



**Government of Meghalaya**

# **HUMAN RESOURCE MANUAL**

**MEGHALAYA BASIN  
DEVELOPMENT AUTHORITY  
(MBDA)**

**MEGHALAYA BASIN  
MANAGEMENT AGENCY  
(MBMA)**

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## **INTRODUCTION TO HR MANUAL**

### **Overview of the HR Manual:**

This manual was designed to support HR managers within the organization, both at head office – State Management Project Unit and in field operations such as Districts and Blocks offices. It provides a framework of policies, procedures and guidelines as a practical guide for HR management in field, and head office.

### **Who is this HR Manual for?**

This HR Manual is primarily for HR managers and then the employees. It is relevant to all HR personnel within the organization. This manual is also a useful guidance document for managers involved in HR matters such as training and development, performance monitoring and other HR matters.

### **Why use this HR Manual?**

This HR Manual sets up a good foundation of HR systems, policies and procedures to ensure a smooth day to day operation within the organization by abiding to the HR Policies that are laid down in this manual.

Ensuring this will provide all employees with the adequate HR support and guidance. Users of this manual should select and adapt the information provided according to the needs and requirements in their operations.

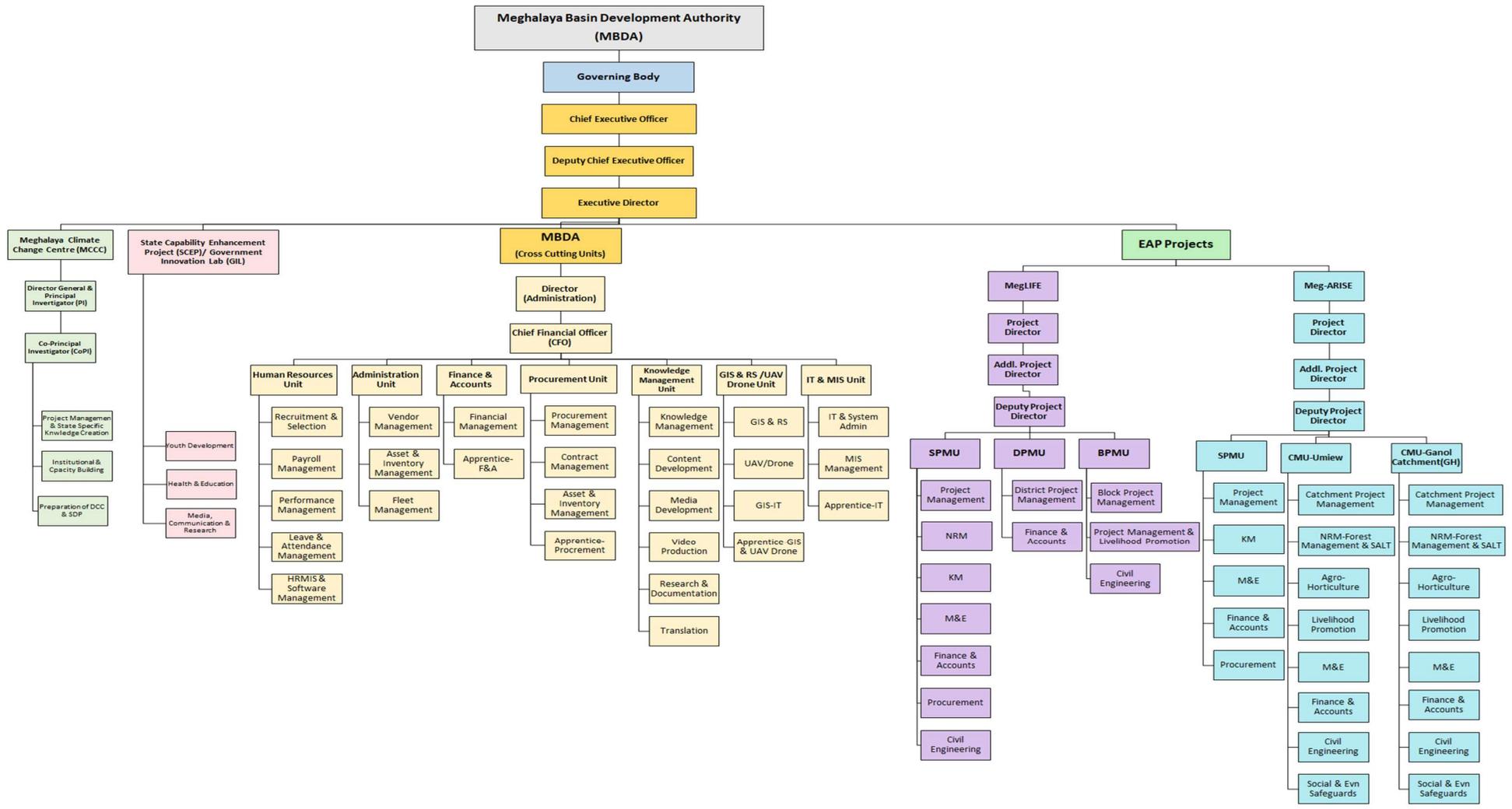
### **Please Note:**

The Management may at its discretion to add / amend / delete any of the Policies that are mentioned in this HR Manual as it deems fit from time to time.

