants should come with details and recent photographs at the date of interview.
- Application should be examined before calling the applicant to take part interview.
- Applicant should be recruited through written test, group discussion and personal interview.
- Applicant should be recruited 10 days field work and subjective conception and recruitment policy should be completed in this way.
- Preference should be given to the applicant of the adjacent area.

**iv) Staff permanent policy:**

- The duration work should be minimum 3 years to be permanent as an employee.
- Administrative committee must have a report on the activity of the respective staff such as responsibility, honesty etc.
- Director should submit qualitative report of concerning staff before permanent.

**9. Facilities/opportunity availed by staff:**

- There should be opportunity to tour minimum once in a year and special honorarium shall be given for that.
- There is a facility to purchase cycle or motor cycle by taking advance from the organization but the purchasing cost should be repaid within 2-3 years.
- There is a facility to maintenance their cycle or motor cycle once in a year.
- There is a facility to avail TA, Food & Lodging in case of out station activities.
- There is a facility to avail TA & Tiffin at the work.
- There is a facility to avail mobile recharge cost.
- There is a facility to avail treatment in case of any type of accident during duty hours.
- There is a facility to avail special honorarium in case of deadly disease and mental or physical in capability.
- There is a facility to avail ambulance services without cost.
- All staff should be brought under the umbrella of medi-claim policy.
- All staff should be brought under the umbrella of EPF/PPF.
- Bonus will be given at the time of Durga Puja or Maharam but it is totally depended on financial condition of the organisation.

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- There is an arrangement of certificate given on the performance once in a year,
- Staff who works less than 2 years should not avail any facilities except EPF/PPF
- There is a facility to avail special assistance in term of cash/kind for damages any property such as house, food etc. by any type of disaster.
- Staff will avail health honorarium, house rent or special honorarium in special cases.
- Special opportunity will be given on . . . . .
  - a) 10 years attachment with organisation.
  - b) Partly assistance on children education will be given to such type of staff for maximum two children.
  - c) Pension will be given to the staff who is attach with the organization more than 20 years.
  - d) Opportunity will be given to take Rs.100000/- insurance whose premium will be given by the organization.

**10. Capacity building of the staff:**

- There is arrangement for training, workshop, awareness building, exchange & exposure, discussion, seminar & study circle for capacity building of the staff. Departmental coordinator will make the plan.

**11. Transfer policy:**

- The policy should be periphery among supervisor & coordinator.
- It will be done in every 3 years and it should be informed before 60 days; charge hand over and take over should be completed with 7 days from the date of transfer.
- Administrative committee will make a report on transfer and the General Secretary will take decision in respect of that.

**12. Promotion policy:**

- There is a provision of promotion at each 5 years interval.
- A field staff may avail promotion from their post to coordinator.
- Interested staff should give written and personal interview as well as subjective presentation for getting promotion.
- 5 years assessment of work will be done before promoted
- Application should be done by the staff to take promotion.
- Promotion policy should be completed under the leadership of administrative committee.

**13. Suspension policy:**

- Cause behind suspension:
  - ✓ Related with any dishonesty activities
  - ✓ Related with ill behaves activities
  - ✓ Disobey organizations rules, regulation and policy.
  - ✓ Related with any defalcation cases if proved
  - ✓ Accused by the honourable court.



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- How to complete the suspension policy; Administrative committee will take below listed steps:
  - ✓ Discussed with accused staff primarily.
  - ✓ Investigate properly.
  - ✓ Noticed the person to show cause behind this activities after investigation.
  - ✓ Submit the report with comments and justification at Executive council.
  - ✓ Complain should be mitigated within 60 days.
  - ✓ Executive council has the supreme power to take the final decision.
- Remedial masseurs:
  - ✓ All the facilities should be stopped initially.
  - ✓ Accused staff will be transferred.
  - ✓ 50% of total monthly honorarium should be paid for next 4 months.
  - ✓ Accused staff should be demotion

Accused staff should be terminated if any illegal incident proved against him/her.

**14. Salary structure:**

- Administrative committee will prepare salary/honorarium structure by depending upon financial condition of the organization and what should be submitted at executive council for final decision.
- Executive committee will take direct decision on the payment of expert, resources person or observer.
- Staff facilities will depend on the financial condition of the organization.

