

মানবসম্পদ নীতিমালা ও কার্যপ্রণালী

Human Resource Policies & Procedures



Human Resource Policies
& Procedures

July 2012
(Amended January 2017)



**NGO FORUM
FOR PUBLIC HEALTH**

4/6, Block- E, Lalmatia, Dhaka-1207, Bangladesh

Human Resource Policies & Procedure

July 2012

(Amended January 2017)



**NGO FORUM
FOR PUBLIC HEALTH**

4/6, Block-E, Lalmatia, Dhaka-1207

Human Resource Polices & Procedure

TABLE OF CONTENTS

Chapter and Articles, Clauses

Chapter One : Definition and Article	Page
1.01 Definition	1
1.02 Interpretation and Rectification	1
Chapter Two : Condition of employment	2
2.01 Classification of Employment	2
2.02 Recruitment	2
2.02.01 Recruitment Process of Regular Staff	2
2.02.02 Recruitment Process of Project Staff	3
2.02.03 Recruitment Process of Contractual Staff	3
2.02.04 Recruitment Process of Casual Staff	3
2.03 Starting of service/job	4
2.04 Probation Period	4
2.05 Confirmation	4
2.06 Transfer	4
2.07 Deputation	5
2.08 In Charge Allowance	5
2.09 Working Day	5
2.10 Office Time	5
2.11 Attendance Register	5
Chapter Three: Service Benefits	6
3.01 Salary	6
3.02 House Rent	6
3.03 Medical Allowance	6
3.04 Festival Bonus	6
3.05 Transport Facilities	6
3.06 Transport Facility of Executive Director	7

3.07	Gratuity	7
3.08	Contributory Provident Fund	7
3.09	Accidental Medical Allowances	8
3.10	Group Insurance	8
3.11	Income Tax	9
3.12	Travelling Allowances	9
3.13	Daily Allowance	10
3.14	Advance Salary	11
3.15	Advance for Office Work	12
3.16	Provident Fund Loan	12
3.17	Hire Purchase (for Motor Cycle)	12
3.18	Overtime Allowance	12
3.19	Consultancy Fee	13
3.20	Telephone Facility	13
3.21	Humanitarian Assistance Fund	13
	Chapter Four: Leave	14
4.01	Gazettted Leave	14
4.02	Casual Leave	14
4.03	Earned Leave	14
4.04	Sick Leave	14
4.05	Recreation Leave	15
4.06	Maternity Leave	15
4.07	Paternity Leave	16
4.08	Participation in Higher study/ training	16
4.09	Participation in workshop/seminar/meeting/conference	18
4.10	Rules of leave	19
	Chapter Five: Promotion, Annual Increment, Special Allowances, Annual Inflationary Adjustment, Changing of Designation and Annual Performance Appraisal	20
5.01	Promotion	20
5.02	Annual Increment	20
5.03	Special Allowances	20
5.04	Inflationary Adjustment	20
5.05	Pay Scale Revision	21

5.06 Change of Designation	21
5.07 Annual Performance Appraisal	21
Chapter Six: Discipline, Disciplinary Rules, Remedial Measures Against Staff	
Complain	22
6.01: Discharge	22
6.02: Disciplinary Action	22
Chapter Seven: Job Separation and Final Payment	25
7.01 Termination	25
7.01.01 Termination of regular staff	25
7.01.02 Termination of project staff	25
7.01.03 Termination of contractual staff	25
7.01.04 Termination of casual staff	25
7.02 Dismissal	25
7.03 Discharge	26
7.04 Redundancy	26
7.05 Resignation	26
7.06 Retirement	26
7.07 Release Order	26
7.08 Final Payment	27

Chapter One

Definition and Interpretation

1.01. Definition:

- a. This policy will be known as the “Human Resource Policies & Procedures (HRPP) of NGO Forum for Public Health”
- b. This policy was first developed in July 01, 1992 and were amended and updated in July 01, 2005, July 01,2009, July 01, 2012 and July 01,2015 accordingly.
- c. All kinds of employment related policies circulated earlier are hereby cancelled and this amended version of the policy will come into force from January 01, 2017.
- d. Meaning of NGO Forum will be treated as NGO Forum for Public health under this policy and procedure.
- e. The committee will be treated as executive committee that selected during the general meeting of the executive committee.
- f. The executive director himself or the nominated officer by the executive director will be treated as authority.

1.02. Interpretation and Rectification

- a. All the employees of NGO forum should abide by all the rules, articles and clauses/subsections of this policy and procedures.
- b. Explanation from the authority will be considered as final statement, if it is found difficult to understand or if any discrepancy, disagreement arises regarding any of the article or subsection of this policy.
- c. Executive committee can be able to review, revise, extend, amend or can abort any of the article/ subsection of the policy.
- d. Any relevant circular regarding this policy in changed circumstances in the future will be taken as a part of this policy.

Chapter Two

Conditions of Employment

2.01. Classification of Employees

NGO Forums' employees will be categorized into four classes such as (a) Regular Staff, (b) Project Staff, (c) Contractual Staff, and (d) Casual Staff.

a. Regular Staff:

The staff, who will be recruited by the executive director under specific grading structure on regular basis and will be confirmed after successful completion of six months probation and will be eligible to get provident fund, gratuity, bonus, insurance etc. after confirmation will be treated as regular staff. Regular staff will be included under a specific grading structure and will be entitled to avail provident fund.

b. Project Staff:

The staff who will be recruited by the executive director (ED) or by his nominated person for specific project on temporary basis will be known as project staff. Their service will be terminated automatically after completion of the project. Project staff will receive bonus, gratuity etc according to the budget of the project and contract. The grade of the staff member will not be mentioned in the appointment letter of the project staff. However, their grade will be assessed according to the consolidated salary they will receive. In that case, 50% of their total salary will be considered as basic and another 50% of the salary will be considered as benefits including house rent, medical allowances, conveyances allowance etc.

c. Contractual Staff

Contractual staff will be recruited for a certain period on the basis of a specific contract. This type of staff will be entitled to get benefit according to their contract. Contractual staff will be recruited either by the executive director (ED) or by his nominated person. Contract can be renewable as per need of the organization. They will be able to get bonus and other benefits on the basis of their paid/ approved consolidated salary.

d. Casual Staff

The staff who will be recruited on a temporary basis to undertake special assignment for a short period will be known as casual staff. This short period can be determined

as daily, weekly, or monthly basis. Salary, benefits and wages of casual staff will be determined according to the approval of the concerned authority.

2.02. Recruitment

- a. The Cell/Section or project's head will provide staff requisition in the specific format (annexure-01) to the authority for recruitment at the vacant position.
- b. Human resource and administrative division will take necessary step(s) for recruitment after receiving the approval from the authority.
- c. Appointment letter signed by the executive director or his nominated officer will be given to the newly recruited staff.
- d. There should be specific job description for each of the appointed staff.
- e. Human resource and administration division will update and preserve the personal files of the recruited staff members.
- f. Process of recruiting new staff will be followed through the advertisement. Head hunting and other acceptable method to the authority may be followed to recruit new staff, if needed.

2.02.01. Recruitment Process of Regular Staff

- a. Application should be invited from deserving candidate through advertising in national daily news papers or in other media, prior to recruiting regular staff.
- b. The applicant should be at least 18 and should not be more than 50. However, age limit can be made flexible for the positions required special responsibilities.
- c. Educational Qualification, Experience, Age etc. will be determined by the authority according to the requirements and importance of the position.
- d. The recruitment process will be executed by the selection board formed by the authority.
- e. The authority will recruit from the selected list according to the serial number of the list. However, considering the suitability of the concerned position eligible candidate can be recruited without following the serial number. The authority can cancelled the list of selected candidates for any valid reason (eligibility of the concerned candidate for the specific position, unavailability of budget, duration of the project etc).
- f. If needed, emergency recruitment can be done without any circulation/advertisement. In this case, the selection board will complete all the process for recruiting new staff.

- g. Female, people from ethnic minority group and differently able candidates will be given preference for recruitment.
- h. Application of dismissed person will not be considered for candidature.
- i. Current staff of this organization can apply for a position through approval from concerned authority.
- j. Father/mother/brother/sister/son/daughter/ husband/ wife/brother-in-law/sister-in-law/mother and father in-law of the existing staff members will not be appointed at the organization.

