

PRAXIS

HR Manual

2020

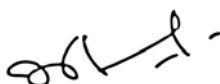
A handwritten signature in black ink, appearing to be "J. H. H.", is located below the year "2020".

Table of Contents

Chapter-I: Definitions	4
Chapter-II: Purpose & Spirit	5
Chapter-III: Recruitment Selection and Placement	6
Chapter-IV: Remuneration And Benefits	13
Chapter-V: Travel	18
Chapter-VI: Leave Facilities	24
Chapter-VII: Transfer	28
Chapter-VIII: General Conditions of Service	30
Chapter-IX: Code of Conduct	32
Chapter-X: Contractual Staff	35
Chapter-XI: Consultant	36
Chapter-Xii: Secondment Of Staff	37

Annexure

1. List of Lower Income, Lower Middle Income, Uppder Middle Income & High Income
2. Anti Sexual Harassment Policy
3. Child Safeguarding Policy
4. Child Protection Policy
5. Equal Opportunity and Affirmative Action Policy
6. Gender Policy
7. Whistle-Blowing Policy
8. Policy and Guideline for Internship
9. Environmental Guidelines
10. Rules of Conduct
11. Organogram
12. Maternity Rule



Chapter-I: Definitions

1. **PRAXIS** stands for **PRAXIS** – Institute for Participatory Practices.
2. **Administrative Head:** Staff responsible for the administrative function of an office. For example the Chief Executive or any other person assigned by him at offices, Delhi, Patna and Chennai.
3. **Line Manager:** A staff of the organisation that in-turn has a subordinate reporting to her/him. Also stands for Reporting Authority.
4. **Organisational Structure:** A depiction of the various posts in the organisation and their function as well as reporting relationship.
5. **Calendar Year / Performance Year:** Twelve-month period starting from 1st January.
6. **Salary Year:** Twelve-month period starting from 1st April.

Chapter-II: Purpose & Spirit

1. To facilitate the implementation of human resource policies and practices in a clear and sensitive manner to enable the achievement of the mission of PRAXIS.
2. To enable all members of the PRAXIS team to share a stated set of Human Resource Policies and Procedures which are consistent and in keeping with our core values namely: mutual respect, equity and Justice, honesty and transparency, solidarity with poor and marginalized people, courage and conviction and humility. The PRAXIS team will strive to achieve gender equity.
3. To build an enduring foundation for professional relationships in the organisation and ensure continuity through the creation of a ready point of reference.
4. Most important, to ensure that PRAXIS continues to be an exciting, happy, secure and satisfying place for each and every one of us to work as we set out to chart this less charted route to engage meaningfully with the marginalized communities.

Chapter-III: Recruitment Selection And Placement

1. General

The primary objective of recruitment and selection in PRAXIS is to ensure high standards of competence, while providing equal opportunities for all applicants.

2. Classification and Grades of Posts

The grades and positions in PRAXIS, presently, are as follows:

GRADE	POSTS
	Chief Executive
G	Directors
F	Deputy Director / General Manager
E	Manager (Programme, Admin, Finance)
D	Senior Officer (Programme, Admin, Finance)
C	Officer (Programme, Admin, Finance)
B+	Assistant (Programme, Admin, Finance)
B	Development Trainee
A	Office Assistant

(The above list is not exhaustive and is only indicative/representative of the present status)

3. Classification of Staff

All staff of PRAXIS will be in one of the following categories of employment:

i.	Fellow
ii.	Development Trainee
iii.	Consultant
iv.	Contractual
v.	Regular/Permanent
vi.	Retainer
vii.	Volunteer
viii.	Seconded

(i) Fellow:

Fellows are professional experts hired for long duration. Tasks will be allocated on need basis based on requirements of the organization.

(ii) Development Trainee:

Fresh graduate/Post graduate hired for a period of 18 months to be involved with all tasks of the programme unit to build a comprehensive understanding of the working of the organisation and prepare the candidate to be brought on the roles as Programme Assistant (in stead of 24 months of experience needed for such a post. Development Trainee are not listed on the muster and are bound by the terms of reference agreed.

(iii) Consultant:

Consultants are professional experts hired for specific tasks on a set of specific result areas defined by a specific period of time. Consultants are not listed on the muster and are bound by the terms of reference agreed.

(iv) Contractual:

Contractual staff is remunerated a consolidated amount on a monthly basis. Contractual staff is governed by the conditions and the terms of reference as mentioned in their contract.

(v) Regular/Permanent:

Staff who hold permanent positions in the organisation, which are represented on the organisational chart. They retire from the services of PRAXIS on completing the age of 60 years.

(vi) Retainer:

This category of staff is paid an honorarium or fees of a consolidated amount on a monthly/yearly basis. This arrangement is for a specified period of time and where the organisation would require the individual be available to the organisation on priority. Staffs that have entered into this category of employment are not listed on the muster and are bound by the terms of reference agreed.

(vii) Volunteer:

Persons who provide skills and services to the organisation on a voluntary basis. While their approved travel expenses will be reimbursed, they may or may not be provided with an honorarium.

(viii) Seconded:

Staff who are on secondment from other institutions (including Government, Public Sectors, etc.) for a specific term. Such staff would have a one-time option to either opt for the compensation package offered by PRAXIS (including increments) or for continuing with the same compensation package offered by the parent company.

4. Recruitment

Recruitment will be made by PRAXIS under the following circumstances.

1. Opening of new offices/increased volume of operations,
2. Expansion into new areas.
3. Resignation of an employee or termination of the employee or death.

The needs /requirements of the units/ departments would be solicited by the HR/Administrative Department every year. The HR/Administrative Department shall every year finalise the human resource requirement of every unit/department and seek the approval of the chief executive. The human resource requirement shall primarily reflect the status of positions in the regular/permanent category. While providing equal opportunities for all applicants, special efforts will be made to recruit differently-abled persons, persons belonging to minority communities and women.

5. Vacancy Announcements

Vacancies will be made known internally and/or externally on the budgetary approval of a permanent position. *This may not be needed for other types of appointments. External appointments will be sought only where suitable internal candidates are not available.*

All vacancy announcements are the responsibility of the HR/Administrative Department.

6. Selection

All appointments of any kind will need prior approval of the Chief Executive. Selection for all applicants will be made by a panel with at least one women member as indicated here below:

Grade G:	Chief Executive, 01 External Panelist and 01 member from Managing Committee.
Grade F:	Chief Executive and 01 External Panelist
Grade E:	Chief Executive and a person from Grade G & F.
Grade D:	Chief Executive or a person assigned by him/her and a person from Grade F or E.
Grade C:	Chief Executive or person assigned by him/her and a person from Grade E to D.
Grade B & A:	Line Manager and a person from Grade C to D.

The selection panels, as indicated above, shall be appointed by Chief Executive for all grades.

Selection of candidates for contractual posts shall also subscribe to the same process as applicable to the selection of candidates for regular/permanent posts.

The interview of a close relative of an existing member of staff will be conducted only after prior approval of the Chief Executive, and no staff will sit on an interview panel where a relative is being interviewed, or any other form of conflict of interest is anticipated. This would apply to all categories of appointments.

Close relative for the purpose of this clause would mean: Spouse and parents, children, siblings and in-laws.

7. Appointments

Appointments in PRAXIS shall be the responsibility of the HR/Administrative department. The recommendations of the selection panel shall be forwarded to the Administrative Department and further negotiations in all respects, including salary, will be carried out and determined by the HR/Administrative Department. All appointments are required to be approved by Chief Executive and the appointment letters issued by him/her.