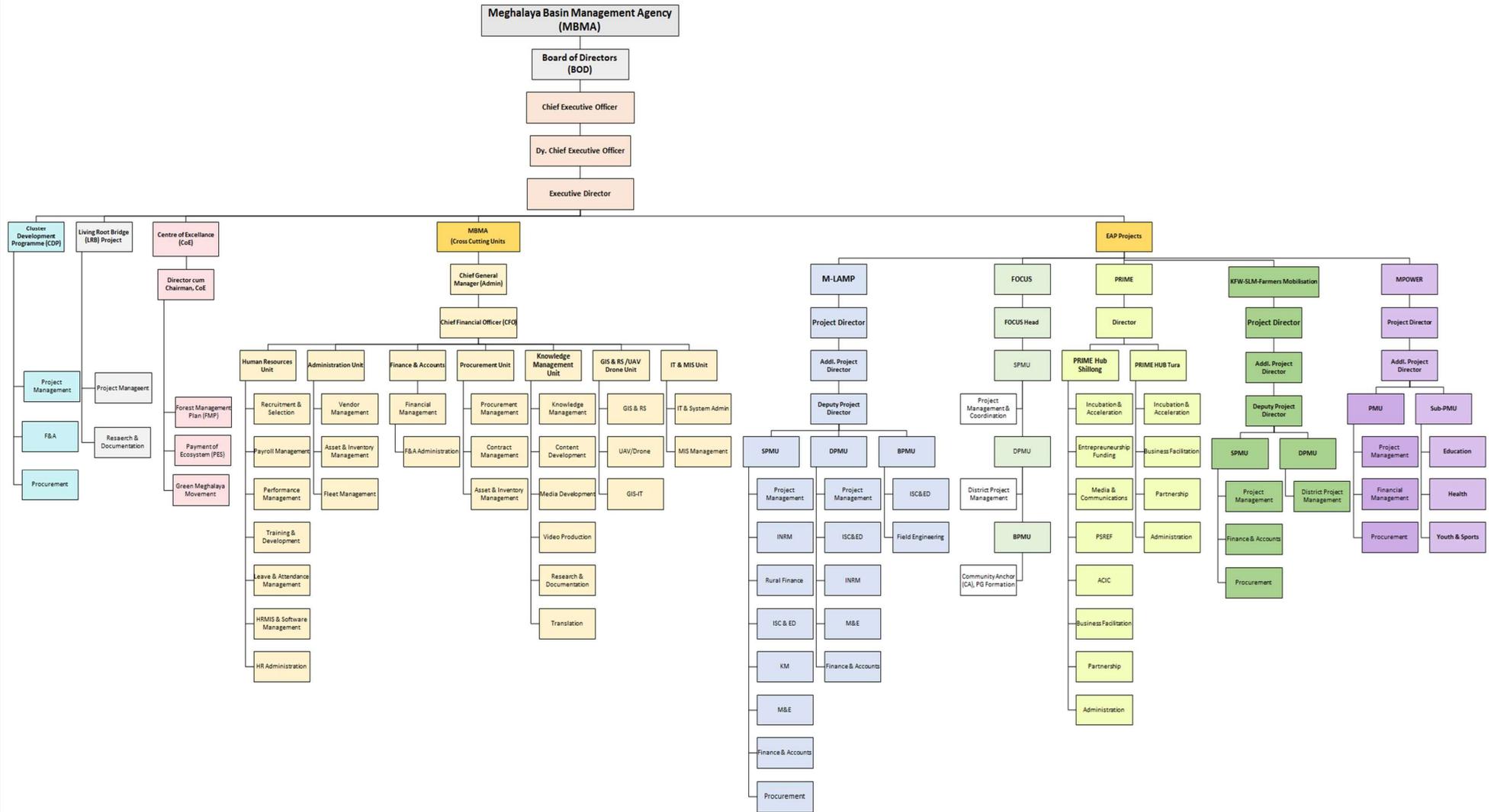
Any Policy changes will be fully consulted on and communicated to all employees through normal communication channels. This HR Policy Manual will also be updated as necessary.