2.02.02. Recruitment Process of Project Staff

- a. The recruitment process of the project staff will be as same as the recruitment process of the regular staff.
- b. Staff who has worked in the similar project(s) earlier with NGO Forum will be given preference for recruitment as project staff.
- c. If needed, project staff can be recruited on emergency basis without any circulation/advertisement. In this case the selection board will complete the process for recruiting new staff.

2.02.03. Recruitment Process of contractual staff

- a. Contractual staff will be recruited according to need from time to time by the authority.
- b. The recruitment process of contractual staff will also be as same as the recruitment process of regular staff.
- c. If needed, contractual staffs can be recruited on emergency basis without any circulation/advertisement. In this case the selection board will complete the process for recruiting new staff.
- d. All the conditions of employment should be written in the appointment letter.
- e. Project/ contractual staff can be appointed in other project, however they cannot be transferred. Clearing the final payment from the current project, staff can be recruited in another project, considering her/his competence and need of the organization.
 - i. Appointment letter will be given according to the terms and conditions of new project during recruitment.
 - ii. Benefits mentioned in the appointment letter will be given during the payment of monthly salary.

- f. Regular staff can be recruited as contractual staff after retirement/ completion of services. Final payment will have to be paid to the regular staff in this case. Terms and conditions of services will be determined in accordance with the terms and conditions of contractual staff.

2.02.04. Recruitment Process of Casual Staff

- a. The casual staff will be recruited by the authority to implement a special task fully on temporary basis.
- b. Casual staff will be recruited for short term period such as daily, weekly or monthly basis.

2.03. Starting of service

The service of the staff will be started from the date of joining prescribed as the condition in the appointment letter. Joining letter will not be accepted if the employee fails to join according to the schedule of date and time. The joining letter must be filled out in the prescribed format (Annex-1) and submitted to the specific place mentioned in the appointment letter.

2.04. Probation Period

- a. All the regular staff will have to work for six months as probation period.
- b. If the employee fails to prove his skills, then the authority can extend his probation period for a maximum of additional six (6) months.

2.05. Confirmation

- a. Service of all the regular staffs will be confirmed after completion of probationary period satisfactorily.
- b. To ensure confirmation of probationary staff, concerned supervisor will have to fill out the appraisal form after passing five months of probation and send that to the human resource and administration division.
- c. A general increment will be given to the staff during confirmation. Grading of the staff (who gets consolidated salary) will be decided on consolidated salary.
- d. Considering the efficiencies of the staff and need of the organization, project and contractual staff can be recruited as regular staff, if their service length surpasses six months and above.
- e. If the probation period of a staff member is extended and the person fails to prove his/her efficiency, and if the person does not receive any confirmation letter, it will be deemed that the staff has been terminated.

2.06. Transfer

- a. The authority preserves the right to transfer any staff at any working area of Bangladesh.
- b. The transferred staff should hand over all the papers, files, documents, properties, store etc, in a prescribed format (annex-06) day before his/her transfer.
- c. The transferred staff will get actual travel allowance (described in article 3:12 as travel allowance) for him/her own travel and the family members (maximum six person), and the transportation of furniture and other household goods. Actual fare of at least a 5 tons truck will also be paid to the staff for transporting furniture and other household goods. Transportation fare of family members and goods will be paid, if the staff lives in the duty station with family. Taka 60 per kilometre will be given to the staff of all grades for transporting goods. The allowances mentioned above is included the loading and unloading cost, toll charges, labour costs etc.
- d. The transferred staff can enjoy a maximum of three (3) days transfer leave in between the date of the transfer and the date of joining at the new duty station.
- e. The transferred staff must take a release order (Annex-4) from his previous duty station.
- f. The transferred staff must fill out a joining letter (Annex-5) before joining at the new duty station.
- g. One copy of release order and joining letter should be submitted to the human resource and administration division and accounts section.
- h. The female staffs cannot be transferred during the pregnancy period and within 6 months after the birth of the child. At the same time, it should also be considered that the female staff should not be transferred to far away from her husband's duty station.

2.07. Deputation

- a. The authority can deploy any staff on deputation to any working place in Bangladesh.
- b. The duration of deputation should not be more than three (3) months.

- c. If the deputation period exists more than one month a release order from the previous duty station needs to be taken and the staff needs to fill out the joining form (annex -05) to join at the new duty station.
- d. The staff will get 20% of his/her basic salary as deputation allowance.

2.08 Charge Allowance

- a. Staff will get 20% of his basic salary as charge allowances, if a regular staff with order from the authority works to fill out the vacant of his senior during his/her absence about one month or more. This charge allowance will not be applicable for regular absence.

2.09. Working Day

- a. There will be five (5) working days in a week for the central office (Sunday to Thursday)
- b. Working days at the regional office will be as same as central office.
- c. Working days for project office will be six days in a week (from Saturday to Thursday, clause D of article 2.10 will be followed in this regard)

2.10. Office Time

- a. Total office time for every staff will be 40 hours per week.
- b. Office time for the central office and the regional and projects offices situated at Dhaka will be from 9.00 am to 5.30 pm with a half an hour lunch break from 1.00 pm to 1.30 pm.
- c. The regional offices should also follow similar schedule as the central office.
- d. Keeping pace with the working hour of donor agency, unit offices of special project will remain open for six days in a week (Saturday to Thursday). In that instance, office will remain open half day in Thursday.
- e. Office time of the Guard, Gardener, Cleaner, Cook etc staffs will be decided by the authority according to the nature of the job.
- f. The authority preserves all the rights to change or reschedule of working days and office hour considering the changed circumstances and future demands.
- g. As per need of the organization, the authority holds the rights to make open the office on the holiday.
- h. A staff can avail the privilege of taking alternative leave or compensatory leave, if the person works in the weekends or in the holidays as per need of the

organization. This type of leave will be treated as alternative / compensatory leave.

2.11. Attendance Register

- a. By mentioning the presence time, all the staffs will have to sign in the attendance register preserved in the respective duty station.
- b. All the staffs should attend at the duty station within starting time of office. It will be considered that the staff is late, if the person fails to attend in the office within 15 minutes after starting of office time. One day of earned leave of the respective staff will be deducted, if she/he attended late in the office three times in a month. One day salary will be deducted, if earned leave balance is not available of the respective staff.

Chapter Three Service Benefits

3.01. Salary

All the staffs will be provided monthly salary at a specific rate. The salary will be paid according to the following rules;

- a. Salaries of all the regular staffs will be decided according to the staff grading of NGO Forum or structure written in the appointment letter.
- b. The authority preserves the right to give consolidated salary to a regular staff during the probationary period.
- c. The project staffs will get consolidated salary. The authority preserves the right to revise salary of the project staffs considering the budget of the respective project. Grade of the project staff will be determined according to the consolidated salary.
- d. Contractual staff will get consolidated salary. Their salaries will be fixed according to their assignment/task and conditions written in the contract form. The grade of the contractual staff will be decided according to their consolidated salary.
- e. The casual staffs will get consolidated wages on daily, weekly or monthly basis.
- f. Half of the consolidated salary will be considered as basic while other 50% of the salary will be considered as benefits.
- g. Income tax will be deducted at the source (if applicable)
- h. Salary of the executive director will be determined by the executive committee.

3.02. House Rent Allowance

- a. Regular staff members working in the Dhaka and Chattagram cities will get 70% of their gross salary as house rent.
- b. Regular staff members working in Khulna, Barishal, Rajshahi, Sylhet and Rangpur divisional town will get 65% of their gross salary as house rent.
- c. Staff members working out of the cities mentioned in a & b will get 60% of their gross salary as house rent.

3.03. Medical Allowance

All the regular staff members from grade-1 to 10 will get 10% of their basic salary as medical allowances.

Staff of grade 11 to above will get 20% of their basic salary as medical allowance.

3.04. Bonus

All the regular staffs will get two festival bonuses per year. The festival bonus will be equivalent to basic or half of the consolidated salary the staff has received in the previous month of the respective festival date. Bonus will be paid according to the following rules;

- a. All the staffs will get the first festival bonus during the Eid-ul-Fitre.
- b. The second festival bonus will be given for Muslim staffs during Eid-ul-Azha, for Hindu staffs during Durga Puja, for Buddhist staffs during Buddha Purnima, and for Christian staff during the Christmas day.
- c. Generally, the festival bonus will be paid fifteen (15) days earlier to the festival.
- d. The staff will be considered to pay full bonus, if his/her service has confirmed as regular staff during disbursement of festival bonus or if the person has served at least six months after joining.
- e. The staffs who will be on with pay leave will also get bonus.
- f. Staffs at study leave for higher education will also get bonus.
- g. The bonus for the project and contractual staffs will also be calculated and given following the similar process of regular staff. However, the authority can consider to pay bonus in accordance with the conditions of the contract or recommendations of the donor in special projects.