**15. Staff appraisal/evaluation:**

- Activity of the staff should be evaluated at the end of the financial year and graded the staff; the grading should be submitted at the executive council with the final comment of director by following the process as: in case of field staff with the comments of supervisor & coordinator, in case of supervisor with the comments of coordinator, in Case of coordinator with the comments of director; Staff should be paid as per evaluation from the next year.
- The supreme decision will be taken by the executive council of the organization on the evaluation of the staff.

**16. Role & Responsibility of the Director:**

- Contact and maintain liaison with donor agency.
- Play vital role in generate resources such in cash and kind from different sources.
- Coordinate with executive council.
- Determine & approve office expenses and different spheres expenses.
- Assess departmental staff.
- Monitor, review, assess, monitor human resources development of the organization and take leadership if needed.
- Take initiation to make annual plan.

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- Involve in fund rising
  - Prepare plan, concept note and submit to the donor agency.
  - Prepare annual report & take initiation to organize statutory financial audit.
  - Take important part in various meeting, camp, seminar, and workshop or send representative to such type of events.
  - Maintain advocacy with govt. Line department from village level to country level and internationally.
  - Visit operational area and talk with people of all spheres.
  - Take initiation to enhance capacity of the staff.
  - Obey the organization rules & regulation.
- 17. Role & Responsibility of the Coordinator:**
- Take part in preparation of departmental annual plan & report.
  - Monitor various training, workshop and awareness camp
  - Take initiation in enhancement of skill of departmental staff.
  - Supervise and render advice to the staff as monthly basis
  - Prepare monthly plan & report and review the work and submit the same to the director.
  - Advocate with various Government line department and NGOs.
  - Assist the director to prepare report and take initiation to prepare the same.
  - Involve in fund raising directly.
  - Take initiation in all central activities.
  - Coordinate with the director taking and giving advice.
  - Take initiation for implementation of organization rules, policy and reviewing.
  - Look after the attendance and leave of the staff.
  - Fulfil the target according to annual plan.
  - Update regularly organization website & face book.
  - Take initiation to solve the problem in the field.
  - Take initiation to make new IEC and booklet on case studies.
  - Make relationship with media personal.
  - Coordinate among departmental staff, supervisor & others coordinator.
  - Look after departmental property and assets.
  - Obey organization rules & policy.
  - Obey director direction & advice.
  - Represent in various network, alliance and government bodies.
  - Look after departmental records properly.
  - Visit field at least 4 times in a month.
- 18. Role & Responsibility of the Supervisor:**
- Take part in preparation of departmental annual plan & report.

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- Monitor various training, workshop and awareness camp
- Take initiation in enhancement of skill of departmental staff.
- Supervise and render advice to the staff as monthly basis
- Prepare monthly plan & report and review the work and submit the same to the director.
- Advocate with various Government line department and NGOs.
- Assist the director to prepare report and take initiation to prepare the same.
- Maintain the liaison with field staff & stakeholders
- Involve in fund raising directly.
- Take initiation in all central activities.
- Coordinate with the director taking and giving advice.
- Take initiation for implementation of organization rules, policy and reviewing.
- Look after the attendance and leave of the staff.
- Fulfil the target according to annual plan.
- Update regularly organization website & face book.
- Take initiation to solve the problem in the field.
- Take initiation to make new IEC and booklet on case studies.
- Make relationship with media personal.
- Coordinate among departmental staff, supervisor & others coordinator.
- Look after departmental property and assets.
- Obey organization rules & policy.
- Obey director direction & advice.
- Represent in various network, alliance and government bodies.
- Look after departmental records properly.
- Visit field at least 16 times in a month.
- Take initiation to enhance expertise among the stakeholders.

**19. Role & Responsibility of the office assistance:**

- Keep all the office records properly.
- Inform the information to proper person what is coming through telephone, e-mail & post.
- Look after the hospitality of the outside visitors initially and informed departmental coordinator or director.
- Maintain liaison between head office and branch office.
- Assist and preparing annual report.
- Check email regularly and inform to concerning person.
- Maintain privacy aspects of the office.
- Look after the record relating workshop & training.

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- Be present at the Executive council & general council meeting
- Inform the members of EC as per the direction of General Secretary.
- Carry out the order and advice of the director.
- Obey the organization rules and policy.

