



CYDA Staff's Work Policy 2024

ADDRESSES:

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1. Introduction:

This staff policy is prepared by the HR unit of CYDA and approved by the Executive Committee and ratified by General Body of CYDA. This Staff policy will be reviewed in every three years. It can be amended at the time of Annual Review Process, so that staff can understand, discuss, and give their suggestions to the policy.

2. Staff Recruitment Protocols:

- 2.1 The Selection of the staff will be based on a requirement of the organization and as well as specific needs of the projects.
- 2.2 The project head will provide a Job Description to Human Resource Department for announcement of the vacancy.
- 2.3 HR will publish the vacancy advertisement and shortlist 10 candidates by resume screening. And forward to the Line Manager.
- 2.4 The Line Manager Shortlist 4 candidates after interview and forward to HR.
- 2.5 The Interview board will be consisted of Line Manager, Line Mangers' Line Manager and representatives from HR unit and if required special invitees and technical staff can be included in the selection committee.
- 2.6 Selected candidates given priorities on the basis of rating scale.
- 2.7 Candidate will be appointed after two positive feedbacks during reference check.
- 2.8 Approval from the chief executive/Secretary is required for the final appointment of the candidates.
- 2.9 OFFER LETTER send to the Selected candidate through mail with Salary/ honorarium, Line Manager, Job Description, Joining Date and Location.
- 2.10 APPOINTMENT LETTER send after candidate accepted the Offer letter on mail. Appointment letter is on CYDA letter head with appropriate.

3. Selection of the candidate:

- 3.1 The selection of the staff will be based on a requirement of the organization and as well as specific needs of the projects.
- 3.2 The requirements will be discussed in the SMT meeting and get approval for the recruitment process.

- 3.3 Selected candidate will be initially appointed for a probationary period on contract basis minimum of three months and maximum of six months and on the basis of his/her performance during probationary period, candidate will be regularized.
- 3.4 During the probation period, the notice period is fifteen days only from both sides.
- 3.5 During their probationary period performance will be evaluated by his or her line manager and recommended by SMT and forwarded to secretary for the final approval
- 3.6 If performance is satisfactory then candidate will be regularized. But this can be depending on financial condition of the unit and organization.
- 3.7 Staff receives salary, Consultant receives Honorarium. Tax will be applicable for staff and consultants.
- 3.8 Interns receive stipend. For Interns the 10 % TDS will be deducted If the Stipend will be 30,000/- or above 30,000/- per year. (As per Section 194J TDS)
- 3.9 All appointment will be based on the job description. All regular appointment will be either for a period of 3 years or till the time of project period.
- 3.10 Appointment of Chief functionary or Executive Director will be for a period of 5 years and additional extension for 1 year or till we find a new Executive Director. After that his/her contract comes to an end.
- 3.11 Appointment of the interns and contractual workers can be discussed in the Program Management Team and their appointment shall not be for more than 10 Months.
- 3.12 All the appointment of staff, their increment as well as approval of termination of the staff will be signed by the Chief Executive/Executive Director. The appointment letter of the Chief Executive or Executive Director will be signed by the Secretary or the president of the organization

4. Office Time:

4.1. CYDA Office is closed on Saturday and Sunday, however field work can be continued based on the requirements

4.2 Office will be opened at 09:00 AM. All staffs are expected to reach office before 09:30 AM.

4.3 Office based Staff can reach to office from 09:00 AM to 09:30 AM but staff need to complete the 9.00 hours of Office time including Lunch break.

4.4 Project based staff need to follow the Time as per there Line Manager and Project Head Instructions.

4.5 Un-informed absence will be considered as unpaid leave.

4.6 Uninformed absence from service for more than 5 days will be liable for Abscond.

5 Attendance:

5.5 There will be an attendance register in the office. All the regular, probation staff will mark the attendance on the register as

1. AL- Annual Leave
2. SL- Sick Leave

5.6 All staff, interns and consultants will submit a Weekly Planner to the Line Manager and Monthly Project Report to the Line Manager and Documentation unit.

5.7 A separate Attendance register has to be maintained for interns as well as block placement students who are placed in the organization.

5.8 Every staff is expected to submit a timesheet on the last working day of the month. Salary will be based on the time sheets.

5.9 Work from home is permitted with prior approval of the Line Manager as well as situation at the work place. Work from home without approval will be considered as leave with or without pay.

5.10 Absence from field work or from office, either due to work from home or sick or annual leave, proportional field travel will be deducted from the payments. Travel allowance is exclusively for the field travel.