3.05. Transport Facility

- a. Each and Every regular staff will get transport allowances according to their salary structure.
- b. Considering the nature and importance of the assignments all the staff members of NGO Forum will be able to use official vehicle with having approval of the authority.
- c. Directors or staffs of grade 14 and above will be able to use official vehicle to serve personal purpose or they will be paid take 25,000 per month for maintenance of vehicle, fuel costs and salary of the driver instead of this facility.
- d. All the departmental head or staff members of grade 11 and above will be able to get the facility of using official vehicle to commute between office and residence. Any of the staff members can take away him/herself from the facility and the person can claim for the conveyance allowances determined by the organization.

- e. The user will have to take prior approval (annex -20) from the authority to use official vehicle.
- f. Using official vehicle for personal purpose is discouraged. However, in special cases, for personal purpose, departmental heads, and staff members of grade 11 and above with having approval from concerned authority can use the official vehicles maximum 200 kilometres within Dhaka district.

3.06 Transport facility for the Executive Director

- i. The Executive Director will enjoy full time vehicle support. Full-time support means both official and personal use.
- ii. Personal use of the Executive Director will include commuting of his children's to and from school, college, university etc.
- iii. If garage facility is available, the Executive Director can park the vehicle in his/her residence. In that case, attendance of the respective driver will be counted while he/she will report at his/her residence.

3.07 Gratuity

- a. In case of resignation, termination, discharge or retirement the staff will get gratuity of a full month's basic salary for each service year, if the staff complete full 1 year of service. Gratuity will be given fractionally, if service of the respective staff does not complete a full year cycle. Gratuity will be calculated on the basis of last month's basic salary of the respective staff.
- b. Gratuity of project staff can be given according to approved allocated budget. Duration of the service of the respective staff should be 1 year or more in this regard.
- c. If a staff is dismissed for committing any offense and if the duration of his/her service counted at least one consecutive year, he/she will get at least 50% of gratuity or 15 (fifteen) days of basic salary as gratuity for each of the year the person has served. The staff member will not be eligible to get any gratuity if she/he is dismissed due to theft of any asset, misappropriation, misconduct, fraudulence, dishonesty, indiscipline, rioting, vandalism, firing etc.

3.08 Contributory Provident Fund

- a. After confirmation of service, every regular staff can become the member of the "NGO Forum's Employee Provident Fund". The staff will contribute 10% of their monthly basic salary in each month as the provident fund while NGO Forum will contribute the same amount of money to the same fund. The basis of contribution

of provident fund will be calculated on the basic salary paid in the concerned month.

- b. This fund will be administered by the Trusty Board formed by the staffs of NGO Forum.
- c. Regular staff will get provident fund according to the following calculation, if she/he resigns from the position;

Duration of Deposit	Own contribution with interest	Forums contribution with interest
Less than one (1) year	100%	No
1 year – less than 2 year	100%	50%
2 year – less than 4 year	100%	75%
4 year or more	100%	100%

- d. The person will get benefits from provident fund in accordance with the article C, if she/he is terminated.
- e. The staff who will be dismissed due to committing any offensive activity will get their own contribution from provident fund.
- f. The staff will get provident fund as described in clause ‘C’, if she/he is discharged or redundant because of physical illness or superannuation.
- g. In the case of death, whatever the duration of deposit would be, the nominated person (s) of the respective staff will get his/her full contribution with interest and NGO Forums contribution with full interest.

3.09 Accidental Medical Allowances

The office will bear all kinds of treatment costs of the staff with special permission from the authority, if she/he had serious accident during engagement with any official assignment. An insurance policy will be developed and contract will be made with competent insurance company to get all the staff members into a medical insurance policy.

3.10 Group Insurance

- a. Regular staff will be covered through group insurance according to the following rules, if the person dies or loses eye-sight, or hand or leg during the tenure of his/her service. The successor (s)/nominee(s) (annex-19) or the nominated person(s) of the staff member will get benefits from group insurance policy

according to the following rules, if she/he dies. Considering the real situation, NGO Forum will identify the nominee or successor (s) if the staff did not nominate any successor or nominee. NGO Forum will provide the benefits to the selected nominee according to follows. NGO Forum will also decide the portion of distribution of benefits among the nominee (s) impartially and according to availability and numbers of nominees.

Consecutive length of Service	Types of accident	Benefits of group insurance fund
Less than 1 year	In case of death; loss of both legs, loss of both hand, loss of one hand and one leg, loss of one leg and one eye, loss eye sight of both the eyes, loss of one hand and one eye sight	Monetary benefits equivalent to 12 months basic salary
1 year – less than 5 year	Do	Monetary benefits equivalent to 24 months basic salary
5 year – less than 10 year	Do	Monetary benefits equivalent to 36 months basic salary
10 year and above	Do	Monetary benefits equivalent to 50 months basic salary
Less than 1 year	Loss of one leg or one hand or sight of one eye	Monetary benefits equivalent to 6 months basic salary
1 year – less than 5 year	Do	Monetary benefits equivalent to 12 months basic salary
5 year – less than 10 year	Do	Monetary benefits equivalent to 18 months

Consecutive length of Service	Types of accident	Benefits of group insurance fund
		basic salary
10 year and above	Do	Monetary benefits equivalent to 25 months basic salary

- b. The staff will not get any benefits from group insurance policy, if she/he encountered any accident during absent from the duty station for more than 30 days without leave and whether any action against him/she is taken or not. Apart from this, despite losing of hands, legs or eye-sight the staff will not get any facility from group insurance, if she/he remains employed by NGO Forum.
- c. To comply with the above insurance benefits, the authority of NGO Forum will open policies with an Insurance Company or maintain a group insurance fund at the office.
- d. The investment made from the group insurance fund will be treated as NGO Forums own income.
- e. 2% of basic salary of every staff member will be deposited in group insurance fund. Calculation will be made according to the payment of salary of the staff in the concerned month.

3.11 Income Tax

- a. Payable income tax of the staff will be deducted from the monthly salary according to the income tax ordinance of Bangladesh Government, and will deposit to government treasury, if staff's income falls within the limit of applicable income tax. NGO Forum will not bear the responsibility of submitting return of income taxes of the staff.
- b. NGO Forum will not bear the responsibility of the income tax of the staffs. Staff will be responsible to pay his/her own returns at the tax offices with his/her own initiative. Staffs need to submit the returning certificate to the accounts section after completing all the formalities of income taxes of the respective tax year. The accounts section will then complete all kinds of tax related formalities of the respective staff member, based on the returning documents.

3.12 Travelling Allowance

- a. All the staffs have to travel within the simplest and easiest means. Based on grading staff will get actual costs for official travel as follows;

Grade	Launch (ship)	Steamer (ship)	Bus	Train
8- above	A/C Cabin	A/C Cabin	AC	A/C
6-7	Cabin	Cabin	AC	<i>Shovan</i>
1-5	General	General	Non AC	<i>Shulov</i>

- b. Staff of grade 12 and above can travel with official vehicle on availability or any other means they are comfortable with.
- c. Due to availability, staff of grade 10 – 11 can travel with official vehicle.
- d. Staff of grade 10 and above can avail the air during travelling.
- e. Staff of other grades is entitled to travel through air with prior approval of the Executive Director.
- f. No travel allowance will be paid, if the staff uses office vehicle during travelling.
- g. Vehicle requisition form (annex -20) has to be filled out and submit to vehicle supervisor to get office vehicle.
- h. For local official travel, the staffs will get actual travel cost according to their grades as follows:

Grade	Transport
8 – above	Taxi Cab
6 – 7	Auto Rickshaw
4 – 5	Auto Rickshaw

For emergency, the mode of transportation can be changed with prior approval from the authority.

- i. Before travelling, the staff will have to get approval in the travel approval form (Annex – 5). After travelling and joining on duty at office, the staff will have to fill out the lower portion of the form again and will get it approved from the authority.
- j. To travel in the abroad for training or other official purpose, staffs have to take approval on the specific travel approval form (Annex – 6) from the executive director. After travelling and joining on duty at office the staff will again fill out the lower portion of the form and will get it approved from the executive director.