**20. Role & Responsibility of the Chief Accountant:**

- Check bill and voucher and pay the same within two days after signing on the bill & voucher.
- Submit monthly accounts report to the director.
- Submit monthly accounts to the departmental coordinator.
- Monitor the attendance of staff and prepared the report on the same.
- Distribute the phase of work among the departmental staff.
- Obey the organizational rules and policy.
- Take parts accounts and legal related training, workshop & seminar.
- Submit follow-up and accounts statement to the director.
- Look after tour & movement register of the staff & stock register properly.
- Maintain liaison with bank.
- Take initiation for audit.
- Look after branch offices accounts regularly.
- Look after the enhancement of skill of the accounts staff.
- Take initiation to renew the different registration according to the govt. rules & regulation.
- Carry out director comments & advice.
- Conduct meeting of the procurement committee regular basis.

**21. Role & Responsibility of the Assistant Accountant:**

- Assist to chief accountant at the work of renew, registration, purchasing of goods, look after training room and records keeping.
- Keep & preserve the entire bill & voucher properly.
- Take part in procurement meeting
- Carry out chief accountant advice.
- Obey the organization rules & policy.

**22. Role & Responsibility of the Field Staff:**

- Prepare monthly activity plan on the basis of annual plan.
- Prepare monthly report and submit it to the supervisor.
- Work at the field as regularly.
- Maintain liaison with stakeholders.
- Obey the organization rules & policy.
- Maintain liaison with government line department & NGOs.
- Build relationship with resources person of the locality.
- Take active part at the central activity

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- Carry out supervisor & coordinator advice.

## Accounts Policy

### Introduction:

Organization must have a financial policy to control financial mechanism for saving the organization from any defalcation and corruption what strengthen all management system of the organisation. KJKS has also accounts policy.

### Outlook of Accounts Policy of the Organisation:

- Member, staff and donor organization will be aware about income & expenditure easily.
- All the responsible staff & members of EC will maintain clarity and transparency.
- General people of the locality will be aware about income & expenditure of the organization.
- If there is any question about accounts there will be the provision to look after the same.
- Accounts will be maintained as per government law & policies and submit the same at the respective places.
- All the donors will be aware about income & expenditure and procedures of record keeping of the organization.
- All the transaction should be done through bank transfer except cash will be entertained at emergency.

### Accounting policy:

#### 1. Expenses policy:

- All the transaction for implementing the project activities should be done under the leadership of field staff, supervisor & coordinator.
- Staff of accounts department, office barer, members of EC should not directly involve at the expenses but they have the right to check approved or verify the same before or after expenses. Besides, if the secretary or cashier is absent representative of accounts department has to power to sign.

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**2. Bill & voucher:**

- There must be cash memo/bill/invoice at each expense; if cash memo/bill/invoice is not found there must be a bill on white paper with seal & signature and contact number should be produced.
- Purpose of expenses must be mentioned at the back side of each cash memo/bill/invoice with the signature of implementer.
- Each bill should be submitted at accounts department with the signature of respective coordinator.
- To justify the bill the necessary documents such as participants attendance, copy of leaflet, copy of Xerox etc. should be attached.

**3. Verification & payment:**

- All the bills should be submitted within the 7 day's from the date of activities.
- Concerning person of the accounts department should sign the bill after verification; after the approval from the general secretary/ asst. secretary/cashier/ president the payment will be made.
- Project coding will be done project coordinator/chief account
- The payment will be made within 2days from the date of verification and approval of the bill.
- Chief accountant has the power for the approval of expense maximum Rs.1000/- but it should be recommended by the concerning coordinator.
- Cash payment should not cross the limit of Rs.2000/-
- Payment should be stopped after 6PM but it can be extended up to 8PM in emergency.

**4. Travel policy:**

- Travel cost should not pay in case of one KM journey from Head office/branch office except the night.
- Travel expenses should be given to the staff that will come from field office to head office and it should be approved by supervisor & coordinator.
- Flight ticket & boarding pass, bus & train ticket should be attached with travel bill.
- Permission must be taken from the general secretary/asst. Secretary/ cashier before travelling on flight & four wheelers.
- Approval copy on any type of travel reservation of the general secretary/asst. Secretary/ cashier should be submitted at accounts department.
- One should paid Rs.600/- per day for outside travelling of the state.
- One should paid Rs.2000/- per day for outside travelling of the country.
- One should paid Rs.400/- per day for night stay at Kolkata.
- No Tiffin and meal will not be allowed at the local area visit.
- Travelling cost will not be made if it is not mention in the tour register.
- Travelling bill should be submitted within 7 days from the date of travelling.