6. Performance Appraisal:

6.1 Performance appraisal is a method to understand learning of the individual as well as the individual's contribution towards the growth of organization.

6.2 Performance appraisal process is conducted in CYDA every year. So that the organization will know how well an individual is fulfilling the job requirements.

6.3 There will be two types of appraisal:

1. Peer appraisal
2. Line Manager
3. Appraisal by the SMT/EC

6.4. Performance based increment

RATING SCALE GUIDELINE

- Exceptional (A+) Performance exceeds expectations in all areas of responsibility 2%
- Above Expectation (A) Performance above expectations 2%
- Meets Expectation (B) Performance meets expectations 2%
- Needs Improvement (C) Performance does not meet expectations. (Basic increment)
- Underperformance (D) Performance falls substantially short of expectations (No Increment)

6.5. Under performance more than one will be liable for termination. However their performance will be reviewed after six months scoring under performance.

6.6 Every four years, salary scale review will take place to put the salary of CYDA on par with market rate.

6.7 Performance planning or objective setting is finalized during the month of March or at the time of appointment of every staff. The performance planning stage enables employees and management to come to an agreement on what is to be accomplished during the year and how it will be carried out. (MARCH/AT THE TIME OF APPOINTMENT)

6.7.1 Job description or list of duties - Each employee must have an up-to-date job description defining the purpose of the work and the responsibilities involved.

6.7.2 Setting of objectives for each key responsibility is associated with a position, at least one objective should be established for a particular period. The objectives should be clear and quantifiable, and the assessment criteria should be mentioned.

6.7.3 Individual action plan - The individual action plan is a planning tool used to specify the steps to be taken to achieve the objectives set beforehand. The action plan should be prepared jointly with the immediate line manager. It may also involve new initiatives facilitating improved productivity or personal capacity development.

6.8 Performance Monitoring and Management

Staff performance and productivity review is an on-going process and will be carried out throughout the year. Line Manager will meet the staff once a month for half an hour to understand the progress.

6.8.1 On-going Supervision Involves taking the time to observe, examine sources of difficulty and

seek solutions.

6.8.2. Staff can select any staff manager and above or any Executive member as mentor.

6. Leave:

- 6.1. Senior Management Team can propose 12 Festival Holidays and get approval from EC meeting in January.
- 6.2. There will be 12 Sick Leave/Casual leave- 1 leave per month.
- 6.3. There will be 18 Annual leave after completion of 11 months
- 6.4. There will be 5 days Bereavement/ emergency leave with the permission of Chief Executive/Secretary of the organization.
- 6.5. The Annual leave can be accumulated and carried over to the next years. It is to be noted that one cannot carry over more than 60 Annual leave days.
- 6.6. Female Staff can avail maternity leave only after completion of Probation period and on the following terms, as Maternity Benefit Act of 1961
- 6.7. Women employee is entitled to a maximum of 6 Months of maternity leave for the first two children.
- 6.8 Maternity leave of 6 months to be available to mothers adopting a child below the age of three months as well as to the “commissioning mothers”. The commissioning mother has been defined as biological mother who uses her egg to create an embryo planted in any other woman. (maximum 2 times)
- 6.9 Women employees are also entitled to two weeks additional month of paid leave in case of complications arising due to pregnancy, delivery, premature birth, miscarriage, medical termination or a tubectomy operation.
- 6.11 Maternity Leave is payable leave except the Travelling Allowance.
- 6.11 Male employees can avail a maximum of 10 days paternity leave (to be taken within 30 days of delivery) but in the case of up to 2 children only (with requisite explanations and reasoning given in writing) Leave without pay is possible with permission of the Chief Executive recommended by the line Manager.
- 6.12 The line manager is the authority to approve or disapprove leaves for the staff and interns. The staff has to report the leave both to the line manager and administrative officer. If the leave is not informed in the prescribed format, it has to be emailed or given in written to the line manager with cc to the administrative officer. Without any written information leaves or compensatory offs will not be sanctioned by the line manager or supervisor. The written communication should clearly mention the date of the leave taken.
- 6.13 Noncompliance of leave absence will amount to be considered as leave without pay, even if they are eligible for the leave.
- 6.11. During the notice period no leaves will be applicable.

7 Terminations:

7.1 Causes:

- Low performance.