8. Joining

No allowance and/or reimbursement of expenses are payable at the time of joining the services of PRAXIS.

9. Probation/Induction

Regular staff will be on probation for a period of six months after appointment. During which time their suitability for the position will be appraised by the line manager and the appraisal report shall be sent to the HR/Administrative Department, at least two weeks prior to the due date of confirmation. It shall be the responsibility of the line manager to ensure that adequate support and guidance is provided to a staff on probation with a view to facilitating her/his performance.

Confirmation of a staff on probation shall be the responsibility of the HR/Administrative Department and the following process shall be followed:

GRADE	CONFIRMATION DECISION TO BE TAKEN BY:	LETTER OF CONFIRMATION TO BE ISSUED BY:
G	Chief Executive	Chief Executive / Person assigned by him.
F		
E		
D		
B+	Line Manager/Chief Executive	
B	Line Manager	
A	Line Manager	

A letter of confirmation will be given to the staff member who has successfully completed the probationary period. Although, if the decision making authority feels that the staff member needs some more time or if the staff member proves to be unsuited to the position, the probation may be extended, or terminated by giving due notice of two weeks or pay in lieu. In such an event, it would be mandatory to seek the prior approval of the CEO.

The probation period can be extended only once for a period of upto six months. Effective from 1st April 2004, all confirmations shall be made effective as indicated here below:

i.	From the 1st day of the month in cases where the date of confirmation is falling in the first half (fifteen days) of the month.
ii.	From the 1st day of the succeeding month where the date of confirmation is falling in the second half (after fifteen days) of the month.

Increments to staff shall be considered on the following basis:

1. **Staff on probation** will not be eligible for any increase of salary during their probationary period.

- 2. Staff who have been confirmed** but have completed less than 12 months of service as on 31st March will be eligible for cost of living and performance increments on a pro-rata basis, prorated for every completed month of service.

All new staff shall go through an induction programme, which will be co-ordinated by the line manager and HR/Administrative Department.

Note: Contractual staff who have completed at least 6 (six) months of service and have been thereafter regularised in the service of PRAXIS need not serve the probation period of six months.

Induction Process

All staff joining Praxis on a regular basis must undergo induction process as mentioned below. HR unit will develop an Induction Plan in consultation with the Line Manager. However, the prime responsibility of adherence to the induction schedule will be of the concerned Line Manager.

The Induction should be planned in two phases, preliminary and main. The preliminary induction should start from the day one joins the organisation. The main induction could be organised separately or can be attached to any ongoing activity depending on the number of new appointments. This should also be planned by the HR unit in consultation with the concerned Line Manager(s). In any case this should be completed in first 2-3 months of her/his joining.

Preliminary induction should be completed in two days whereas the main induction can be planned for a week or 10 days depending on the nature of the programme.

Preliminary Induction

The new entrant should report to their Line Manager (as mentioned in the appointment letter). The concerned Line Manager (or person designated) after a welcome note should hand over the induction schedule to her/him and introduce to the Admin Unit. The line Manager/ person designated may also spend time and discuss about JD and other matters as mentioned in the Induction schedule.

The Admin unit will take her/him for a stroll in the office premises and introduce to all the existing staff members. Later s/he should be provided an allotted work place. The induction schedule should include following activities:

Job Responsibilities

This should be shared and clarified by the Line Manager or any representative appointed by her/him. A copy of Job Description (JD) comprising the roles and responsibilities should also be provided. S/he should also be informed about the probation and criterion on which her/his performance would be evaluated at the end of probation.

An overview of Praxis

This can be shared through discussion with any senior staff of Praxis and reading materials e.g. brochures, reports, documents. Following points need to be included in the brief:

- Genesis of Praxis
- Its vision and mission
- Milestones in Praxis's development journey
- Praxis's strategy
- Identity of Praxis in development world
- USP of Praxis
- Operational areas
- Organisational structure
- Responsibilities of key functionaries
- Major past activities of Praxis
- Present/ongoing activities
- Future course of action
- Career growth in Praxis

Admin and Accounting procedures

The Unit Head should update the entrant about different procedures to be followed for:

- Office timings
- Accessing email ids and contact phones of different offices and staff members
- Use of office equipment's like computers/ telephone/ photo copy/ printer/ scanner
- Using LAN, internet systems & filing norms.
- Use of office stationery
- Undertaking correspondence within and outside
- Availing reference books and publications
- Using personal mobile phones
- Acquiring e-mail id with Praxis signature
- Understanding etiquettes of using official e-mail id
- Membership to praxis forums (yahoo groups, Facebook page and Skype identity)
- Acquiring visiting cards
- Availing and maintaining office files/ records
- Travel rules/reimbursements
- Booking of tickets for out station travel
 - Local travel arrangements
 - Submission of travel expenditure
 - Availing leaves during probation
 - Performance appraisal processes
 - Salaries and Perks
 - Opening of salary account
 - Other reimbursements (OR)
 - The person should be given the Praxis HR document to read through and seek clarifications, if required.

Code of Conduct

Based on the core values of Praxis the new entrant should necessarily be intimated by the Line Manager about what s/he should do and what s/he should not do while in office and field. Emphasis should be given on general behaviour in the office, dress code, gender sensitiveness, and sensitiveness to all marginalised communities, adherence to official norms and working hours, maintaining team work dynamics.

Main Induction

The main induction plan for the newly appointed Praxis staff is meant to help him/ her understands and adapt to the basic premises on which the organisation operates. Prime objective of this induction is to induce basic knowledge & skills and to instill confidence to operate as a regular team member. Therefore, this induction should be a mixture of sharing, discussion, exposure and hands on training. Visit and interaction with praxis personnel in different offices should be incorporated in the plan.

The schedule for main induction should include the following;

- Understanding of present society and its dynamics
- Organisational stand/ views on development issues
- Various approaches of development
- Participatory approach of development
- Updating on various participatory methods
- Application of participatory methods in different thematic areas
- Preparation of proposals
- Synthesis & Analysis of quantitative & qualitative data generated by participatory tools
- Preparing synthesis reports
- Preparation and conducting presentations
- Preparing designs of training/ participatory study
- Training & Facilitation skills

Personal Files

Personal Files will be maintained by the HR/Administrative Department. This will include the Staff Data Form to be filled up on joining PRAXIS, and other relevant documents.

Chapter-IV: Remuneration and Benefits

1. General

PRAXIS seeks to provide a compensation package, which attracts, retains and motivates the best. Praxis also recognizes that salary is only one component of the overall motivation of a person and a conducive, challenging work environment is important too.

2. Salary Structure

Each of the 6 (six) grades of PRAXIS starts with a minimum basic salary. In addition to this there are other elements (presently, House Rent Allowance (HRA), Conveyance Allowance, Other Reimbursement/Allowance and Special Allowance), Provident Fund, Gratuity, Personal Accident Insurance and Mediclaim that constitute the gross salary which may either be a fixed component that is uniform to that grade or which is a percentage of the basic salary. For Chennai and Delhi HRA will be 50% of the basic and for other locations it is 40% of the basic.

All Permanent/Regular employees of PRAXIS will be placed in one of the six grades.

3. Increments

Salary increases shall be normally linked to the performance of the organisation in the preceding year.

While performance is reviewed for the calendar year, the salary increases are effective from the following financial year.

4. Housing/House Rent Allowance

Praxis will lease accommodation for staff, if necessary, subject to a ceiling on monthly rent of 40% basic salary. In such cases, PRAXIS will also pay up to one month's rent/HRA as brokerage.