# ORGANIZATIONAL STRUCTURE

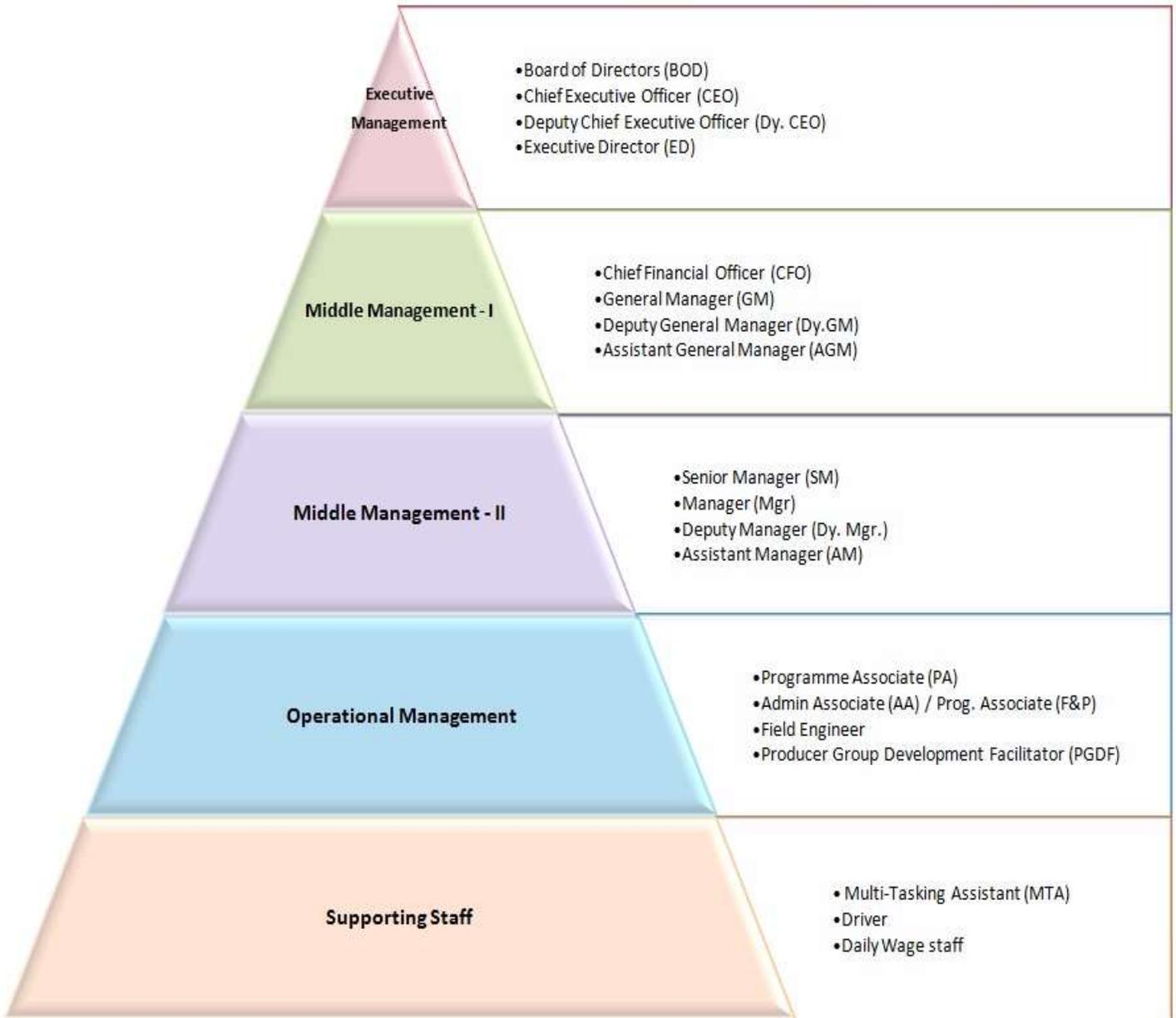
## 1. MBDA Structure:



## 2. MBMA Structure:



## **ORGANIZATIONAL PYRAMID**



## **RECRUITMENT AND SELECTION POLICY & PROCEDURES**

MBDA/MBMA strongly believes that efficiency, effectiveness and success of the organization depend largely on the skills, abilities and commitment of the employees who constitute the most important asset of the organization.

**Objective:** This aims to promote and maintain high standards of professional recruitment practice in attracting potential candidates who have the relevant skills, qualifications and experiences to make a positive and innovative contribution towards the organization. Ensure that equality of opportunity is considered as an integral part of good recruitment practices and procedure and also to ensure all appointments are made on basis of merit, skills, qualities, abilities, experience and competencies as being necessary to the job. Maintain professional standards of recruitment practices as per the policy.