- k. No approval is required for local travel. However, necessary information regarding travel needs to be sent to the HR and Administration division day before travelling.

3.13 Daily Allowance

- a. All the staffs except the Executive Director will get following benefits according to their grades. Actual food and accommodation (in the quality hotel in the concerned locality) costs of the Executive Director during travelling will be covered by the office and he will also be given take 2000 per day to cover other relevant costs.

Grades	Only for Dhaka, Chattogram, Sylhet, Moulvibazar, Sreemongl, Rajshahi, Rangpu, Khulna, Barishal, Cox's Bazar, Teknaf, Rangamati, Khagrachari and Bandarban	Other cities
12 and above	1500	1400
10 – 11	1400	1300
8 – 9	1200	1100
6 – 7	1000	900
1 – 5	900	800

- b. For each of the 24 hours and next fraction times the staff will get daily allowance according to the following rate, in the case of staying overnight and exceeding 24 hours:

Time of stay	Daily Allowance
12 hours or more	Full day allowance
6 hours – less than 12 hours	½ of full day allowance
Less than 6 hours	No allowance will be given

- c. No daily allowances will be given, if NGO Forum or someone on behalf of NGO Forum arranges food and accommodation expenses for the respective staff. However, staff of grade 9 and above will get tk.400. staff of grade 6-8 will get tk. 300 and staff of grade 1-5 will get tk. 250 per night as night holt allowance for each stay of night. In this case, the staff will not be able to claim any daily allowance from starting time of travel till arriving at the destination. But to cover

the expenses while travelling the staff will get travel allowance according to the following rate:

Grading of the staff member	From starting time to arriving at the destination	
	6 hours – less than 9 hours	9 hours or more
10 – above	250	300
8-9	200	150
6-7	150	200
1-5	100	150

If the staff stay overnight during travelling in their own working area, the staff working in the field location will get daily allowances according to the following rate which will be considered as the expense to cover night halt and food.

Grade	Daily Allowance
10 – above	500
8 – 9	400
6 – 7	350
1 – 5	300

Within 40 km radius of the respective district where the working area is located, will be considered as own working area of the staff member. It will be taken as staff's own working area, if travelling of 40km goes another adjacent district.

- d. Night halt of 24 hours and above and fraction of next 24 will be calculated according to the daily allowances mentioned in the clause “B”
- e. Staff will get food allowance according to the following rate, if she/he travels in the field location and returns back to base without staying overnight.

Grade of the staff	Morning 10 am to 04.00pm at the afternoon	Morning 10 am to after 08.00pm
12 – above	225	300
10 – 11	200	250
8 – 9	150	200
6- 7	120	150
1-5	100	130

Staff will not be entitled to get food allowances, if she/he travels in the same town where the staff is working in.

- f. The staff will get night halt allowances according to clause “C” calculating his/her starting and returning time from the duty station, if a head office staff returned after travelling 40km without staying overnight either using official vehicle or other means of transportation.
- g. If the staff travels for training or for any other programme and if NGO Forum or any other party on behalf of NGO Forum bears all the expenses the staff will get night halt and travel allowance according to clause “C”.
- h. Sometimes, to accelerate the participation staying at the dormitory is made mandatory for participants. But, the respective staff will not be eligible to get food, accommodation and travelling (coming to training venue) costs, if the staff does not stay at the dormitory and stay outside. This rule will be applicable to all other similar events along with training.
- i. Daily, night halt, travel and food allowance of the project staff will be calculated in accordance with the similar process of the regular staff.
- j. If it is not mentioned in the contract, the contractual staff will also be paid daily, night halt, travel, and food as same as the regular staff.
- k. The respective person will be eligible to get breakfast and food allowance, if the drivers, despatch messenger and office bearer remain on official duty outside the office before 6.00 am at the morning, 01.00 to 03.00pm at the noon and 10.00 pm and onwards at night. This benefit will not be applicable, if overtime is allowed to the respective staff. Breakfast and food allowances will be 50 + 100 + 100 accordingly. This rule will not be applicable, during driving vehicle outside the working area.
- l. Travelling of the respective staff will be considered completed at that place, if she/he returns home instead of returning at office.
- m. The respective staff will have to pay necessary bills, if she/he avails accommodation and dining facility during travelling. If it is not paid due to any valid reason, the regional authority, head/ concerned office will take necessary measures to adjust the bills from the salary of the respective staff.
- n. The actual cost for transportation of official goods will be paid by the office, if official goods have been carried during travelling.
- o. No travelling allowances (from residence to office) will be paid for joining at the office after enjoying leave, if it (leave) is enjoyed with official travelling

3.14 Advance Salary

- a. Regular and permanent staffs can take equivalent to three (3) months gross salary as advance for their personal purpose.
- b. Staffs have to fill out the prescribed format (Annex-10) to apply for the loan.
- c. The respective staff must be a member of provident fund.
- d. The staff will not be eligible to apply for salary advance, if she/he has taken advance from NGO Forum in any other means except taking advance for official purpose.
- e. Staff salary advance will be given to the respective person depending on the consideration of the authority.
- f. The advance has to be paid in 12 instalments within one year.
- g. Staff will be eligible to get another advance after six months of repaying the advance.
- h. In special consideration, the authority can fix the amount and numbers of instalments and can be flexible to six months rule.
- i. The authority on humanitarian ground, can allocate salary advance to the project staffs. On emergency basis, the staff can take half of his/her gross salary as advance between 15 to 25 of a month.
- j. Any instalment may not be remained unpaid at the last date of the month in regards to salary advance.
- k. Adjustment of payment of advance salary will be made against the salary of current month.
- l. All the application for salary advance should be filled out properly and need to be sent to the head of finance and accounts with recommendations from the concerned supervisor. The head, finance and accounts will forward the application to the Executive Director for approval with his recommendations. The approved amount will be paid through account payee cheque.

3.15 Taking advance for official purpose

- a. Regular, Project and contractual staff are eligible to take temporary advance/loan (IOU) filling the IOU form (Annex-11) for official purpose
- b. This loan will be given for a short period of time and it needs to be adjusted within 15 days.
- c. Generally, the IOU should be given for official purpose to cover different costs such as travel expenses, official expenditures, small purchase, repair of

equipments and furniture, transportation of goods, posting letters, paying the utility or telephone bill etc.

- d. The advance amount will not be more than 10% of the total required amount demanded to serve the purpose.
- e. Advance amount can be given to cover the respective official costs with signature of the head/managers, finance and accounts division at the head office; regional managers at the regions, project manager/coordinators/focal person at the project office.

3.16 Provident Fund Loan

- a. The staffs who are the members of the provident fund can be able to take loan from the provident fund. The loan application has to be made in the prescribed format (Annex- 12).
- b. The staff will not be eligible to apply for a provident fund loan, if she/he has due to NGO Forum in any other means.
- c. The provident fund loan is included with a fixed interest rate, and it should be paid with interest in fixed monthly instalment.
- d. The paid loan will be deposited with interest in the own account of the staff.
- e. Staff will get maximum 90% of his/her own contribution from the provident fund as loan.

3.17 Motor Cycle Loan/Hire Purchase

- a. Motorcycle can be given to the field level staff through hire-purchase system to implement the field activities smoothly. The brand and model of motorcycle would be selected by the authority. Considering the procurement price, registration and other related costs, the total costs of the motorcycle will be determined. A deed between the staff and NGO Forum will be signed to buy the motor cycle in hire purchase system and the process of hire purchase will be governed on the conditions of the deed.

3.18 Overtime Allowance

- a. Only the staffs from grade 1-4 will be eligible to get overtime for working after office hour
- b. Approval has to be taken on a prescribed format (Annex – 13) from the concerned authority to work for extra time.
- c. The overtime will be calculated for extra work done after 1 hour of office time.

- d. Overtime will be counted, if the staff work after closing of the office (extra work beyond starting to closing hour of the office)
- e. No overtime will be given for extra work done before starting of office hour.
- f. If a caretaker is appointed for full time work, he/she will not be eligible for overtime allowance.
- g. Any staff cannot be engaged to work extra hour more than 64 hours in a month.
- h. Staff will get overtime allowances for extra working hours in the rate of two times more than the general rate of his/her basic salary. Calculation of overtime allowances would be; Basic Salary X 2 / 208 hours.