However, the brokerage will be paid only to an agent at the time of entering into the first lease agreement. Where accommodation is not provided, a monthly House Rent Allowance will be paid subject to the limit of 40% of basic salary. Chief Executive would take decisions in this matter.

Single women will be entitled to this benefit on priority as PRAXIS recognises that it is more difficult for them to find safe and secure accommodation.

5. Other Benefits/ Other Reimbursements

PRAXIS will reimburse some other expenses up to a monthly maximum limit, which varies by Grade, like, expenses on leave travel assistance, medical reimbursement and telephone expenses, gym membership etc. will be made as per limits announced from time to time. These benefits will be communicated to the staff to whom this applies and will be modified annually, if not earlier, and can be claimed only in arrears with supporting documents.

6. Medical Reimbursements

PRAXIS will, effective from the policy year 2015 – 2016, cover all regular staff under a Group Insurance Medclaim Policy (in arrangement with an Insurance Company) for a cover of Rs.5,00,000 per annum including spouse and two children aged 25 and parents of the staff (if preferred by the staff).

In case more than 2 children, while the coverage would be permitted in excess of 2, the premium towards the children in excess of 2 would be borne entirely by the staff concerned for such children.

Note: If the staff prefers to have a higher coverage, the same would be considered, but the difference in premium for such higher coverage would be fully borne by the staff.

7. Personal Accident Insurance

PRAXIS will cover all regular staff by a Group Personal Accident Insurance Policy (with medical benefits) for an approximate maximum sum equivalent to 3 (three) years' annual gross salary.

When new staff join the organisation, if they already have personal accident coverage and/or medclaim eligible pro-rated premium will be reimbursed as per organisation's premium and on lapsing, the organisation will issue a new policy.

8. Reimbursement when personal vehicle is used for official business/work

1. Staff will be reimbursed the cost of travel on work related journeys which should be claimed on a Conveyance Expense Form certified by the line manager each time such a journey is undertaken. The rates applicable at present are:

TYPE OF VEHICLE		Rs./ K.m.
MOTORISED	FOUR – WHEELER	14/-
	TWO – WHEELER	7/-

In the event of the staff using office vehicle (4 wheelers) for personal use, recovery would be same as above.

2. All conveyance claims must be on the prescribed form.

9. Provident Fund

All regular staff will contribute the prescribed percentage of basic salary (as per the Provident Funds Act) to the recognised Contributory Provident Fund with Regional PF Commissioner, Delhi. PRAXIS will also contribute to the said fund the employer's contribution prescribed in the Provident Fund Act. Individual staff members may also make an additional voluntary contribution to the Fund (subject to prevailing tax laws) which will not however be matched by PRAXIS.

10. Gratuity

All confirmed staff who have completed 03 (three) years of service in PRAXIS, are eligible for gratuity as per the group gratuity scheme of the L I C (which has been in force from 1.1.1992) which allows one month's basic salary per year of service (after a minimum of three years service) to be paid. In addition, in case of death in service, the legal heir/ess or the nominee of the staff as the case may be will receive gratuity for the balance potential service up to the normal retirement age.

11. Salary Advance

For Grades C and above salary advance of up to 03 (three) months basic salary is available and for Grades A & B advance of up to 06 (six) months basic salary is available, free of interest, repayable in maximum of 18 equal or less monthly installments. The purpose of this advance is to cover personal emergencies.

No further advance of this kind is allowed till at least 50% of the previous advance is repaid, and the maximum amount of advance outstanding at any time cannot exceed 3/6 months' basic salary depending on the grade as mentioned above.

12. Rental Deposit/ Advance

Permanent staff can avail interest free rental security deposit at the time of taking rental accommodation, subject to the following;

- I. The security deposit will be up to a maximum amount equal to 06 (six) months basic pay
- II. This facility will be available only to meet the purpose of 'Rental Security Deposit'.
- III. Payment will be made directly to the house owner through account payee cheque/DD.
- IV. Staff will need to enter into a formal lease agreement, a copy of which should be submitted to the office. The agreement should clearly mention that the particular employee is employed with Praxis and at the time of vacating the refund will be made in the name of office only.
- V. At the time of renewing/vacating the premises, staff should inform the office.
- VI. The responsibility of getting rental security deposit refunded lies with the employee at the time of vacating the premises or resignation/termination from services.

13. Taxation

Taxability of various allowances and reimbursements due from staff on account of his/her service with PRAXIS will be according to laws prevailing from time to time, and staff are liable for such payments with tax deducted at source. Any increase in tax liability over amounts deducted at source will therefore have to be borne by the concerned staff.

14. Annualised Benefits

Administration of all annualized benefits except leave will be from 1 April of the year to 31 March of following year. In the case of leave, the same will be from 1 January to 31 December each year. When any staff member joins or leaves in the middle of

the year, only proportionate admissible benefits will be allowed, same in the case of medical reimbursement.

15. Vehicle Loan or Advance Facility

A vehicle loan is available to all regular/permanent staff, who has completed at least 03 (three) year of confirmed service on simple interest (as per income tax guidelines), on following terms and condition:

- i. The loan amount will be 100% of quoted price of vehicle (in the case of new vehicle) and 75% of quoted price of vehicle (in the case of old/used vehicle) with a maximum sum of equivalent to 20 months of basic salary at the time of request. A Performa Invoice/Bill indicating total cost of vehicle should be submitted with request for this purpose.
- ii. The loan shall be recovered in maximum 84 (eighty four) equated monthly installments for new vehicle and maximum 60 (sixty) or less equated monthly installments for old vehicle commencing from the month following the month in which loan is availed.
- iii. The interest rate charged on monthly reducing balance basis. The loan facility and rate of interest is subject to change as per income tax guidelines. It will be fixed as per lending rate of State Bank of India as on 1st April of every financial.
- iv. The vehicle shall be hypothecated in the name of organisation and a duly self certified copy of the final invoice/bill/insurance papers/registration papers/license/road tax papers would be submitted to administrative department within 01 (one) month of purchase of vehicle.
- v. An agreement will be executed between staff and organisation for this purpose
- vi. Staff will repay all outstanding advances/loan to avail vehicle loan facility, if any. Otherwise, the loan will be paid after deduction of outstanding advances/loan from total eligibility for loan. No further advance/loan of any kind is allowed till at least 75% of the loan amount is repaid.

The disbursement of loan will be subject to final approval from Chief Executive, PRAXIS.

16. Corporate Credit Card Facility - for senior staff - while travel on duty:

In order to address the serious concern relating to the hazards of carrying cash by staff on official travel and for meeting incidental expenses, it has been decided that:

The CEO and unit Heads will be provided with a Corporate Credit card with a purchasing capacity of Rs. 250000/- each.

Staff those who are using this corporate credit card facility should ensure that the cards are maintained in a secure manner and guarded against improper use.

Staff should follow the below guidelines to ensure this;

- Use of the corporate card for purchases over the internet should be restricted to trusted secure sites.

- Corporate credit cards should be used for official activities. Card holder will be personally liable for expenditure that cannot be shown as official use.
- All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
- Transactions shall be accompanied by an explanation on which project the expense was incurred.
- If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of official nature'. Approval of this expense will be referred to the CEO.
- After processing, the statements will be kept by the Accounts department.
- Lost or stolen cards shall be reported immediately to the card provider and a written account of the circumstances shall be provided to the Administrative Officer on the next working day.
- Credit cards are to be returned to the Admin dept on or before the last day of employment with the organization with a full acquittal of expenses. ¶¶Observe all cardholder responsibilities as outlined by the card provider.