**Roles and Responsibilities:** Line Manager/Component Head or Managers/HR must ensure that they comply with this policy and the prevailing Central and State legislations regarding recruitment and selection and employment of staff. HR will support line/component head or managers in the design of good quality recruitment and selection processes and in administering elements of that process such as placing advertisements, arranging assessment events including administering psychometric tests if necessary, sitting on interview panels if required and issuing contracts of employment.

**Recruitment and Selection Principles:** Recruitment and selection processes at MBDA/MBMA will be:

- Transparency
- Timely
- Cost effective
- Equitable
- Free from conflict of interest
- Accessible to all regardless of their background

## MANPOWER PLANNING AND BUDGETING:

Planning and budgeting for manpower is based on on-going projects, expansion of projects and scope of future projects. It is the responsibility of the HR manager's to design the process in compliance with MBDA/MBMA's recruitment and selection principles and State labor laws to ensure that they maximize the chances of recruiting the best candidate in the market. Manpower planning should involve the following steps;

**1. Creation/Replacement of post:** According to the needs of the various live on-going projects, creation of post and replacement for an existing vacant post will be initiated as per the requisitions made by the respective functional component heads or managers.

1.1. Manpower requisition form will include the following information;

- a. Name of the position
- b. Name of the component/division/unit
- c. Name of the Project
- d. Reason for requisition (New Requirement / Replacement)
- e. Job Description or Terms of Reference
- f. Desired Educational Qualification
- g. Any other qualification or Technical Qualification or Additional Skills required
- h. Desired Work Experience
- i. Total no. of requirement or vacancy
- j. Proposed budget for the position and its monthly emoluments
- k. Requisition made by (name, designation and signature)
- l. HR Comments on the requisition (if any)
- m. Approval name & signature of the management.

1.2. Component Head or Project Head will be responsible in designing the TOR and KRA for required positions.

1.3. Confirmation of positions/job title, monthly emoluments, job specifications, and terms and conditions of employment will be finalized by the HR.

1.4. Identifying suitable recruitment & selection assessment techniques by the HR.

1.5. Leading the whole selection and assessment process by the HR.

**Note:** For *Manpower Requisition Form*, please refer to **Annexure - 1**

**2. Authority to recruit:** Authority to recruit is obtained once the above manpower requisition form is accepted and approved by the Competent Authority. Concerned functional head or manager is responsible for furnishing the manpower requisition form in outlining the reason of vacancy and a brief statement of the job's purpose.

### 3. Job Title, Job Specification, Role Outline and Pay Scale:

- 3.1. Job specifications indicating the eligibility requirements in terms of minimum educational and/or professional qualifications, length or duration, nature & quality of experience, skills, and upper age limit etc.
- 3.2. A general outline of the role and responsibilities will be laid down in respect of each job title or position along with the pay scale or consolidated daily/monthly wage rate in which the posts in the category will be operated.
- 3.3. To ensure uniformity and consistency such as job titles, job specifications and role outlines together with the pay scales & essential minimum qualification in respect of the posts that are currently prevailing in the MBDA/MBMA which are:

Sl. No.	Designation	Starting Base Pay	Essential Min Qualifications	Min Exp Reqd.
1	General Manager	91000	Graduate	09-10 years
2	Assistant General Manager	78000	Graduate	08 years
3	Senior Manager	46800	Graduate	07 years
4	Manager	39000	Graduate	05 years
5	Deputy Manager	33800	Graduate	04 years
6	Assistant Manager	31200	Graduate	03 years
7	Field Engineer	26000	Graduate	0-2 years
8	Program Associate/ Admin Associate	21100	Graduate	0-2 years
10	Driver	15600	8 <sup>th</sup> Passed	03 years
11	Multi-tasking Assistant	14040	8 <sup>th</sup> Passed	03 years

### 4. Sources and mode of recruitment:

**4.1. Internal Job Posting:** Internal job posting is taken place whenever there is new vacant position or replacement. Existing employee in the organization will be allowed to apply for the same given the following terms mention below:

- 4.1.1. Employee who have completed at least two (2) years or more in the organization.
- 4.1.2. Employees who do not have any recent PIP records past 1 year.
- 4.1.3. Employees are fit to apply as per job specification such as;
  - a. Educational qualifications
  - b. Experience
  - c. Age, etc.

4.2. **External Hiring:** MBDA/MBMA will hire the required manpower externally that is through advertising of requirements in the official website, newspapers (national & local paper), job portals, etc.