3.19 Consultancy Fee

- a. Staff will get 1/5 of consultancy fees, if the consultancy work is either perused by NGO Forum or contracted by NGO Forum. In this instance, NGO Forum will get rest of the 4/5 of the total consultancy fee. Staff will get the concerned allowances, if the recipient organization allocated. The staff will not be entitled to get any allowances (daily, night holt, travel) from NGO Forum in this case.
- b. Prior Approval from the authority is needed, if the staff would like to be engaged in the consultancy which is not been organized or contacted by NGO Forum. A staff has to take leave without pay in such type of instance.
- c. Concerned staff should cooperate, if NGO Forum intends to provide consultancy services to other organisation. In this case, no staff member would be allowed to become the competitor of NGO Forum.

3.20 Telephone Facilities

- a. Office telephone is for official use only. Office telephone can be used to make emergency personal call.
- b. The Executive Director will be entitled to have a land and a mobile phone at his residence for full time use. Actual bills of both the telephone will be paid by the office. The Executive Director will be entitled to get the international roaming facility of mobile phone for official purpose.
- c. Staff members from grade 12 and onwards will receive a total of taka 1200 per month as mobile phone bill.
- d. Staff members of grade 11 or section/cell, regional and projects heads will get taka 1000 per month as mobile bill.

- e. Considering the nature and importance of job, the authority of NGO Forum can determine the user of mobile phone and the amount of bill to use the phone.

3.21 Humanitarian Assistance Fund (HAF)

- a. It would be mandatory for the all the regular/project staff members (grade – V to above) to contribute to the humanitarian fund. Certain amount from monthly salary of the respective staff member will deducted in this regard.

Chapter Four Holidays/Leave

4.01. Gazetted Holidays

NGO Forum will follow the national holiday gazette published by the Government of the Peoples Republic of Bangladesh and the gazette will be applicable for both central and field level offices. NGO Forum will follow the same, if the Govt. changes the date of the holiday due to appearance of the moon and publish that in the dailies.

4.02. Casual Leave

Casual leave means taking leave on any sudden emergency basis; meeting the need of emergency personal purpose or responding to any unexpected instance.

- a. Every regular, project and contractual staff will be able to enjoy ten (10) days casual leave in each calendar year.
- b. The casual leave cannot be carry forwarded to next year.
- c. Casual leave cannot be enjoyed for more than consecutive 3 days.
- d. Casual leave cannot be merged with other leave. But in the special circumstances, causal leave can be enjoyed with weekly holidays and other gazetted holidays.
- e. Casual leave cannot be enjoyed keeping a working day between it.
- f. Casual leave cannot be encashed
- g. Casual leave will be calculated with the holidays, if it is taken between government holiday or weekly holiday.

4.03 Earned Leave

Earned leave will be calculated proportionately.

- a. Each staff will be able to earn leave at a rate of 1.5 day for each full month and 18 working days for each of the calendar year.
- b. The regular staff cannot be able to enjoy earned leave for more than 30 days consecutively. But the authority holds the right to allocate leave or not.
- c. Earned leave of the regular staff can be carry forwarded. However, balance of the earned leave will not be carry forwarded more than 90 days after closing of the year.
- d. The regular staff will get a total of 90 days leave encashment in case of resignation, termination, dismissal, retirement etc. Salary of one day will be calculated 1/22 of last gross salary of the respective staff member in this case.

- e. The project and contractual staff will also get earned leave facility in the similar rules (04.03a). However, their leave balance will not be carry forwarded. And they will not be able encash the leave during leaving the organization.
- f. Weekly and gazetted holidays will be deducted while calculating the leave, if it falls in between the earned leave.
- g. If the staff does not have any balance, the authority can consider approving the person leave and it can be adjusted while the person would be eligible to get earned leave.

4.04 Sick Leave

- a. Each regular, project and contractual staff can enjoy up to 14 days of sick leave in each calendar year. If a staff absent more than 14 days in a year due to sick than his/her leave will be adjusted from the earned leave.
- b. Certificate from doctor is required to enjoy sick leave for more than three consecutive days.
- c. The authority preserves the right to approve sick leave beyond 14 days until the staff is physically fit to join at the duty again in case of serious accident occurred to the staff while travelling on official purpose. Any staff can be able to get such kind of leave due to encounter any accident, admission at the hospital for a surgical operation, or in the case of abortion. All the days at the hospital after admission due to accident or surgical operation and a maximum of 21 days of leave with pay will be allowed to the staff except the days of admission at the hospital for encountering any accident. Rest of the leave (extra of earned leave) will be given without pay. However, in case of special situation the Executive Director holds the rights to approve additional 21 days of leave with pay.
- d. The staff should inform the authority immediately either by him/herself or through his/her relatives about his illness due to encountering any accident. Staff will have to fill out the respective format (annex -16) to apply for leave including necessary medical documents through proper channel after returning from sick leave.
- e. Balance of the sick leave will not be carry forward for next year.
- f. Staff will not be able to get any benefits instead of sick leave while leaving the organization.
- g. If any government holiday or weekly holiday falls in the middle of the sick leaves, total sick/medical leave will be calculated with those holidays as well.

4.05 Recreation Leave

- a. Regular staff with having approval of the Executive Director will be eligible to enjoy one month recreation leave, if his/her service completed full ten (10) years of cycle. Any staff of NGO Forum will be entitled to enjoy such facility once in his/her service life.
- b. Along with the recreation leave, the staff will be given a full month basic salary as recreation allowance.
- c. The recreation allowance will be on the basis of the last basic salary.
- d. Staff can withdraw recreation allowances equivalent to one month basic salary though the authority cannot be able to allocate leave due to urgency of works. In this instance, respective staff can enjoy leave afterwards without claiming recreation allowances.
- e. Government holiday or weekly holidays will also be calculated as a part of the recreation leave, if those fall in the between the recreation leave taken by the staff.
- f. The recreation leave should not be taken proportionately or in different times. It should be taken consecutively at one time.

4.06 Maternity Leave

- a. Female staffs who have worked at least one (1) year with NGO Forum will be entitled to get maternity leave for a maximum of 6 (six) months; 3 months before giving birth and 3 months after giving birth of the child. However, the staff can adjust the amount of leave before and after giving birth as she wishes. Total amount of leave will not exceed 6 (six) months (annex 21).
- b. A female staff is allowed to enjoy a maximum of two times maternity leave during the tenure of her service with NGO Forum
- c. If a female staff had one child before joining at NGO Forum, she will also be entitled to get maximum one time of maternity leave after completing one year of service.
- d. No female staff will be entitled to get maternity leave, if the staff already had two children before joining at the NGO Forum.
- e. Any female staff will be able to get six months maternity leave without pay though she has already two children and intends to have another child. Maternity leave in this situation will not be more than six months.

- f. Even beyond the rules stated above, if the number of child reduced to less than two (2), the staff will be allowed to get maternity leave with pay again no matter how many times she had enjoyed maternity leave earlier.
- g. Staff can take maternity leave for more than six months, if she wishes. However, the extra leave will be without pay and no earned leave will be calculated during this period.
- h. The maternity leave will be calculated with the government and weekly holidays

4.07 Paternity Leave

- a. The male staffs will be able to enjoy a seven (7) days paternity leave including the day when their wives give birth to a child (annex – 21)
- b. This leave will be enjoyable for the issue of first and second child.
- c. If wishes, a staff can take paternity leave without pay, if any male staff wants to have more children although the person has already two.
- d. Even beyond the rules stated above, if the number of child reduced to less than two (2), the male staff will be allowed to get paternity leave with pay again no matter how many times he had enjoyed paternity leave earlier.
- e. The paternity leave will be calculated with the government holidays and weekly holidays.