- Violation of Company Rules.
- Employee Disciplinary Action.
- Harassment of any sort, be it sexual, physical, mental, or emotional.
- Lack of cooperation and progressive discipline
- Leaking information to competition, etc.
- Anything related to Conflict of interest

7.2 On the basis of causes the Line manager issue the Warning letter with the 15 days' observation period.

7.3 After 15 days the final termination is done with the Chief Executive/Secretary approval if the Warning reason is not resolved, with 15 days salary given in advance.

7.4 In special case On the Spot Termination can be done if Staff did any criminal behavior.

7.5 The Experience and Reliving Certificate will not be providing to the Terminated Staff.

8. Abscond:

8.1 Uniformed leave up to continue 3 days is liable for Staff to Abscondation.

8.2 Staff needs to join the work on the 4th or 5th day after Follow-up of Line manager or HR.

8.3 The staff will be Abscond on the 6th day from absence with the 15 Days' Notice period amount deduction from the NO DUE Full and final amount.

9. NO DUE FULL AND FINAL AMOUNT PROCESS:

NO DUE form to be filled either on last day or within 8 days end of the service, post NO Due form is clear CYDA will not be liable for any further payment of any organizational payments.

9.1 After resignation staff have to complete the Notice period as per the Contract/Appointment letter otherwise the Notice period payment will be deducted from the NO Due full and Final amount.

The No due payment will be process after 30 days to days from the last day of service.

9.2 The staff whose Project is completed or contract completed those staff's NO DUE Full and Final amount payment will be paid to them on immediately.

9. Salary Scale with benefits:

9.1 Salary Scale

Sn	Designation and Salary scale	Junior-Senior Scale
	Office Staff	Rs.
1	Program Executives	15,000-30,000
2	Program coordinator	30,000-40,000
3	Managers	40,000-60,000
4	Directors	60,000-90,000
5	Chief Executive/Executive Director	90,000-150,000

10.Reimbursement or other benefits:

SN.	Designation	For local travel and Communication cost and other support cost
1	Program Executives	2000-3000
2	Program coordinator	2000-4000
3	Managers	4000-5000
4	Director	5000- 6000
7	The Chief Executive	10,000

11: Insurance: All staff will be insured for

9.1 Medical & Accident insurance premium up to Rs 10,000 be applicable or reimbursed per year for regular staff or the organization will plan an insurance policy for the staff, whichever is convenient.

9.2. CYDA will take measures and steps towards the security package of the regular staff both in terms of PF schemes etc.

12.Reporting & Tools of Report:

12.1Monthly Report:

- Every staff has to keep a Time-sheet every month and submit to Line Manager on or before 30th of the month.
- Each unit or project coordinator should submit a Monthly Program/Project Progress report to unit head/ head of programs on 26th of the month.
- Monthly payments and accounts to be closed on or before 10th of next month
- Media/Documentation unit will circulate a Monthly newsletter 10th of every month
- A check-list has to be submitted to Office bearers on 10th of every month by Finance officer/Chief functionary.

12.2: Project Reporting

- Project Report (Monthly, Quarterly, Six Monthly and Annual) shall be submitted as mentioned in the project agreement. The submission shall be within 5 days.
- Project Completion report as well as Audited UC shall be completed and submitted to funding organization within 30 days of the project period completion.

12.3. The preparation for the submission of new or extended project should start form three months before the completion of the project or beginning of the new project. Program Officers along with their line managers are responsible for this.

13.Planning / Monitoring/Review of the Activities: -

112 Units meeting will be held every week. This meeting includes the unit head and all members including part-time, interns as well as block placement students. The purpose is to review and prepare weekly plan for the next week

113 Heads of all units and also few coordinators of major projects will form Program Management Team. PMT meeting will be held twice a month:

114 Quarterly Staff meeting will be a full day event This is an important meeting of the organization. All staffs including interns are expected to attend this meeting. This need not be in the office.

115 There will be six monthly reviews as per the unit. Mid-Year Review will have to be completed before 1st Saturday of October. This Review Will Monitor the progress of the first six months, to plan for the next six months as well as to prepare a draft plan for next year. This can be for two days.

116 Annual Review will be held for 4 days. This includes performance appraisal of the staff as well as annual report and audit preparations and completion. This has to be completed before 2nd Saturday of the April.

117 General Body Meeting Will be held on 2nd Saturday of January or completed before 31st of January.

11.8 Executive Committee meeting will be held on 2nd Saturday of August or before 30th of September. Need based Executive Committee will be called by secretary/Chief Executive.