17. Official mobile connections and reimbursement:

For staff, who have been provided with official mobile connections, the cost will be reimbursed at a ratio of 70:30. This means 70 percent of the monthly bill will be borne by the office as this phone will be primarily used for official purposes and the remaining 30 percent employee has to bear, subject to a monthly bill ceiling of Rs. 1000/- to 1500/-)

In exceptional circumstances, the office may give recharge vouchers.

Chapter-V: Travel

Domestic Travel

General

Travel in PRAXIS should be carried out as economically as possible after careful planning. The limits for expenses and allowances are in keeping with the objectives of the cost minimisation while ensuring that basic requirements of hygiene and safety are adequately met.

While PRAXIS is committed to ensure the safety of all staff, additional precautions would be taken for women as well as differently abled staff as and when essential. In this regard, the timing of the travel to and from a city will be booked keeping in mind the location of, access to and safety of commuting to the airport/railway station/bus terminus. The staff shall be consulted before the tickets are booked as far as possible to avoid inconvenience. Praxis shall try to maintain a database of accommodations in various cities based on previous experience. In case of accommodation in a new city, there will be the option of shifting a previously booked accommodation in case the staff feels it can be a threat to life or safety. This shall be executed after consulting with the Project Coordinator of the concerned project or the line manager.

Additional precautions will be taken for women such as reliable transport arrangements from the airport, railway station, bus stand and booking them in safe hotels.

1. Lodging & Food Allowances

a. The limits for lodging and food allowances at present are given in the table here below:

Location	Lodging Limits* - (Rs./day)	Limits in lieu of lodging if staying with friends & relatives**	Per Diems - (Rs./day)
All State Capitals and Metros	2500/-	500/-	500/-
Other locations	2000/-	350/-	350/-

*Taxes extra as applicable. If lodging limit is insufficient for any location, team members should seek approval for higher limit from Finance Team / Line Manager / Programme Coordinator. If the client will reimburse costs on actual, then staff member can stay as per lodging limit prescribed by client.

** This is the case when the cost is borne by Praxis or if being borne by the client who agrees to the policy.

b. Per Diems include food and all other incidental expenses and may be claimed during stay away from headquarters for over 12 hours commencing from time of departure or night out, and for 24 hours thereafter. In terms of the guidelines given

under clause d. below, except for the days of departure and arrival. In the case of the days of departure and arrival, if the same is before 12 noon, half the daily allowance may be claimed and in all other cases full daily allowance would be permissible. For travel less than 12 hours, half the daily allowance may be claimed. During journey by surface transport per diems will be as applicable to point of origin.

- c. Where required, for full day local trips, a lunch allowance of Rs.100/- only may be claimed which will have to be approved by the Line Manager.
- d. While attending residential meetings/training programmes, where food and stay is part of hospitality provided by the organisers, a daily allowance of Rs.100 may be claimed for other expenses.
- e. While travelling by any train or flight, where food is part of ticket fare, the claim for per diem and incidental should be made accordingly.

Presently, if food and stay is the hospitality of the organisers of any training, workshop or meetings, and during travel, a sum of Rs. 100 is paid per day towards incidental expenses. In cases where only lunch or dinner or breakfast or a combination of any two is provided by the organisers, per diems could be paid as indicated here below:

ALL STATE CAPITALS & METROS	OTHER LOCATIONS
Rs. 400 (Rs.500–100) the deduction shall be as under: Out of the balance Rs. 400, the deduction shall be: Rs. 100 towards breakfast, Rs. 150 each towards lunch & dinner. If journey is started after 12 noon and ended before 12 noon, for half of the incidental (Rs. 50/- only) will be permissible.	Rs. 250 (Rs.350–100) the deduction shall be as under: Out of the balance Rs. 250, (the deduction shall be: Rs. 50 towards breakfast, Rs. 100 each towards lunch & dinner. If journey is started after 12 noon and ended before 12 noon, for half of the incidental will be permissible.

Note: It is expected that staff pay for the food expenses to the organisers or partners.

2. Mode of Travel/Approvals

- a. Permissible mode of travel for official work would be as under:
 - For journeys with a travel time up to 12 hours – by train III AC only. In the case of unavailability of tickets, travel by II AC is permitted.
 - For journeys with a travel time between 13 hours to 24 hours – by train II AC only. In the case of sectors where Apex/ promotional (advance booking) air fares are available and if the Apex/ promotional (advance booking) air fare plus per diems plus lodging expenses (only if applicable) works out to be approximately around (not exceeding 10 per cent) the permissible train fare plus per diems plus lodging expenses, the staff could undertake the journey by air.
 - For journeys beyond 24 hours travel time by train, the option to travel by air is permissible. (Wherever possible efforts need to be made to travel by available Apex/Promotional air fares).

- b. Mode of travel in normal circumstances will be only by rail – travel time up to 12 hours by III AC and in all other cases by II AC. Air travel can be undertaken for such trips only with the prior approval of the Chief Executive or Concerned Line Manager only.
- c. Travel plans must in all cases be approved by the concerned line manager and requests for travel advances should be made on the prescribed form. Tickets may only be purchased from the official travel agents and normally through the administrative functionary of the office concerned.
- d. Tour expenses should be settled within three days of return or before commencing the next tour (whichever is earlier), using the prescribed form. No fresh tour advances will be allowed till outstanding amounts are settled.
- e. While on official tour, accompaniment of staff by personal friends is not allowed. Family members will not be normally allowed to accompany staff on official travel and not without the prior permission of the line manager. In any case, PRAXIS will only cover the costs of the staff for the period of the official tour. However, staff with children below three years of age may be allowed to take the child and attendant or spouse on official travel provided the boarding and lodging of the child and attendant or spouse, as the case may be, is borne by the staff. Travel as per the entitlement of the staff will be met by PRAXIS for the attendant or spouse. Staff with children above three years but up to five years of age would have the option to take the child accompanied by the spouse at their own cost while on tour under prior intimation to line manager. Any request for exceptions for the above will be approved by line manager.

Guidelines related to staff with disabilities

Staff with disability are encouraged to travel independently, but if need be provision for escort is provided in short-term. However, the travel cost of escort is not borne by PRAXIS. Either independent travel or in the use of escort, the staff with disability are entitled to an additional DA of 50% to the current eligibility limit (ex. Rs. 500 will be 400+250) so as to enable her/him to defray such additional expenses which s/he would not have to incur if s/he is a non-disabled person.

While PRAXIS is committed to ensure safety of all staff, additional precautions would be taken for persons with disability through reliable transport arrangements from the airport, railway station, bus stand and booking them in safe hotels.

3. Use of Official Guest House

During official travel, employees are advised to stay in the official guest house, wherever it is available. In case staff prefer to stay outside, even if the guest house is available, no allowances will be provided to them.

Guidelines for use of guest-house for personal trip;

- Staff should send an official request to the admin unit with a copy to the line manager to avail this facility

- Accommodation will be provided only to immediate family members of staff
- Staff will have to pay Rs. 500/-per person (or an amount equal to staying with friends and relatives)
- Admin unit can approve/disapprove the request, based on the bookings/possible bookings at the time of request.

4. Miscellaneous

Laundry expenses would be reimbursed to staff while they are on outside travel: Considering the problems faced to procure normal bills for laundry at some places, in the event staff cannot procure normal bills for laundry, “kaccha” bills need to be obtained from person with details like Name, Complete address and Contact No. and reimbursement against such bills would be permissible.