4.3. **Mode of Advertisement:** In all instances, vacancies will be advertised externally using one or more of the following methods through State DIPR;

- a. MBDA/MBMA website career page [www.mbda.gov.in](http://www.mbda.gov.in)
- b. External website like job portals which are appropriate to the vacancy
- c. Local Newspaper
- d. National Newspaper
- e. Employment Exchange
- f. Outsourcing to external agency

## 5. Screening Procedure:

MBDA/MBMA practices different stages of selection process in recruitment such as; screening of applications as per eligibility criteria mentioned in the advertisement and notifications, written examination, presentation, technical test, and personal interview. The basic flows of screening process are as follow;

- 5.1. Human Resource Unit shall receive all applications and acknowledge receipt will be issued to the applicants thereof in writing. All application for employment shall be addressed to the Human Resources Unit, MBDA/MBMA.
- 5.2. Human Resources Unit shall screen out all applications that meet the minimum eligibility criteria for further selection process as advertised.
- 5.3. Human Resources Unit in consultation with the Component Head or Manager shall draw up or review the shortlist candidates for the next stage of selection process.
- 5.4. Consolidated list of applications of shortlisted/not shortlisted are put up for approval to the Executive Director or Dy. CEO.
- 5.5. Upon approval, HR shall draw-up the final shortlisted candidates for the initial stage of recruitment i.e. written examination/presentation/technical test which shall be based on the following areas;
  - a. Subject Matter Knowledge
  - b. General Knowledge
  - c. Reasoning/Analytical
  - d. English

## 6. Constitution of Board of Interview:

6.1. The board of interview members shall comprises of, but not limited to the following members;

- a. CEO/ED/Representative of CEO/ED as chairman
  - b. Administration Head as member
  - c. Component/Function Head as member
  - d. External Domain Expert as member
  - e. Human Resource Representative as member
- 6.2. The interview board members shall be provided with the ground rules and procedures for interviewing including the interview assessment sheet, candidate's profiles, consolidated list of shortlisted candidates and terms of reference or advertisement sheet by the Human Resources prior to the actual commencement of the interviews.
- 6.3. The board members shall score the candidates based on the performance in the interview and make recommendation accordingly.

## **7. Selection Procedure:**

Refer to “**Screening Procedure**” at 5.5, the following evaluation method are as follows;

- 7.1. Candidates will need to score the minimum cut off in the written examination to be able to move into the next stage of selection process i.e Personal Interview.
- 7.2. The candidates in the personal interview stage will be rated according to their performance in the interview.
- 7.3. HR will collate and combine the written test scores, personal interview scores to get overall scores of the candidates.
- 7.4. On completion of the written examination and personal interview, HR department will finalize the list of selected candidates ranking the candidates according to their overall score which is the sum of the written examination and personal interview assessment scores.
- 7.5. The candidate who ranks 1<sup>st</sup> shall be selected for the given post.
- 7.6. The selected candidate will be offered appointment accordingly.
- 7.7. In case where the candidate is not responding to any calls or emails within 5 to 10 working days of receiving of the offer/letter of appointment, the offer shall be automatically withdrawn. In such cases the HR can offer the next eligible candidate who ranked second as per the merit list.
- 7.8. There will also be a provision for the next eligible candidates to be kept as waiting list for a period of one year for any future requirement within the organization.
- 7.9. In case of non eligible candidates, fresh advertisement will be floated subject to approval by the competent authority.

## **8. Important notes related to Recruitment & Selection:**

- 8.1. Prior approval is needed from the concerned authority before declaring of advertisement & notification of the vacant position.

- 8.2. If written test is a qualifying exam for any particular recruitment then it should be reflected in the advertisement.
- 8.3. No appointment shall be made to any post in the organization unless the person fulfills the minimum eligibility requirements and conforms to the specifications prescribed for the post.
- 8.4. Provided, however, that in special and exceptional cases appointments may be made subject to the approval of the Executive Director in relaxation of the prescribed specifications.
- 8.5. For the other Ad hoc recruitment, Component/Vertical heads will prepare and send the desired qualification to ED or CEO for approval through the HR Department.
- 8.6. Engaging of casual worker (DEO/Driver/MTA) on need base/temporary basis on daily wage basis as per the Minimum Wages Act of the state subject to approval of the Competent Authority
- 8.7. Driver and MTA recruitment at the District Project Managements is conducted at the district level subject to management approval (ED/Deputy CEO)
- 8.8. For highly technical roles, management may accept direct references

***Note: For Recruitment Guidelines for MTA & Driver post, please refer to Annexure - 2***

## **GUIDELINES FOR JOB APPLICATION:**

The following terms and conditions are as per the job advertisement & notification format.

### **1. Age Limit:**

- 1.1. For all position the age limit is 22 to 45 years.
- 1.2. **Note:** There will be relaxation for age above 45 years depending on the type and nature of positions.
- 1.3. Applicants of sixty (60) years and older can be only appointed on approval by the Chief Executive Officer. Any appointment made in such cases will only be appointed on a temporary capacity, and such cannot become members of the pension Fund.

### **2. Place of Posting:**

- 2.1. Selected candidates shall be posted at the location where the vacancy exists.