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- To justify the tour bill all the related documents such as hotel bill, tour bill should be attached with the bill.
  - One should be paid Rs.1000/- as special allowance if anybody goes Kolkata and within the state for continuing 7days
5. Advance policy:
- One should submit application with justified cause and take recommendation from coordinator to get advance what should be approved by General Secretary/Ass. Secretary/ cashier
  - Requisition slip and advance taking form should be submitted for taking advance for the program but in that case accounts department must review the previous advance is cleared or not then give approval from concerned person.
  - It should be informed accounts department before 24 hours to take advance.
6. Procurement policy:
- Procurement committee should be included President, Vice President, General Secretary, Asst. Secretary, Cashier & one member from EC, chief accountant & departmental coordinator in the committee. Chief accountant will be the convenor of the committee.
  - To purchase materials of Rs.20000/- an approval should be taken from procurement committee; In case of purchasing materials of above Rs. 100000/- recommendation should be taken from EC.
7. Procurement Process:
- It should be informed to the suppliers about materials through the notification or orally.
  - There should be minimum three quotations and bid analysis should be conducted after that procurement committee will take decision and issue purchase order to the awarded supplier.
  - Goods receipt, good register note and stock register should be maintained; there should be delivery chalan and representative of accounts section should check the quality & quantity according to goods received by using prescribed form.
8. Purchase of recurring & Non-recurring materials:
- There should be two persons in purchasing of materials of Rs. 2000/- and above; concerning person of the approval should not be there; for purchasing materials of Rs.2000/- and above recommendation should be taken from the General Secretary.
  - In case of purchasing of materials of Rs.20000/- and above the approval should be taken from procurement committee.
9. Salary/ Honorarium payment:
- Salary/ honorarium should be made as per approved pay order sheet by supervisor/ coordinator/ director/ general secretary.

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- Approved pay order sheet should be submitted within 25th of the month and after that salary/ honorarium will be made through bank transfer at the end of the respective month.
  - Signature should be done at salary register/sheet; report about advance, monthly plan & report and tour report should be submitted otherwise salary will not be released.
10. Verification & monitoring system:
- President/General Secretary/ Cahier/ Director may verify cash and accounts in any working day and working hour.
  - Any member of EC/General member/ staff representative/ anybody may verify accounts as per the decision of EC.
11. Bank Transaction:
- Bank transaction will be made as per bye-law
  - A requisition will be prepared in prescribed format what is signed by representative of accounts department and should be recommended by director what must be approved by General Secretary/Asst. Secretary/ Cashier to draw the cash.
12. Data capturing and reporting policy:
- Keep and maintained the all the accounts related data
  - There should be transaction backup of every day
  - Report on monthly accounts statement should be submitted to the project coordinator and General Secretary.
  - Accounts report should be submitted as per their need and norms.
13. Dissemination procedures for financial policy:
- Representative of accounts department should aware coordinator about financial policy and supervisor & coordinator should aware field staff as same.
  - Accounts department should aware the newly recruited staff about financial policy.
  - The discussion should be done about financial policy in the monthly meeting as per need.
14. Accountability to implement the policy:
- Chief accountant should check & verify the bill before each payment.
  - Coordinator & supervisor are accountable to look after for the expenses at the projected area.
  - Chief accountant, Cashier & General Secretary are accountable to verify & monitor the cash.
  - Chief Accountant, Coordinator & director are accountable to look after all the expenses as per the budget.
  - The concern person of accounts department is accountable to look after the approval and supporting documents before payment.



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- Chief accountant is accountable to conduct statutory audit and to submit the same to concerning government department & donor agency.
- Chief accountant is accountable to renew the legal documents and certificates in due time.

**15. Violation resistance policy:**

- Administrative committee should submit report to the general secretary after proper investigation.
- Administrative committee should take steps as per organization governing and administrative policy.

**16. Procedure of policy review:**

- Executive council and their representative should supervise the policy at one month interval and it will be discussed at the meeting of administrative committee and EC and finally steps will be taken.

**17. Alternation & addition procedures of the policy:**

- A draft financial policy should be developed for alternation & addition at the staff level meeting annually after the approval of EC and it will be submitted to EC with the recommendation of administrative committee. Finally EC will take decision.