118 Executive Members Committee are invited for Quarterly, six monthly and Annual review processes.

13 Accounts:

13.1 All the cheque payments are the responsibility of the Finance Director. The unit heads shall prepare a payment order and get it sanctioned from the Line Manager and forward to Account Department for approval from the Treasurer/appropriate authority.

13.2 Advances will be paid to the staff as per the request with a prior notice not less than 48 hours.

13.3 Submission of bills after getting sanction from the immediate Line Manager as applicable and Line Managers' Line Manager will be Authorized signatory.

12.4 Honorarium/Salary will be paid within seven days of the next month.

12.5 No personal advance will be paid to the staff but in case there is any need of salary, advance up to 50% shall be given to the staff at any time of the month, with approval from Line Manager and Account department.

12.6 All the FCRA vouchers will be kept differently specific project files.

12.7 All payments will be done in Cheque. However, no payment above Rs 5000 shall be paid in Cash. The director or Treasurer can take decision in case of special need to pay cash above Rs 5000/-. All the cash payment has to be approved by the line manager of the concerned staff.

12.8 All advances/bills shall be submitted within 3 days of return of the staff from his/her travel. No further advance is provided till the first advance is submitted.

12.9 All advances or payments are approved by Line Manager and forwarded to Finance officer for his recommendation to the treasurer or appropriate authority for final approval.

12.10. The General body can nominate two signatories from management and minimum two signatories from office bearers/EC to be the signatory of the organization. However, all above Rs 100,000 requires one sign from management and one sign from Office Bearers. The Finance officer has to prepare a payment order after completing all the formalities and get the approval of the approving authority before payment.

12.11. All payment which does not have a budget line, nor does not have fund availability has to be approved from the Treasurer/approving authority.

12.12. Opening of official accounts in any bank, anywhere in India requires the mandate and approval form Executive committee.

14 Auditing & Office bearers meeting

14.1. General Auditing will be completed before 31st July every year

14.2. FCRA Auditing will be completed before 31st July every year

14.3. Audited utilization statement should be prepared as per the instructions from the project coordinator or unit head. However, it has to be completed within 30 days of the completion of the project.

14.4. Board member will appoint an internal auditor based on the requirement

14.5. Annual report and Audited statements should be submitted during August EC meeting.

14.6. Annual Plan for the next year should be presented during January GB meeting.

15 Staff role as resource person to other projects:

15.1. Staff representing CYDA can provide support and input to other institutes and organizations as Resource person. However, this has to be informed to the Line Manager as well as mentioned in the staff Whatsapp. Honorarium received from this will be given to staff welfare fund. Any expenses will be reimbursed from CYDA. Staff welfare fund will be operated by Staff welfare committee.

15.2. There has to be written invitation from any agency or institute towards one's role as resource person and has to be approved by the immediate Line Manager and a copy of the same has to be marked to the Administration to put in their personal file.

16 Staff if appointed other locations.

16.. Based on the requirement of the project, staff can be appointed at multiple locations. If such appointment is done, CYDA will prepare an operational guideline for such locations which will be mandatory for those location staff. Each such location will be guided and managed by Location in Charge.

17 Community Contribution:

Every program/ project shall take necessary steps to raise contributions of community towards the sustainability of the project or unit and activity. This could be through generation of fund through memberships, getting contribution by way of kind, collaborating with appropriate organizations.

18 Human Resource Development:

18.1. Staff will be given opportunities for training/conferences/seminars/network meetings etc on the areas of their work as part of personal development. Staff can propose to the Line Manager for such training programs that will be discussed during PMT meeting and necessary steps can be taken for their participation.

18.2. There will be staff development programs undertaken by the organizations to improve the skills of the staff.

18.3. Staff is also permitted to study or undertake distance or online or external courses without affecting their work as well as job description. However, the full-time staff is not allowed to take up full-time courses with regular attendants in school or college.

18.4. Staffs are expected to relate to various forums and networks within the city and outside such as VANI, NBA, PIPFPD, CONNECTING, etc.

18.5. The Chief Executive shall sign all the important documents, including all projects as well as all documents with external agencies, donors as well as the government agencies

18.6. Staff has to put their learning objectives for the year and see that the objectives are met at the end of probation or during appraisal period.

19 Code of Conduct

19.1. The purpose of code of conduct is to articulate a set of general principles and standards which govern the professional activities and conduct of staff of CYDA thereby maintaining a high level of professionalism.

19.2. CYDA believes in honesty, integrity, transparency and accountability with responsibility in all its dealings both internal and external environment. The personal interest, public pressure or political or religious influence must never guide his/her conduct.