Note: All Domestic travel related to specific assignment/study/training will be followed by term & condition mentioned in agreement with concern Agency/ Organisation, if any.

Mobile phone reimbursement during official travel

Staff are encouraged to use postpaid mobile connection while travelling as it will be easy to monitor the officials calls made during travel.

1. Post paid connection for official travel

All staff using post paid connections will be reimbursed at the rate of Rs. 10 per travel day. If the reimbursement sought is higher, then the staff member has to produce a bill highlighting all official call charges for the month and seek reimbursement on actual.

2. Prepaid mobile connection for official travel

In case of staff using prepaid connections, expenses would be reimbursed to staff while they are on outside travel at the limit of Rs. 10 per day or a recharge coupon whichever is of lesser value.

For those who are using prepaid mobile connection, if they have to make longer calls, it is advised that unless unavoidable, calls should be made as far as possible from public call booths. Reimbursement would be made against relevant bills.

3. International travel phone usage

Staffs are encouraged to use skype and email as far as possible. Phone Card purchase and reimbursement for each trip to be finalised in consultation with the line manager.

Data Card Usage

The CEO and the unit Heads will have one data card each for their official use. Each unit will also have one data card that can be used by team members who are traveling for checking their mails. The person traveling should take prior approval from the unit Head before carrying the data card. Upon return to the base, the staff will immediately return the cards to admin department of the respective units.

The admin unit will maintain the records and details in terms of person traveling/project/place of traveling/ dates of traveling etc. The usage should not exceed the monthly free allowance. In case of excess usage, the charges will be levied against the person responsible.

Staff should ensure cost-effective usage these cards. Some of the guidelines for ensuring this are:

- Before downloading the mails, please check for junk mails with huge attachments, by logging on to server webmail.praxisindia.org and delete junk file from server before downloading other emails
- Download all mails and turn off the connection.
- After downloading all mail, compose all responses offline and then send it. Do not download video, audio, software's and other contents heavy in graphics.

INTERNATIONAL TRAVEL

1. General

International travel will be undertaken only with the prior written permission of the Chief Executive, and, where appropriate, after agreement of the programme with the host organisation abroad. Such travel has to be made as economically as possible.

2. Class of Travel

Such travel will be on lowest economy fares and through PRAXIS approved travel agents (locally) by the most cost-effective route.

3. Lodging & Per Diems

- In countries where PRAXIS has its operations, PRAXIS staff will follow the allowances of the host country.
- Where all lodge and food expenses are being met by a host country/organisation (including at Conferences/training programmes), EURO 8 per day may be claimed as incidental expenses.
- In other cases, the following allowances may be claimed:

	Lodging limits (EURO)	Per Diems (EURO)
Middle & High Income Countries	100	40* (6+13+13+8)*
Other Countries	50	25* (3+7+7+8)*
Staying with friends & relatives**	Same as Per Diems	Same as above

* Refer Annexure II

** This is the case when the cost is borne by Praxis or if being borne by the client who agrees to the policy. If the client will reimburse costs only on actuals, the staff member will have to stay in a hotel to have costs reimbursed.

- d. Lodging expense limits mentioned above do not include taxes and may be claimed per night out against bills. Per Diems includes food and all other incidental expenses and may be claimed during stay away from headquarters for over 12 hours commencing from time of departure or night out, and for 24 hours thereafter. For less than 12 hours, half the daily allowance may be claimed.

4. Actual conveyance expenses

Actual conveyance expenses on work will be reimbursed, including conveyance to/from airports to place of work/stay, against bills or tickets where available. In countries (particularly high income countries), local travel will preferably be by public transport.

5. Taxes/fees

Airport taxes and visa charges may be claimed against bills/receipts.

6. Cash advances/settlement

Advance in foreign exchange (currency or travellers cheques) will be made available once an estimate has been approved by the Chief Executive. This will be within the limits permitted by RBI. Staff are expected to refund the difference if any when submitting their expenses statement with bills/receipts, within 3 days of return, or before the next tour (whichever is earlier), using the standard form. No further advances are allowed till outstanding amounts are settled.

7. Miscellaneous

Accompaniment of staff by family members/personal friends is not normally permitted. Holidays may not be tagged on to official travel. Exceptions will have to be cleared by the Chief Executive. Laundry expenses incurred by the staff may reimburse on actual.

Guideline for missing train/ flight/ bus

During official travel, employees are advised to check-in for their flights as per the guideline of airlines and arrive well in time for and train travel.

If an employee misses a flights or train, the employee is expected to make arrangements for being present at the destination at the earliest possible time. All costs related to rescheduling (should the situation so demand), will be borne by the employee. In the event of missing a flight or train, the expenditure incurred for the ticket by Praxis will be recovered from the employee.

Chapter-VI: Leave Facilities

General

Leave earned by staff in a year are credited to their leave account on January 1 of the following year, in which calendar year they are generally meant to be availed. The leave records shall be administered and maintained by the administrative functionary of the office concerned and the administrative head would be responsible for proper maintenance of the leave records in accordance with the relevant provisions as well as the guidelines issued from time to time.

1. Earned Leave (w. e. f. January 01, 2005)

a. Annual entitlement

All staff on confirmation shall be entitled to earned leave of 25 days per completed year of service, reckoned from the date of joining. A minimum of total 7 days of earned leave should be compulsorily availed in a calendar year, failing which the same shall be treated as having lapsed.

For the rest of the 18 days, encashment is possible. Further a weekend or a holiday may be added at only one end while availing this earned leave. Earned leave cannot be combined with any other type of leave and the period of earned leave shall include Saturday/s, Sunday/s and other holiday/s falling during the said period. Earned leave should be applied for in writing and normally at least one month in advance. Staff and line managers should normally jointly plan for earned leave to be taken during the year in advance with a view to ensuring that work does not suffer.

b. Accumulation

Unutilised earned leave (excluding the minimum total of 7 days to be compulsory availed and the rest 18 days may be carried forward to the next year, up to a maximum of 90 days, and the total leave credit on January 1 each year (including leave earned for the previous year) should not exceed this limit, failing which the excess leave will lapse. However, staff who have less than 5 years to superannuation (at age 60) may carry over leave up to 180 days.

c. Encashment

Earned leave can be encashed up to a maximum 18 days in a calendar year at the rate of current basic salary. However, for staff leaving PRAXIS, earned leave to their credit at the time of separation will be encashed on the basis of last paid basic salary, subject to limits defined above.

2. Casual Leave

All staff on confirmation shall be entitled to 6 days casual leave. Such leave should not be availed for more than two working days at a stretch, but if clubbed with a weekend or a holiday such period shall be limited to a maximum of 4 days at stretch.

3. Medical leave

Medical leave is 10 days per year. More than 3 days at a stretch requires medical certificate.

4. Special leave

Only women are entitled for special leave at the rate of 0.5 day per month. Such leave may be availed in half days but cannot be availed for more than one day at a time.

5. Annual Vacation

A vacation of 5 (five) working days shall be availed by all PRAXIS staff in the end of every calendar year.

Note: Casual leave, medical leave and special leave will lapse at the end of each calendar year if not used. It cannot be carried forward to the next year or encashed.

As far as possible, the concerned staff should inform their line manager in advance on their intended absence.

6. Maternity Leave

All maternity benefits will also be applicable to parents of the adopted children and to parents of children under legal guardianship.