### **3. Remuneration:**

- 3.1. The monthly emolument shall be as per designation.
- 3.2. House Rent Allowance (HRA) & Mobile Allowance will be included additionally as may be admissible from time to time.
- 3.3. EPF contributions from both employee and employer.

### **4. Period of Contract:**

- 4.1. Selected candidates shall be given a one (1) year contract. The contract may be renewed subject to the satisfaction of MBDA/MBMA and in continuance of the project.
- 4.2. A detailed document of terms and conditions of appointment would be provided to the selected candidates and a deed agreement would have to be signed by the selected candidates with the MBDA/MBMA to that effect.

### **5. Prescribed Application Form:**

- 5.1. Prescribe application form can be downloaded from MBDA/MBMA website, [www.mbda.gov.in](http://www.mbda.gov.in) "or" can be obtained free of cost from any of the office of the Deputy Commissioner & Chairman, Basin Development Unit (BDU)/District Project Management Unit (DPMU) at the 11 (eleven) district headquarters "or" from the O/o Meghalaya Basin Development Authority/Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya-793003.

### **6. Mode of Submission of Filled Application Form:**

- 6.1. "By Post or Direct Submission" application can be submitted to the Office of the Deputy Commissioner & Chairman, Basin Development Units (BDU)/District Project Management Unit (DPMU) at the 11 districts headquarters "or" to the O/o Meghalaya Basin Development Authority/ Meghalaya Basin Management Agency, C/o, Meghalaya State Housing Financing

Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003” “Or” “Via-email” to recruitmentmbda20@gmail.com

- 6.2. For online applications (via e-mail) all the essential documents should be sent in PDF format only.
- 6.3. Candidates are advised to clearly mention the name of the position being applied in the cover of envelope and in the subject line of e-mail as “**Application for the position of \_\_\_\_\_**”.
- 6.4. Candidates are advised to read carefully the eligibility criteria and other conditions prescribed for each post before applying.
- 6.5. Candidate must enclose along with the application form, recent passport size photograph, and self attested copies of the following documents;
  - 6.5.1. Filled Application form
  - 6.5.2. Updated Resume
  - 6.5.3. Educational qualifications certificates
  - 6.5.4. Proof of Experience or Experience Certificates
  - 6.5.5. Latest salary slips or proof of salary from the current or previous organizations
  - 6.5.6. Additional or technical qualifications certificates (if any)
  - 6.5.7. Identity Proof (PAN Card or Aadhar Card)
- 6.6. Incomplete application shall not be entertained and is liable to be rejected. However, an extra sheet of A4 size may be attached, wherever necessary, mentioning the serial no.
- 6.7. In respect of Candidates who are currently in services, shall submit the “**No Objection Certificate**” from the Employer when called for the personal interview.
- 6.8. Last date for submission of applications will be indicated as and when the advertisement is issued. Application received after the last date will be not be entertained and MBDA/MBMA will not be responsible for any kind of postal loss or transit delay.

## 7. Selection Process:

- 7.1. There will be Written Examination/Presentation/Technical Test and Personal Interview for all positions advertised. Written examination will comprise of subject related matter knowledge, general knowledge, reasoning/analytical, and English.
- 7.2. The Written Examination/Presentation/Technical Test and Personal Interview will be held in Shillong and Tura for the all positions advertised.

## 8. General Information:

- 8.1. The pre-requisite qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. MBDA/MBMA