20 Code of Ethical Conduct

20.1. Fraud staff shall never engage in any financial fraud which includes mismanagement of finance, using properties for personal gains, theft, dishonest conduct in dealing with the properties of CYDA.

20.2. This also means that full-staff will not engage during working hours in any outside activities or occupation which provides additional income to the individual.

20.3. This also means there will not be any conflict of interest in its programs, activities or getting contracts as well as quotation.

20.4. This also means that staff shall use office resource for official purposes, including, telephones as well as other facilities including vehicles etc. However, facilities like email and internet shall be used in minimum and for important reasons only. The personal use of facilities shall really cost in terms of productive use of their time in professional work.

20.5. Staff will not give any preference to his/her relatives or friends unless and until they go through the competent process.

21 Conflict resolution:

If a staff has any problem with his/her line manager can approach his/her line managers' line manager or higher and responsible people of the organization or any board members of the organization with their complaints. Conflict resolution

necessarily does not mean differences of opinions on decisions making, issues etc. It is concerned with the smooth functioning of one's role or the functioning of the organization.

22 Procurement policy

22.1. All procurement, purchase, annual maintenance, shall be discussed and minute in the PMT meeting.

22.2. Payment/procurement upto 50,000 requires only one quotation. However, 3 quotations shall be acquired for any purchase more than 50,000/.

22.3. Administration will appoint a procurement committee comprises of minimum 3 people to finalize the quotation of the contract.

22.4. This includes 1 from finance and 1 from program and 1 can be invited from staff who has technical information about the contract.

22.5. All purchases and Annual Maintenance contract above Rs. 50,000 shall get approval from Chief Executive.

22.6. Any procurement without outside project fund require approval from the Chief Executive. If it is more than Rs 50,000 need to inform during executive committee meeting.

23 Assets disposal

23.1. Asset registered in the asset register shall neither be sold nor hand over permanently to anybody without the written permission from the EC meeting.

23.2. The administration shall maintain an assets register of everything that is Durable including stationery etc.

23.3. This assets register shall be made available for auditing either internally or externally

24 Travel facilities:

24.1. Out station Visits reimbursement will be applicable more than 08 hours work outside Pune District limits. Outstation reimbursement is applicable only when staff moves out of their work location and stay overnight for official purposes. Work location will be mentioned in the appointment letter.

24.2. All expenses including food, travel and accommodation will be reimbursed based on actual bill. In exceptional cases key resource persons or consultants will be provided lump sum DA allowance as outstation expenses.

24.3. 24.4. Hotel booking shall be reasonable as well as at a decent place for safety and security of the staff. Office administration should help the program staff to identify and locate a decent place for overnight stay, if there is no provision for stay.

24.5 Administration should keep a list of hotels or hostels where staff can stay in key cities or locations where staff visits very often.

24.6. Before any outstation travel staff has to get written permission from the Line Manager for the travel, its purpose and advance required. This has to be filled in a travel form.

24.7. Staffs are allowed to travel in sleeper as well as in 3AC. Special permission is required from Office Bearers to travel any grade above 3AC or by Air. However, staff can take decision to book tickets in any grade including air ticket if this is completely reimbursed by the visiting organization or by the program and its cost is below Rs 4000 per trip.

24.8. If staff is travelling in group or with a team more than two persons, preferably it is encouraged to take sleeper class train tickets.

25 Foreign Trips:

Foreign visits / as participation in seminars will be discussed in the CMT meeting and appropriate opportunities will be given to each staff member as well as interns and volunteers based on learning opportunities and thematic interventions of the staff. Once nominated by the CMT the trip has to be approved by the Office Bearers of CYDA. However, CYDA encourages to such staff to avail scholarships or sponsorships from the host organization or country.

26 Use of Personal Laptop

Those staff who have personal laptops and if it is used for professional work during the office time, as well as outstation CYDA will reimburse Rs 500 per month towards the use of personal laptop. However, the staffs have to keep few folders exclusively for official purposes and Administration will copy the same in the Common drive as part of the documentation purposes.

27 Reimbursement of staff/trustees as resource persons.

27.1. Since there are limited people in the projects, if expertise of staff and trustees utilized for the purpose of project, following amount will be reimbursed from the project to CYDA.