- a) Women staff at Praxis is entitled to maternity leave of up to 26 weeks (as per GOI Gazette notification published on 28th March 2017) with full pay. Such leave could be availed before and/ or after delivery of her child. Such leave could be availed in combination with earned leave.
- b) An amount of Rs. 6000/- (equivalent to the normal annual medical reimbursement entitlement) can be claimed as reimbursement towards maternity expenses against bills. Claims in this respect can be made either before or after the delivery, but within three months of delivery. This facility is available to all staff (women staff as well as male staff – for expenses incurred for the spouse's maternity). The reimbursement will be available as per the attached Annexure-Maternity Benefit.
- c) The aforesaid facilities shall be available to staff in the permanent category. In the case of staff on probation the period of probation shall stand extended to the extent of maternity leave availed during the period of probation.
- d) Apart from the above, the women staff may also avail a "maternity career break" of up to two years if she has been a staff of PRAXIS for at least three continuous years. No salary would be paid during this period. On her return, she may be offered a similar position, on similar terms to the ones applicable immediately prior to her proceeding on maternity break. She would be entitled to continuity of service excluding the period of maternity break. However, the terms and duration of the break would be agreed in advance and approved by the Chief Executive, on the recommendation of the line manager. (Whether gratuity act allows this?)
- e) Further, all staff with children between the age of four months and three years will be provided with child-care support at the rate of Rs. 600/- (Rupees Six hundred only) per month, except in such cases where the staff spouses employer is extending a similar support. *For staff with child/children only if they require special care, the child-care support would continue till the child attains the age of 16 years.*

- f) Staffs who are eligible for child support may communicate to the Administrative Department in the matter.
- g) For the purposes of meeting with the contingencies of MTP or spontaneous miscarriage, women staff would be:
- h) Granted upto three weeks leave with full pay based on recommendation of medical doctor. Such requests need to be supported by a medical certificate.
- i) Reimbursed medical expenses for covering the above said contingencies up to a maximum limit of Rs. 1500/- against bills.
- j) Male staff, within the first month of becoming a father, may avail paternity leave up to a maximum of 15 days including Saturday, Sunday and holidays.

7. Leave without pay

Leave without pay may be granted in exceptional circumstances, as specified here below:

- i. In cases where the period of absence is up to 7 days by the concerned Line Manager.
- ii. In cases where the period of absence is more than 7 days by the Chief Executive.

Where the staff on probation is granted leave without pay, the period of probation shall stand extended to the extent of the period of leave without pay granted. The primary responsibility of advising the concerned Administrative Department regarding leave without pay cases shall be of the Line Manager concerned. It shall be the responsibility of the Line Manager concerned to inform the Administrative Department immediately about the status so that salary administration and other related aspects are addressed.

8. Probationers

Staff on probation shall be entitled to 8 days (in the case of men staff) and 8 days plus 6 half days (in the case of women staff) during the probationary period, which is of a six months duration. Such leave can be availed by the staff on probation on the basis of the same rules/guidelines as applicable to staff who have been confirmed in the services. In the event of extension or change of probationary period, such staff shall be entitled to prorated "Other leave" on the basis of aforesaid limits for the extended period of probation. Upon confirmation, the entitlements for various types of leave shall be determined from the date of joining. The limits arrived at for casual leave and sick leave shall stand reduced to the extent of leave availed during the probationary period.

9. Sabbatical Break

If a member of staff has worked continuously in PRAXIS for at least 5 years, s/he shall be eligible for a sabbatical break for a period not exceeding two years. The sabbatical break shall be for the specific purpose of undertaking study or research related to the work of PRAXIS and can be availed only once in the entire career of the staff member.

Request for sabbatical break can be considered by the Chief Executive and shall be subject to the following conditions:

- i. The staff member concerned shall make a commitment in writing to the effect that s/he shall return to PRAXIS upon completion of the sabbatical break, failing which s/he would be required to pay PRAXIS a sum equivalent two months' salary (last drawn from PRAXIS) from prior to proceeding on sabbatical break.
- ii. The staff member concerned would be offered a similar position on return from the sabbatical break at any of the offices of PRAXIS. The terms and conditions, as applicable to the staff member prior to her/his proceeding on sabbatical leave shall be protected.
- iii. The staff member concerned shall not be eligible for salary or any other allowance during the period of sabbatical break.
- iv. The staff member concerned shall be entitled to continuity of service upon return from the sabbatical break, except for the period of sabbatical break.
- v. The staff member concerned shall have to clear all loans/advances availed from PRAXIS before proceeding on sabbatical break.

10. Compensatory Leave

1. Staff members who are required to attend Training programmes, Workshops or Meetings and tours on normal weekly holidays or declared holidays would be eligible for a maximum of one day Compensatory Leave.
2. One day Compensatory leave needs to be availed, with the prior approval from the line manager, within a period of 30 days following the training programme, workshop, or meeting and tour, failing which the same shall be treated as having lapsed. Such leave is also permissible in the event staff is required to work on weekends/holidays, subject, however, with the prior written approval (as regards working on weekends/holidays also) of the line manager. Compensatory leave could be clubbed with weekends/holidays, but not with any other type of leave.
3. Meetings for the purpose of this provision shall not include meetings between two individuals, meetings within the unit or division/office, meetings between two or more units or meetings, which are held in the specific interest of individual/s, unit/s, and division/office.

Clarification

Staffs are encouraged to fully utilise their annual earned leave after adequate planning. Since there is a need to avail at least 7 days earned leave for every staff, it would be essential for every line manager to plan in advance the leave schedule for the line staff so that there is no problem faced by them at the end of the year since otherwise the same would be treated as having lapsed. Leave will be approved based on exigencies of work only. However, every effort will be made to accommodate the personal needs of staff for leave from time to time, especially when planned in advance as well in the context that every staff needs to avail at least 7 days of earned leave during a year.

1- General

With the growth and spread of the activities of PRAXIS, we will have staff based in different parts of the country. It is also expected that staff will be transferred to different locations based on organisational requirements. The arrangements described below are intended to facilitate such moves, and provide for adequate reimbursement of expenses incurred in such transfers.

2- Transfers

In this context, a transfer is defined as relocation exceeding a three-month period. (Transfer for a period of less than 3 months and which is stated clearly in the transfer order would be treated at par with travel while on work with relevant benefits/facilities.) Such a move (transfer exceeding a three month period) would normally entail shifting of household belongings and family. In such cases, the following expenses may be reimbursed:

a. Advance trip

One trip for staff with spouse and children, ahead of moving, to arrange for housing and schooling of children, when s/he may stay at the new location as if on tour, for a period not exceeding a week, as per travel rules.

b. Fare

By ordinary 1st class or 2nd class air-conditioned rail for the staff, spouse and children to the new place of posting, plus accompanied baggage of 50 kgs. per member of family subject to a maximum of 200 kgs. If staff travel in their own vehicle, 100% of the fare for those members of the family who travel in it may be claimed to cover fuel and other costs, up to a limit of A/C two tier rail fare. During transit, per diems will be given as per PRAXIS rules.

c. Packing & Insurance

Expenses of packing of personal and household effects, by a professional packer where needed, up to a cost of Rs.5,000 for the staff and additional Rs.3000 for the family, against bills. In the case of staff not using a professional packer, a lump sum amount of Rs.5000 may be reimbursed. Staff may claim either actual expenses or lump sum reimbursement. In addition, cost of insurance against transit loss/damage for personal effects up to a maximum value of Rs. 2 lakhs, and vehicle if any, but excluding jewellery and artifacts, may be reimbursed. Packing and insurance bills will be paid directly by PRAXIS, after initial approval of estimates, and subject to limits prescribed above.