4.08 Participation in Higher Study/ Trainings

- a. Considering the importance of works, NGO Forum authority can provide the opportunity of undertaking higher study to a regular staff. The authority can be able to grant a consecutive 36 months of higher study leave regarding this. The staff member nominated by the staff development committee of the organization with approval from authority will be allowed get the opportunity to participate in the higher study. The staff will be able to enjoy the following benefits during the study leave;

Marital Status	Less than 3 months	3-12 months	12 months and more
Unmarried	Full salary and benefits	50% of basic salary and 50% of house rent	50% of basic salary
Married (and if the family)	Full salary and benefits	2/3 of basic salary, full house rent, and	50% of basic salary, 2/3 of house

Marital Status	Less than 3 months	3-12 months	12 months and more
is left at the working station)		full medical allowance	rent and full medical allowance
Married and if the family is accompanying the staff	Full Salary and Benefits	50% of basic salary and 50% of house rent	50% of basic salary

- b. If a staff wants to go on a study leave with their own initiative, the person will have to take without pay leave. This without pay leave will not be calculated with the length of services. No service benefit will be paid to the staff during this period. This type of leave should not be more than two years, and after enjoying the leave the staff should work at least half of the total length of leave with NGO Forum. For example, the staff has to work with NGO Forum for at least six (6) months, if the staff enjoys leave for a period of one (1) year.
- c. The expenses for higher education can be covered either by NGO Forum or by other organisation on behalf of NGO Forum. NGO Forum will determine that the expenses have been made for the staffs, though the training/higher education expenses are covered by any other institutions/organization. The following are the examples on how the training expenses, applicable allowances and bond will likely be:
- i. If training is held in Europe, America and South Africa

Details	If training expenses is covered by NGO Forum			If training expense is covered by other institutions		
	Grade 6-8	Grade 9-11	Grade 12 above	Grade 6-8	Grade 9-11	Grade 12 above
Course fee	Actual	Actual	Actual	Actual	Actual	Actual
Daily allowance	\$130	\$160	\$180	Actual	Actual	Actual
Air fair	Actual	Actual	Actual	Actual	Actual	Actual
Other related	-	-	Actual	Actual	Actual	Actual

expenses						
Night halt allowance	-	-	-	\$20	\$30	\$35
Local transportation	Actual	Actual	Actual	Actual	Actual	Actual

ii. If the training held at Asian Countries

Details	If training expenses is covered by NGO Forum			If training expense is covered by other institutions		
	Grade 6-8	Grade 9-11	Grade 12 above	Grade 6-8	Grade 9-11	Grade 12 above
Course fee	Actual	Actual	Actual	Actual	Actual	Actual
Daily allowance	\$70	\$85	\$110	Actual	Actual	Actual
Air fair	Actual	Actual	Actual	Actual	Actual	Actual
Other related expenses				Actual	Actual	Actual
Night halt allowance	-	-	-	\$20	\$30	\$35
Local transportation	Actual	Actual	Actual	Actual	Actual	Actual

iii. If the training is held in SAARC countries

Details	If training expenses is covered by NGO Forum			If training expense is covered by other institutions		
	Grade 6-8	Grade 9-11	Grade 12 above	Grade 6-8	Grade 9-11	Grade 12 above
Course fee	Actual	Actual	Actual	Actual	Actual	Actual
Daily allowance	\$40	\$50	\$60	Actual	Actual	Actual
Air fair	Actual	Actual	Actual	Actual	Actual	Actual
Other related expenses	-	-	-	Actual	Actual	Actual
Night halt	-	-	-	\$15	\$25	\$30

allowance						
Local transportation	Actual	Actual	Actual	Actual	Actual	Actual

- iv. The expenses will be determined on the basis of the living expenses of the respective countries comparing with the countries stated above, if the training is held other than the countries stated above.
- d. The staff has to work a certain period at the NGO Forum considering the total costs of the training/study. The staff will have to sign a guarantee bond in this regard. The amount and relevant duration of bonding period is described bellow;

Amount (in Taka)	Duration of Training Course/Higher Study					
	1-30 days		31-90 days		91 days and above	
	6-9	10- above	6-9	10- above	6-9	10- above
100,000 – 250,000	9 months	6 months	1 year	9 months	1.5 years	1 year
250001- 500000	1.5 years	1year	2 years	1.5 years	2.5 years	2 years
500,001 - 800000	2 years	1.5 years	2.5 years	2 years	3 years	2.5 years
800001 - above	2.5 years	2 years	3 years	2.5 years	3.5 years	3 years

- e. Staff cannot be able to resign within the bonding period. However, one can resign refunding the amount mentioned in the bond, proportionately. For instance; a staff has signed a bond of taka 360,000, and the person will resume his work after returning from the training / higher study and was supposed to continue working at least three years; that person has to refund the amount $360,000/3 \times 2 = 240,000$, if she/he wants to resign after one years of service from returning.

- f. The authority can send a staff for higher study even if the pervious bond period has not been completed. In that case, the staff has to sign a new bond. The new bonding will come into force, after completion of the previous bonding period.
- g. In special consideration, the authority can approve a maximum of one (1) year without pay leave during the bonding period. The period of leave without pay will not be calculated in the length of the service of the staff. The staff will not receive any financial benefits during this period. The staff have to complete the full duration of bonding period (if there is any leftover according to the bond) after enjoying leave without pay.

4.09 Participation in Workshop/ Seminar/ Meeting / Conference/ Exchange visit etc.

Considering the importance of works, NGO Forum authority can provide opportunity of participating Workshop/ Seminar/ Meeting / Conference/ Exchange visit etc outside the country to any staff. Only the staff nominated by the staff development committee with having approval from the authority can be able to get the opportunity to participate Workshop/ Seminar/ Meeting / Conference/ Exchange visit. Staff will get following benefits during his/her participation in the Workshop/ Seminar/ Meeting / Conference/ Exchange visit;

- i. If the above is held in Europe, America and South Africa

Details	If Workshop/ Seminar/ Meeting / Conference/ Exchange visit expenses is covered by NGO Forum			If Workshop/ Seminar/ Meeting / Conference/ Exchange visit expense is covered by other institutions		
	Grade 6-8	Grade 9-11	Grade 12 above	Grade 6-8	Grade 9-11	Grade 12 above
Course fee	Actual	Actual	Actual	Actual	Actual	Actual
Daily allowance	\$130	\$160	\$180	Actual	Actual	Actual
Air fair	Actual	Actual	Actual	Actual	Actual	Actual
Other related expenses	-	-	Actual	Actual	Actual	Actual
Night halt allowance	-	-	-	\$20	\$30	\$35
Local transportation	Actual	Actual	Actual	Actual	Actual	Actual

ii. If the training held at Asian Countries

Details	If Workshop/ Seminar/ Meeting / Conference/ Exchange visit expenses is covered by NGO Forum			If Workshop/ Seminar/ Meeting / Conference/ Exchange visit expense is covered by other institutions		
	Grade 6-8	Grade 9-11	Grade 12 above	Grade 6-8	Grade 9-11	Grade 12 above
Course fee	Actual	Actual	Actual	Actual	Actual	Actual
Daily allowance	\$70	\$85	\$110	Actual	Actual	Actual
Air fair	Actual	Actual	Actual	Actual	Actual	Actual
Other related expenses				Actual	Actual	Actual
Night halt allowance	-	-	-	\$20	\$30	\$35
Local transportation	Actual	Actual	Actual	Actual	Actual	Actual

iii. If the training is held in SAARC countries

Details	If Workshop/ Seminar/ Meeting / Conference/ Exchange visit expenses is covered by NGO Forum			If Workshop/ Seminar/ Meeting / Conference/ Exchange visit expense is covered by other institutions		
	Grade 6-8	Grade 9-11	Grade 12 above	Grade 6-8	Grade 9-11	Grade 12 above
Course fee	Actual	Actual	Actual	Actual	Actual	Actual
Daily allowance	\$40	\$50	\$60	Actual	Actual	Actual
Air fair	Actual	Actual	Actual	Actual	Actual	Actual
Other related expenses				Actual	Actual	Actual
Night halt allowance	-	-	-	\$15	\$25	\$30
Local transportation	Actual	Actual	Actual	Actual	Actual	Actual

- iv. The expenses will be determined on the basis of the living costs of the respective countries comparing with the countries stated above, if the Workshop/ Seminar/ Meeting / Conference/ Exchange visit is held other than the countries stated above.

4.10 Rules of Leave

- a. Every staff can enjoy leave according to the policy. The authority cannot approve leave, if presence of the staff gets mandatory due to official purpose.
- b. All the leaves should be approved for full working day.
- c. Staff has to apply to the concerned authority and get the leave approved prior to going to enjoy the leave.
- d. All kinds of leave application should be made in the prescribed format (Annex – 14)
- e. The leave will be earned though working.
- f. No leave will be earned during enjoyment of leave without pay.
- g. Before going to leave the respective staff should hand over his/her charge to the appropriate colleague and will also notify this to the authority.
- h. Leave enjoyed more than the balance will be treated as leave without pay. The leave without pay will be calculated on the basis of one monthly salary divided by the number of days of the respective month.
- i. After going to enjoy, if any staff extends his/her leave, the authority preserves the right to adjust that extended leave with any kind of leave, even in the leave without pay.
- j. The staff will lose the right to continue the job and it will be assumed that the person has already been terminated; if any staff is absent from his/her respective duty for more than thirty (30) consecutive days without prior approval from the authority.
- k. Staff has to notify the supervisor and explain the reason for absent orally within 09.15am by telephone or by any other medium at the central or regional office, if the staff fails to present in the office due to sickness or other reason. Written approval needs to be taken after returning office from leave.
- l. Joining at the office needs to be ensured after collecting necessary leave application format from the HR division with own responsibility.
- m. Similar process will have to be followed at the regional offices and joining at the offices need to be ensured through the concerned officer.
- n. No monthly salary would be given to the staff, if she/he does not complete the process of joining.