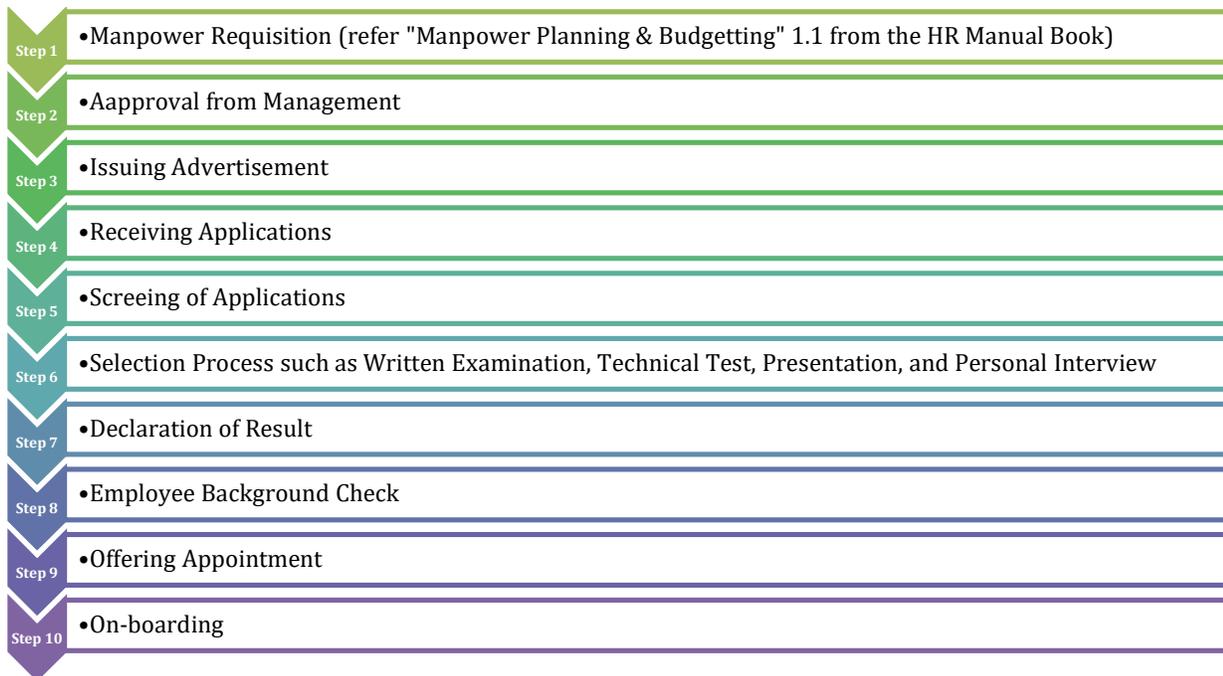
reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by any other condition that it may deem fit.

- 8.2. Candidates are advised to clearly indicate their contact number and e-mail address to facilitate faster communication. Information regarding the screening test/written/interview will be sent only to the shortlisted candidates via SMS/E-mail and no correspondence will be made with applicants who are not shortlisted. List of the shortlisted candidates will be displayed in the MBDA website, [www.mbda.gov.in](http://www.mbda.gov.in)
- 8.3. MBDA/MBMA reserves the right to conduct additional examination /skill test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.
- 8.4. In case of non-availability of suitable candidates with prescribed qualifications and experience, MBDA/MBMA reserves the right to relax the prescribed qualifications and experience for candidates found more suitable for lower position with relevant experience and expertise in the specified field.
- 8.5. The number of vacancies indicated in the advertisement and notification is tentative. MBDA/MBMA reserves the right to increase/decrease the number of posts at the time of selection and make appointment(s) accordingly, if more vacancies do exist in between the advertisement and the selection process.
- 8.6. MBDA/MBMA reserves the right to extend the closing date for receipt of applications. MBDA/MBMA also reserves the right to fill or not to fill any or all the positions advertised or cancel recruitment procedure at any stage without assigning any reason thereof.
- 8.7. No TA/DA shall be paid for attending written test and interview.
- 8.8. Canvassing of any kind will render to disqualification.
- 8.9. Staff already working or currently employed with MBDA/MBMA, who are otherwise eligible, can also apply. However, employee completed more than one (1) year of continuous service in the current position will only be endorsed for application. Their applications must be routed through their reporting officer.

**Note:**

1. *ST/SC Reservation rules as per Government of Meghalaya shall apply.*
2. For "**Standard Job Application Format**" for MBDA/MBMA please refer to **Annexure-3**

## FLOW OF RECRUITMENT PROCESS:



## RECRUITMENT PROCESS DESIGN WITH RESPONSIBILITIES ALONG WITH TURNAROUND TIME (TAT):

STEPS	Line Manager Responsibility	HR Responsibility	TAT
Step 1	Send Manpower Requisition to HR	Send Manpower Requisition Request to management for approval	5 working days
Step 2	Prepare Role Profile : Job Description	Prepare and publish advertisement for the role	5 working days
Step 3	Screening, short listing, selection process (written examination, personal interview, etc.)	Screening, short listing, selection process (written examination, personal interview, etc.)	60 working days
Step 4	-	Issuing offer letter/letter of appointment	5 to 10 days
Step 5	-	On-boarding	Within one (1) month time from the date of acceptance of appointment

## **APPOINTMENT AND CONTRACT RENEWAL POLICY & PROCEDURES**

### **APPOINTMENT SYSTEM:**

MBDA/MBMA ensures equal employment and advancement opportunities to all individuals and the decisions of employment are purely based on merit, qualifications, skills and abilities. In providing employment, MBDA/MBMA does not discriminate on the basis of caste, community, colour, religion, gender, and disability.

**Offer Letter:** Offer letter is being issued to all selected candidates who are found more suitable for lower position with respect to their experience and expertise in the specified field. The offer letter will indicate position being offered, place of posting, salary and allowances admissible, and timeline for accepting the offer. A letter or mail of acceptance indicating the signature from the appointed candidate is required to proceed further for the appointment.