d. Freight

Freight on transport of all household and personal effects (up to a maximum cost of one truckload) may be directly paid by PRAXIS, against bill and proof of delivery. Three quotations are required to be submitted to the Line Manager before selection of carrier.

e. First Fortnight

Staff and family will be treated as if on tour for a maximum of the first 15 days (including transit) at the new location, including lodging and expenses covered

by daily allowances, which will be reimbursed against bills. Up to half the daily allowance limits will apply to children who are 12 years or younger.

f. Settling-in

Staff will be entitled to settling-in expenses as under:

- i. Up to one month's basic salary, or Rs. 5000, whichever is higher as settling – in expenses.
- ii. Up to a maximum of Rs. 6000 to support the admission of children to schools/colleges at the new location as reimbursement against relevant bills.
- iii. Actual expenses incurred towards registration expenses for vehicle (one only) paid to the Regional Transport Authority in the new state and on production of the receipts issued by the said authority.

g. Reimbursement of flight travel related to transfer

In case of staff uses flights for transfer related travel, air ticket cost or cost equivalent to the train fare of 2nd AC (for one round trip for advance trip and one single journey for actual trip), whichever is less will be reimbursed.

h. Policy for transfer of personal vehicle:

For transferring the personal vehicle, the following expenses will be reimbursed on production of actual bills/receipts;

- Actual expenses incurred towards registration of vehicle (one only) paid to the local authorities in the new location.
- Freight and transit insurance charges to the transferred location. Three quotes need to be obtained for freight and insurance.

Incase staff wish to sell their old vehicle instead of transferring the vehicle to the transferred location, actual expenses incurred towards registration of the new vehicle (one only) paid to the local authorities will be reimbursed against bills/receipts from the local authorities. In addition to this, the employee can also claim an amount equal to the freight and transit insurance charges, which they could have paid while transferring the old vehicle. In this case, three quotes need to be obtained and the reimbursement will be equal to the lowest quote.

Guidelines related to staff with disabilities

PRAXIS to assist in transporting personal and household effects as well as in finding housing and settlement at the new place.

Chapter-VIII: General Conditions of Service

1- Superannuation

The age of superannuation will be 60 years, and all employees will retire from PRAXIS on the last day of the month in which the age of superannuation is attained.

Note: The age of superannuation is attained on completion of 60 years of age, i.e. on the day prior to the date of birth in the relevant year. Therefore, persons whose date of birth falls on the first day of the month shall attain age of superannuation on the last day of the previous month.

2- Hours of work

The normal hours of work in PRAXIS will be between 9.30 a.m. and 5.30 p.m. with a break of 30 minutes for lunch, from Mondays to Fridays. However, the hours of work for each position and duty station will take into account the nature of work, the local working practices and requirements of the office. All PRAXIS staff are expected to work beyond these hours based on work requirement.

PRAXIS accepts flexible working hours for women staff and male staff (attending to child) where required, when they have children up to 3 years age. They will work the same number of hours, but may vary their timings of coming to and leaving the work place by up to one hour.

Towards ensuring a safer work environment the following guidelines will be adhered to: Under exceptional circumstances where women staff are required to work late, it shall be the responsibility of the line manager to ensure that the women staff reaches her residence safely escorted. In such cases, where transport arrangement is not made by the office, transport expenses may be reimbursed as per rules applicable for local travel both to the staff and the escort. Male staff required to work beyond 8.00 p.m. will be permitted to claim reimbursement of transport expenses as per rules applicable for local travel.

3- Holidays & Vacation

- a. **Holidays:** PRAXIS will observe 10 public holidays per year. While all offices will compulsorily observe the 4 national holidays (Republic Day–January 26, Independence Day–15 August, Gandhi Jayanti–2 October & Ambedkar Jayanti 14 April), the other '6 holidays would be decided by the administrative head of each office taking into account the local customs and Government regulations, if any. The list of holidays for each office needs to be issued in the month of December of the preceding year and also advised to the Administrative Department. The responsibility of selecting and issuing the holiday list and advising the Administrative Department shall be of the administrative head of the offices concerned.
- b. **Vacation:** Praxis will remain closed for vacation for 5 days in the end of every calendar year. These 5 (five) working days would be from Monday to Friday and prefix and suffix with weekend (Saturday & Sunday). Staff may also club privilege leave in the beginning of vacation and the leave availed by staff members with

vacation will be calculated on actual (exceptional), but the total period of vacation including leave should not be more than 15 (fifteen) days. This will be fixed break for all PRAXIS office.

4- Separation

Separation from PRAXIS possible on either side (PRAXIS or staff) by giving two months' notice for regular staff or salary in lieu. In respect of staff on probation the period of notice will be two weeks on either side or two weeks' salary in lieu.

In principle, the notice period is meant as a period of ensuring a smooth transition for the individual and organisation so that ongoing work stays unaffected. All leave including medical is prorated. If person leaves in between, that will be adjusted. This can be included in the separation section. Notice period- if the organisation does not want the person to continue for reasons of security etc, can ask them to resign, adjust their leave against notice period and relieve early.

However, if the person has resigned, and there is a lot of work that needs to be done before the departure, the leave cannot be granted. Rather, the effort should be to ask them to encash. Overall objective, being work should not suffer- the line manager need to find out the best way to ensure dignified departure as well as work not remain incomplete. All to be decided on case by case basis, subject to following of overall norms. Exceptions to be approved by CEO.

5- Marriage between colleagues

In the event of two colleagues getting married, they will not be able to work in the same department. Alternate placement to other department will be subject to the existence of vacancies and the individual's suitability to the position.

Guidelines related to staff with disabilities

Hours of Work: Under exceptional circumstances where persons with disabilities are required to work late, it shall be the responsibility of the line manager to ensure that they reach their residence safely escorted. In such cases, where transport arrangement is not made by office, transport expenses may be reimbursed as per rules applicable for local travel both to the staff and the escort.

Working conditions: Create conditions for them to function to the best of their abilities:

- Provision of special assistive devices, if need be
- Ensure barrier free environment at work place
- Official communication to be accessible
- Provide space for diverse fields of development action rather than fix them to only disability intervention.

Special safeguards: Provisions ensuring adequate safeguards in the event of any enquiry with regard to allegations involving a staff with disability. The enquiry officer shall keep the fact of the disability of the staff in mind while arriving at her/his findings. Besides, such an employee with disability is afforded with ample opportunity of being heard.

Chapter-IX: Code of Conduct

1- General

This code aims at encouraging all members of the PRAXIS team to achieve and maintain the highest standards of conduct and performance. It is therefore stated as a pledge that all of us make to the organisation and the organisation makes to us.

2- Obligations

As members of the PRAXIS team we:

- a) Will behave in a disciplined manner in all our interactions with colleagues and outsiders. We will operate on a basis of trust and mutual respect.
- b) Will not indulge in any activities prejudicial to the interests and reputation of the organisation, and we will abide by all the organisational rules and regulations.
- c) Will show respect to the dignity of all our colleagues, particularly women, minorities, differently abled and other marginalised groups. We will not use authority to undermine a colleague's sense of pride or dignity.
- d) Will not have commercial dealings of PRAXIS with parties in whom we, our friends or colleagues have a direct financial interest or connection, or indulge in any dishonesty with its funds and work, or act in a way which will procure undue enrichment for ourselves or others.
- e) Will not engage in outside employment
- f) Reveal any confidential information relating to PRAXIS work to any outsider, nor defame PRAXIS or a colleague.
- g) Will not smoke in the work place in the interests of the good health and working comfort of all our colleagues and visitors.
- h) Will not indulge in substance abuse, or the excessive use of alcohol or drugs.
- i) Will endeavour to behave in a manner befitting PRAXIS, its values and mission.
- j) Will treat with utmost care any office equipment issued to us on a temporary or permanent basis. If there is any damage to such equipment while it is issued to us, the liability of repair/ related costs for repair will be recovered from the user.