Chapter Five

Promotion, Annual Increment, Special Allowances, Annual Inflationary Adjustment, Changing of Designation and Annual Performance Appraisal

5.01. Promotion

Promotion will not be treated as the right or demand of any staff. The eligible staff can be considered for promotion in the higher position. The eligible staff will be promoted on the availability of the senior positions. The authorities can give promotion to any staff any time. Salary of the promoted staff will be started from the appropriate step of the selected scale. Basic salary of the promoted staff will be calculated as follows;

Starting basic salary of the promoted position - Starting basic salary of the current position + Current basic salary + fractions of the next steps.

5.02. Annual Increment:

Annual increment will be provided to the eligible staff through evaluating annual appraisal

- a. Regular confirmed staff will get the annual increment in July each year on the basis of the salary scale of NGO Forum. The organisation can stop giving annual increment to the staff, if it does not satisfy with the performance of the respective staff.
- b. Depending on the skills, load of work, and other factors the authority preserve the right to award special increment to any staff. This special increment will not effect on the regular annual increment of the staff
- c. Staff will get the benefit of annual increment after confirmation. However, the staff will not be entitled to get annual increment, if she/he has been confirmed within the last three months before the due month (last quarter of the year) of increment.
- d. Regular staff can be eligible to get annual increment with approval from the authority, though his/her salary reached the steps 20. Salary can be increased equivalent to the last increment of last step the staff has received.
- e. If the staff is found competent and if there is provision in the project budget the staff can be given annual increment

5.03: Special Allowance

The authority preserves the right to award special allowance to any staff considering their eligibility, effectiveness, skill, and quality of work. This special allowance will be given with the monthly salary. The special allowance will be applicable for the staff assigned to special duties.

5.04 Inflationary Adjustment

- a. NGO forum will take necessary measures to increase salary of the staffs in accordance with the increasing of the cost of living and inflation. Annual Inflationary increment will be calculated and adjusted according to the basic salary of the staff member at June. And the inflationary adjustment will be come into force from 1 July.
- b. Inflationary increment will be applicable only for NGO Forum's regular and probationary staff. Half of the total received monthly salary will be treated as basic salary of the probationary staff and inflationary increment will be adjusted with that, if the probationary staff received consolidated salary. The increased amount will be considered as inflationary allowances, if the salary increases because of inflationary adjustment.
- c. Salary cannot be increased more than 10% of the basic salary including both the annual increment and inflationary adjustment.

5.05 Pay scale revision

NGO Forum will review the existing basic salary structure and will revise the salary structure accordingly.

5.06 Change of Designation

The authority preserves the right to change the designation and their duties and responsibilities without giving promotion, increasing salary etc.

5.07 Annual Performance Appraisal

- a. Each cell, section or unit head will fill out the annual performance appraisal in the respective format (annex-17) for the staffs working under their jurisdiction before the due date of annual increment and will submit that to the authority. Separate format needs to be used for staff from grade 1-5.
- b. The head of the regional offices will also fill out the annual performance appraisal in the respective format for the staffs working under their jurisdiction before the due date of increment and will submit those to the authority.

- c. Promotion, increment etc will be given on the basis of the annual performance appraisal.
- d. Cell's, section's, unit's or regional's heads will take decision for confirmation or extending the period of probation, termination, promotion, increment of the respective staff on the basis of annual performance appraisal. This will also be applicable for project staff. Decision regarding the above for project staff will be taken as the above similar process.
- e. The annual performance appraisal format will be supplied and preserved from the Human Resource and Administration division of NGO Forum.
- f. If wishes/ intends, the authority can fill out the performance appraisal of the regional managers, cell's, and section's heads on the basis of the opinion of the staffs working under their jurisdiction.
- g. Annual Performance Appraisal will be done in a participatory way. Opinion of the concerned senior authority along with the concerned staff members need to be ensured while completing the annual performance appraisal.
- h. The annual performance appraisal of the concerned staff and decision regarding this, need to be made effective with the joint initiatives of the concerned senior authority/ supervisors and head of human resource and administration division.

Chapter Six

Discipline, Disciplinary Rules, Remedial Measures Against Staff Complain

6.01 Discharge

- a. A staff member can be discharged due to followings;
 1. Remains absent frequently without taking leave and it becomes a habit
 2. Absent for a period of consecutive 15 days without leave
 3. If the person is unable to do the normal activity due physical and mental disability or broken physical condition.
- b. The staff can be given 15 days written notice to provide them opportunity for correction, if she/he remained absent without getting leave.
- c. Discharged of any staff member will not be taken as punishment. However, it will be treated that his/her services has been terminated. The staff member will get all kinds of termination benefits in this instance.

6.02 Disciplinary Action

- a. Following issues will be considered as misconduct;
 1. Negligence of duties and intolerance
 2. Violating any official order or breaching the policy or procedures of NGO Forum
 3. Violating the discipline, not obeying any legal or justified order of superior officers disobediently.
 4. Being involved in immoral activities.
 5. Being corrupt, or demonstrating corrupted attitude, or earning the reputation as being corrupt.
 6. Misappropriating NGO Forum's property by any illegal means, fraudulence etc.
 7. Circulating or use any confidential document of NGO Forum for any personal purpose without prior approval from the authority.
 8. Being involved in any activity subversive to the state and the organisation or helping others in doing so.
 9. Doing no job or creating obstacles to others to do any job.
 10. Creating dissatisfaction among the staff of the organization or doing such kind of things that creates the environment of dissatisfaction among the staff.
 11. Receive bribe or any other gift from any organisation or person.
 12. Duplicating, changing or destroying organisational documents.

13. Obtaining a position in other organization without prior approval of the NGO Forum authority.
14. Conducting sexual harassment behaviour or showing disrespecting attitude/ to anyone.
15. Providing wrong information to any donors involved with NGO Forum and using the relationship for own purpose.
16. Being involved in any activity which is subversive to NGO Forum

c. Sexual Harassment will be treated as misconduct. Meaning of sexual harassment would be;

1. Unexpected sex appealing behaviour directly or by hints such as touching or similar kind of attempt.
2. Establishing a sexual relationship with anyone using the official status and power.
3. Quoting similar to sexual harassment.
4. Inappropriate appeal to get sexual opportunities.
5. Showing pornography.
6. Sex appealing comments or gesture.
7. Showing indecent gesture, teasing through indecent language or comments, getting close to the person without her/his consent to full-fill desire, following the person, kidding or joking with the person using indecent language.
8. Writing any type of insulting or sexually hinted words or comments through letter, telephone, mobile, SMS, in the picture, in the notice board, in the cartoon, in the bench, in the chair, in the table, in the office, in the factory, in the classroom, in the bathroom and it's walls etc.
9. Taking still picture or VIDEO to blackmail anyone.
10. Remain abstain from participation of sports, cultural functions, institutional and educational activities due to sexual harassment behaviour.
11. Providing threat and continuous pressure due to refusal of love appeal.
12. Establishing sexual relationship by threatening, giving false assurances and fraudulence.

C. The subsequent method(s) need(s) to be followed while taking necessary steps regarding any disciplinary action

1. A disciplinary action may be undertaken, if the staff misbehaved with any staff working at NGO Forum or misbehaved with any other person out of NGO Forum or an oral or written complain about the above/any information regarding this against the respective staff has obtained from his/her supervisor.

In regards to sexual harassment, the agitated (victim) staff should submit a specific written complain to the concerned supervisor within 30 days from the incident. If any measure in regards to the incident would not have been taken within seven days, the agitated (victim) person should submit a written complain to the second supervisor sending copies to the Executive Director and Human Resources and Administration division. Disciplinary action can be taken, if the complain is received in the above manner or any other means that contains complain of sexual harassment.