Level of Staff	Per Day
	Rs.
Senior consultants/the Chief Executive	10000.00
Director/Executive director/Junior consultants	5000.00
Manager	3000.00
Coordinator	2500.00
Officers	2000.00

Executives	1000.00
Support staff/ interns	500.00

27.2. If any trustee/office bearer is providing their skills/competencies to specific project or become part of the program, then this can be compensated based on their engagement. However, this will not include their contribution to CYDA in terms of regular meeting, reviews, EC/GB meetings, participation in any event, inception of the projects/program etc. If fund are available expenses will be reimbursed by the organizations.

28 Use of CYDA assets:

CYDA has its own assets viz. Vehicles, Hall, Projector, Laptop, Camera etc. for organizing any program which is funded under some project. The maintenance charges for these assets are reimbursed to CYDA from the project fund for which the program was organized as per the following details:

Particulars	Per Day
Car	14 per Km
Two wheeler	4 per km
LCD Projector	1000.00
Digital Camera	100.00
Laptop	100.00
Computer	100.00
Hall	1000.00

28.1 In many cases the vehicles are used and drivers are hired and cost charged has to be as per the norms of the market. Therefore, minimum charge for 4 hours will be Rs. 500 and for eight hours will be 1000/.

29 Other services

Other services such as electricity bill, rent, telephone, office management expenses, office hospitality expenses, accounts charges, auditing charges, etc will be reimbursed as per the finance availability in the project's administration cost.

30 Internship

31. 1. CYDA encourages internship from within and outside India. This internship can be paid as well as un-paid. Paid internship depends on the fund availability as well as is based on the specific skill requirements of the unit. Unit head shall decide the paid internship and this has to be recommended by the line manager of the unit head and has to be discussed and finalized in PMT meeting.

31.2. Unpaid volunteers are welcomed always. They should have specific job description and they work like staff. All official expenses incurred will be reimbursed after the approval from their supervisor.

31.3. Interns will have supervisor as well as coordinator. Coordinator will be responsible for mentoring and smooth engagement of interns in the organization. However, the supervisor is their immediate line manager.

31.4. Interns as well as volunteers can have mentors. These mentors are theme based as well as to help them to learn better. These mentors shall be from inside the organization as well as from outside the organization. Mentors and Interns/Volunteers should be mutually agreed and acceptable to each other.

31.5. Young people from foreign countries, interning with CYDA can avail additional 12 days leave other than what is mentioned. This has to be utilized for travelling to the country side as part of learning opportunities. This leave is not applicable for intern's from India.

32. Memo to staff, interns

The line Manager or supervisor can give memo to staff if their performance or not adhering the values of the organization. However before giving memo it has to be discussed and decided in the PMT meeting. More than 3 memos account for the termination however with regard to the regular staff the case has to be presented in the Board meeting.

33. Appointment of consultants:

33.1 Consultants are appointed based on specific need as well as requirement of the projects. Before appointing the consultant, specific unit has to prepare a TOR and has to be recommended by PMT. Chief Functionary can inform the secretary and with his/her approval, minimum three quotes has to be received and best can be selected by a committee appointed by PMT. This committee should have minimum 3 people, including Finance Officer, Chief Executive and the unit head.

33.2. If services of a specific requirement where there are not many resource people available, with the permission of the Office Bearers, with a single quote, if the cost is less than Rs 50000, within in a financial year, with approval from the chief executive

34. General Body/EC member's role

34.1 General Body meetings will be held in January and August of every months

34.2 Online EC meeting will be planned for half days on May & October every year

34.2. EC members will appoint a sub group to review the program as well as finance and Administration Management. They will do this review minimum once a year.

35. CYDA Celebrations:

Every year on 10th of January is celebrated as a CYDA Foundation Day. However, this can be celebrated as per the convenience. All the associate members, advisory board members are invited for the same celebration.

36. Enquiry Committee:

A committee will be formed in case of loss of property, theft, miss-utilization of facilities of the organization, lack of performance of staff, Issues related to Gender discrimination, any complains of serious nature. This committee will be formed the staff/trustees/ outside depending on the seriousness of the situation.

37. Sexual Harassment Committee:

Every year a sexual harassment committee should be formed during the Annual Review. The committee should be comprised of minimum 3 members and maximum 5 members out of which 3 members must be female. In the committee 2 person must be from staff, one person from EC and another external person should be included to avoid nepotism. Head of the organization will not be in the committee.

A senior female staff will be convener of the committee. Their names should be displayed in every office.

The role of the committee empowered to take up complaints not only from within the organizations as well as concerns related to staff outside as well as from field areas too



Mathew P.L.
Secretary & Chief Executive
CYDA, Pune



Priyanka Sharma
Tresurar



Dilmeher Bhol
President