In the event that we do not observe the code of conduct, in its full meaning, or indulge in unacceptable standards of work, action or behaviour, we render ourselves liable to disciplinary action.

While PRAXIS will follow a procedure, which respects organisational and individual entitlements and obligations when taking any disciplinary action, the decision of the Chief Executive will be final.

Use of official communication systems

The purpose of this policy is to control and reduce the communication cost in an effective way.

Telephones are the most convenient and fastest mode of communication but for long distance communication, they are still relatively expensive.

Praxis urges its staff to use net-based services such as e-mail, chat, etc., for out of station correspondence to reduce the communication costs. Telephones can be used for local calls and as well as national in emergency for national & international long distance calls.

Use of personal computers

In the case of staff who are using personal computers for official purposes, PRAXIS will reimburse the cost of annual maintenance and insurance equivalent to the base model that is provided to other staff.

The device has to be compatible with Praxis systems and all official data will be owned by PRAXIS. It will need to follow all mechanisms as other systems, such as regular backups. It is also the responsibility of staff to ensure that there is no down time on his/her computer during the course of work.

Data protection / confidentiality

Internet services at the office can be used to upload/download mails and to conduct work-related research. Staff will be provided with official mail IDs (e-mail, skype etc.) at the time of joining. The contents of official IDs such as e-mail, skype etc. is the property of the organization and has the right to keep track of it.

The employee should take backup of these and hand it over to the concerned department, when they leave the organization. All maps, drawing, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the employee shall be the property of PRAXIS, shall be treated as confidential and shall be delivered only to the Praxis' authorized officials on completion of work.

Any articles pertaining to our activities and all correspondence that you may have with other organisations in connection with our activities shall become the sole property of the organisation, and you shall have no claim over the same.

Employee should protect all information including data from unauthorised access and disclosure / alteration. Employee should not use or disclose information for any purpose incompatible with its original purpose. Staff will neither use, nor appear to use, information acquired during the course of their tenure with the organisation for either personal advantage or the advantage of a third party and the same must be returned to PRAXIS upon completion of your contract/leaving the organization.

Employees are advised to take back-up of the desktops / laptops data once in a month make in order to avoid any data loss.

Employees are advised to make good use of desktops / laptops and other office equipments. Misuse of this may lead to disciplinary action.

Data storage:

Employee should avoid storing music, video, and other large graphic files so that more space for keeping the official data. These unnecessary files contribute to the time and media requirements for system backups and increase the amount of time to restore critical information in times. It is recommended that staff should keep at least 10% of hard disc space free.

Guidelines

All employees should follow the below guidelines to ensure the efficient usage of these systems:

- a. Telephone users are requested to keep their conversations short in order to keep the cost down and to keep the lines open for other people in and outside the office that need to use the telephone.
- b. In general, employees should avoid using phones for non-official calls and are encouraged to use STD/ISD facilities available outside the office. However, the non-official calls will be billed to employees at prevailing rates, if there is any usage.
- c. In order to minimize communication costs as much as possible, email should be used rather than fax or direct long distance calls.
- d. Employees are advised to use their personal IDs for non-work related mails/chats.

Guidelines related to staff with disabilities

To sensitise other staff in the agency so that they will show respect to the dignity of staff with disability. To orient the team members as the individual would be inducted.

Chapter-X: Contractual Staff/Fellow

1- General

- a. Recruitment to this category shall be made only for unplanned or unforeseen requirements to cater to specific assignments or for substituting a regular/permanent staff for a specific period. Such recruitment shall be made by following the standard process prescribed by the HR/ Administrative Department and with the prior approval of the Chief Executive.
- b. Contractual staff will be offered assignments on a mutually agreed monthly remuneration. The level of the contractual posts shall be equated with the regular/permanent posts by the HR/Admin department and the appointment process shall be the same as provided under Clause 7 of Chapter – III.
- c. While on tour or going out on official work, contractual staff will be governed by the same travel rules as applicable to regular staff.
- d. Contractual staff who perform functions such as office assistants, drivers, and security/watchman, may be compensated for overtime as per organisation rules in force.

2- Leave rules for contractual staff

- a. Contractual staff shall be eligible for 2.5 days of earned leave for every month of service put in by them. This includes the 5 vacation days. This leave may be availed adjacent to weekends or holidays at one end but not at both ends. Earned leave cannot be combined with any other type of leave and the period of earned leave shall include Saturday/s, Sunday/s and any other holiday/s. Accumulation of earned leave shall be permitted to a maximum limit of 25 days per one year term and can be carried forward to the next year. Encashment of such leave is not possible
- b. For all other types of leave, namely - compensatory leave and leave without pay, the rules as applicable to regular/permanent staff would apply.

3- Medical Reimbursements

PRAXIS will, effective from the policy year 2015 – 2016 provide for contractual staff at least a *six months* cover under a Group Insurance Medclaim Policy (in arrangement with an Insurance Company) for a cover of Rs. 5,00,000 per annum including spouse and two children of the staff (if preferred by the staff).

Note: If the staff prefers to have a higher coverage, the same would be considered, but the difference in premium for such higher coverage would be fully borne by the staff.

4- Personal Accident Insurance

PRAXIS will cover all contractual staff by a Group Personal Accident Insurance Policy (with medical benefits) for an approximate maximum sum equivalent to 3 (three) years' annual gross salary.

5- Others

The general conditions of service and code of conduct in PRAXIS will also apply to all contractual/temporary staff except that terms of separation will be in accordance with the contract/appointment letter.

Chapter-XI: Short-Term Consultants

SELECTION AND APPOINTMENTS

1- Short-term consultancy appointments

Where it is necessary to appoint a person on consultancy the same may be done with the approval from Chief Executive.

2- Selection

Consultants for 90 days or less, may be selected by Line Manager / concerned project heads. All selections of consultants exceeding 90 days of work (including renewal of consultancy agreements beyond 90 days) should be made in consultation with the Chief Executive.

3- Remuneration

Consultants will be offered assignments on a consolidated fee (consultancy) either on a monthly basis or for specific tasks. This would be done in agreement by the HR/Administrative Department. All consultancy agreement letters will be issued by the Chief Executive or concerned project heads.

4- Other facilities

Consultants are not entitled to any other facilities like medical, leave or terminal benefits.

5- Travel

If consultants are asked to undertake any tours as part of the consultancy arrangement, then they will follow the same rules as applicable to regular staff. The norms related to missing flights/ trains for Praxis staff and contractual staff/ fellow are applicable in this case.

6- Others

The general conditions of service and code of conduct in PRAXIS will also apply to all consultants.

Chapter-XII: Secondment of staff

Secondment of PRAXIS staff to other institutions/organisations would be governed by the following:

- 1- Identification of staff would be done by the Chief Executive or person assigned by him/her and the staff concerned informed about the same. Only upon receiving the consent of staff, further action would be taken.
- 2- A staff on secondment would have a onetime option to either opt for the compensation package (including increments) offered by the organisation to which s/he is being seconded or opt to continue with the compensation of PRAXIS.
- 3- Upon conclusion of secondment, PRAXIS would offer the staff suitable placement at any of its offices.