2. The higher supervisor can ask written explanation from the accused staff within three days after receiving complain of misconduct. After receiving the written or oral explanation from the accused staff, if it is determined that the complain is not truthful or the issue has already been resolved and there would not be any possibility of occurring such incident in the future, in this situation, considering the importance of the incident, the matter can be settled down by giving the person either a warning letter or a letter proving him/her innocent.

3. Considering the severity of misconduct or if it is urgent than an investigation committee can be formed to investigate the matter without following the above clauses 6.02. or C.2. In other cases, investigation committee can be formed following the above clauses 6.02. or C.2. if the explanation of the accused staff found dissatisfactory.

4. Written show cause notice should be given to the concerned staff, if investigation committee is formed. Specific complain needs to mention in the show cause notice. Again, the accused staff should be notified to present before the investigation committee within seven (7) days on a specific date and time with having written and oral explanation. Name of the members of the investigation committee should be mentioned in the notice.

5. Investigation committee can be formed comprised with three or five members. At least one female member in three members committee and two female members in five members committee need to be included. Again, at least two female members should be included in the five members committee, if it is related to sexual harassment, in addition, at least two members outside of NGO Forum who works against gender discrimination or sexual harassment should be included to form five members committee to investigate sexual harassment.

6. The investigation committee will provide opportunity to the accused for self defending. If needed, the committee can organized one or more sessions. The investigation committee will receive oral and written explanation from others along with the complainant and will also review all the documents. The investigation committee will submit an investigation report including their recommendations within 60 days.

6. Based on the report, complain against the accused can be withdrawn, if it is not proved by the investigation committee. The employing authority should provide 07 days notice to the accused to explain why a disciplinary action would not be taken against him/her mentioning specific punishment, if the complain against the accused is proved in the report. Punishable action can be taken against the accused, if the concerned person does not reply or if his/her reply is not satisfactory.

D. Based on proving the offence, one or more punishable action can be taken as Follows;

1. Warning (oral or written warning).
2. Stopping or postponing all kinds of increment for a specific period.
3. Stopping promotion for a specific period.
4. Getting refund form the staff's salary or other benefits, if any financial lose for the organization has been done by her/him.
5. Getting refund from the staff's salary if any lose of NGO Forum occurs due to his/her negligence.
6. Demotion or degrading.
7. Dismissed from the service.

E. Suspension

1. By giving written notice, concerned staff can be suspended for a period of not more than 60 days any time after receiving the information of misconduct.
2. Suspended staff should handover his/her charge to the selected person immediately.
3. Staff on suspension will not get normal salary and benefits. The person will get only 50% of his/her gross salary as livelihood allowances.
4. The suspended staff cannot leave the duty station without prior approval from the authority.
5. All the salaries and benefits that was deducted during suspension, will be reimbursed to the concerned staff, if the allegation is not proved against him/her.
6. Decision of the Executive Director will be considered as final regarding salary and benefits of the suspended staff, if the complain against him/her is proved.

Chapter – 7

Job Separation and Final Payment

7.01. Termination

The authority is not bound to explain the reasons for termination. Regular, project, contractual and casual staffs can be terminated according to the following process;

7.01.01 Termination of Regular Staffs

- d. Any regular staff can be terminated without showing any reason with a 4 (four) months' notice or giving 4 months salary instead of notice.
- e. The staff can be terminated at any time during probationary period. Any notice or salary instead of notice will not be needed in this situation.

7.01.02 Termination of Project Staff

- a. Employment of the staff will be deemed terminated, if the respective project has completed or closed.
- b. The project staffs can be terminated with one month notice or one month's salary instead of notice during the project period.

7.01.03 Termination of Contractual Staff

- a. After completing the duration of contract, employment of the staff will be considered terminated.
- b. Within the contracted period the contractual staff can be terminated with one month notice or one month's salary

7.01.04 Termination of Casual Staffs

- a. Generally, the casual staffs are recruited on daily or weekly or monthly basis. The staffs recruited on daily basis can be terminated at any time.
- b. Staffs recruited for weekly basis can be terminated with a one week notice or one week salary instead of notice.
- c. Staff recruited on monthly basis can be terminated with one month notice or one month's salary instead of notice.

7.02. Dismissal

- a. The authority can dismissed any staff, if the person found guilty due to misconduct or in-disciplined action as described in 6.01 (b) or 6.02 in chapter 6. In this situation, no clause regarding notice or proving salary instead of notice will be applicable.

- b. The authority can be able to dismiss the staff, if she/he is convicted on ethical grounds by the court of justice.

7.03 Discharge

- a. The authority can discharge any staff with 4 months notice or 4 months' salary instead of notice due to physical and mental disability or continual ill health that seems to be incapability or incompetence of the staff member.

7.04 Redundancy

- a. The authority can offer redundancy to the staff with 4 (four) months notice or four (4) month's salary instead of notice, if the person surpluses due to restructuring of the organization.

7.05 Resignation

- a. The person has to notify the authority in written one month earlier, if any regular staff wants to resign. Instead of one month's notification, the staff can refunding one months salary.
- b. Temporarily suspended staff or staffs who are under inquiry due to misconduct will not be able to resign. But the authority with special condition can give permission to certain staff to resign.
- c. Contractual staff can resign with one month notice or refunding one month's salary before completion of the contract.
- d. Similarly, project staff can resign with one month notice or refunding one month's salary before completion of the project.
- e. Resigned staff should perform his respective duty appropriately during the notice period.
- f. Resigned staff will also able to enjoy all the facilities and status as before during the notice period.
- g. Monthly basis casual staff can resign with 15 days notice or refunding 15 days salary instead of notice.

7.06 Retirement

- a. Every staff will retire from service fulfilling the age of 65 (sixty five).
- b. The authority can recruit the concerned retired staff on contract basis for one year with a maximum limit of five years as per necessity of the organization.

7.07 Release Order

- a. For each case of resignation, termination, dismissal, discharge, redundant and retirement the staff have to collect a clearance certificate (Annex – 15) from their

last duty station. One copy of the clearance certificate should be sent to the Human Resource and Administration, and Accounts section.

- b. On the basis of the clearance certificate the personnel section will prepare the release order (Annex – 16). The release order will then be sent to the accounts section for final payment after preparation and with the approval from the concerned authority. Following documents needs to be submitted to the accounts section along with the release order;
 - i. Clearance Certificate (annex -15)
 - ii. Concerned documents of resignation, termination, dismissal, discharge, redundant or retirement
 - iii. Letter of acceptance, if the staff resigned
 - iv. Charge handover note

7.08 Final Payment

- a. The final payment of the staff appointed by the Executive Director will be completed from the accounts and finance section at the head office.
- b. Final payment of the respective staff recruited locally at the regional offices and the project offices by the respective managers will be completed at local level.
- c. The project staffs after clearing all the debts can collect the salary and other benefits till the last working day from their respective project offices.
- d. The contractual staff can collect the salary and other benefits from their respective working offices till the last working after clearing all the debts.
- e. Staffs recruited on daily, weekly or monthly basis will collect the final payment after clearing all the debts from their respective working offices.
- f. Last month's salary of the job separated staff will be given along with the final payment.
- g. The accounts section will book the net payment of the staff at the Head Office's accounts or will deposit the amount to the staff's bank accounts through account payee cheque, if any staff doesn't settle the final payment with having releasing letter within three (3) months after job separation. If any staff does not settle with the final payment within 36 months after job separation, NGO Forum will not be liable for his/her transaction/ payment.

List of Annexes:

- Annex – 1 - Joining Letter
- Annex – 2 - Release Order (for Transfer)
- Annex – 3 - Joining Letter (after Transfer)
- Annex – 4 - Vehicle Requisition form
- Annex – 5 - Travel Authorisation Form
- Annex – 6 - International Travel Authorisation Form
- Annex – 7 - Application for Staff Loan
- Annex – 8 - Temporary Loan Form
- Annex – 9 - Application for PF Loan
- Annex – 10 - Overtime Form
- Annex – 11 - Leave Application
- Annex – 12 - Annual Confidential Report
- Annex – 13 - Annual Confidential Report (for grade 1-3)
- Annex – 14 - Clearance Certificate
- Annex – 15 - Release Order
- Annex – 16 - Nomination form of Provident Fund, Gratuity, Insurance and other benefits
- Annex – 17 - Salary Structure of Regular Staffs
- Annex – 18 - Grading of Project and Contract Staff