**Letter of Appointment or Appointment Order:** Letter of Appointment is the first communication letter issued from the employer to the newly selected employee. In-case of candidates being offered for lower position, the appointment letter is issued once the offer letter acceptance is received. The letter of appointment includes the following employment terms & conditions;

#### **1. Terms of Service:**

- 1.1. The appointment is purely on contractual basis for an initial period of one (1) year from the date of joining or till the end of the project whichever is earlier.
- 1.2. Subject to performance assessment, the contractual employment may be renewed further from time to time.

#### **2. Posting & Transfer:**

- 2.1. During the contractual period, you are liable to be transferred to any of the District Project Management Unit (DPMU)/ Block Project Management Unit (BPMU)/ Department/ Institution under the same management, as and when necessary keeping in view the nature of work assigned and in the best interests of the organization, without adversely affecting your emoluments and general conditions of service.

#### **3. Duties & Responsibilities:**

- 3.1. The duties and responsibility shall be guided by the Terms of Reference which shall be made available after an Orientation Training.
- 3.2. The appointment is full time in nature and you shall have to devote exclusively to the business of the organization.

- 3.3. You are expected to discharge, to the entire satisfaction of the management, the duties and responsibilities entrusted to you from time to time and also maintain high standards of work expected of you by the organization.
- 3.4. You are required to deal with the organizations finances and assets with utmost honesty. If at any time you are found to possess any moral turpitude or dishonesty in dealing with the organization's finances and assets, you shall be rendered liable for termination without any notice or payment in lieu thereof.
- 3.5. You shall observe and follow all the organizational protocols, rules, regulations, and code of conduct as prescribed by the organization from time to time.

#### **4. Compensation:**

- 4.1. You will be entitled to a monthly consolidated remuneration of Rs. \_\_\_\_\_ or as may be revised from time to time.
- 4.2. You shall also be entitled to House Rent Allowance (HRA) and Mobile & Internet allowance at the rate admissible to the grade/post.
- 4.3. You shall also be entitled to Employee's Provident Fund as admissible under the rule.
- 4.4. You shall be entitled to Medical Insurance as admissible under the rule.

#### **5. Termination & Resignation:**

- 5.1. If any of the information furnished by you along with your application form is false or misrepresented or any relevant information has been withheld, the appointment is liable to be terminated without notice or any compensation in lieu thereof.
- 5.2. The contractual service is also liable to be terminated in the following situation:
- a. on disciplinary ground or
  - b. the position is no longer required by the organization or
  - c. if you join other Organization without prior notice and approval, and
- 5.3. The decision with respect to date of relieving you from the post shall be at the discretion of the Management.
- 5.4. You may also resign from the service by giving 30 days notice in advance or otherwise you are liable to pay the cost equivalent to your monthly remuneration
- 5.5. The Organization reserves the right to terminate you with an advance notice of 30 days without quoting any reasons thereof.

#### **6. Leave Rules:**

- 6.1. Sunday and all Saturdays of the month are not working days.

- 6.2. You will be entitled to 10 days Casual leave and 24 days Earned Leave<sup>1</sup> in which 02 days Earned leave will be added after completion of every month of service on pro-rata basis. All Leaves are to be applied in advance through the sumHR application only subject to approval from the Respective Reporting Officer/Manager and prior intimation is required to be given for availing any leave.
- 6.3. You are entitled for maximum of 45 days of Medical Leave per service period. In the event of medical leave or medical treatment which may require more than 15 days, management approval will be required supported by a Medical Certificate.
- 6.4. In the event of sickness or exigency, you are required to inform your immediate Controlling Officer and HR Unit via e-mail or phone call on the same day itself.
- 6.5. Compensatory leaves can be availed if an employee has worked on a holiday subject to approval from the Respective Reporting Officer/ Manager.
- 6.6. In case of unauthorized absence for more than eight (8) consecutive working days without any information, it shall be presumed that you are no longer interested in serving for the organization and have abandoned its services; thereby you shall be liable to termination of your contractual service. In such case, you will not be entitled to any compensation for the loss of service.

## **7. Confidentiality:**

You shall not divulge any information related to organization works or assignments during the period of employment which could be detrimental to the interests of the organization. In case, anyone is found indulged in any such activity, his/ her contractual term shall deemed to end forthwith.

### **Note:**

1. *Authorized signatory for Offer Letter & Letter of Appointment is Deputy Chief Executive Officer/Executive Director/HR Head. For appointment confirmation or to be effective, candidate acceptance signature is required in the letter of appointment.<sup>2</sup>*
2. *For “Letter of Appointment” format, please refer to **Annexure-4***

## **8. Employee Reference Check:**

Human Resources Unit shall ensure that reference check on shortlisted candidates is done immediately after completion of the selection process. Upon completion of the reference check, the selected candidates may be offered a letter of appointment.

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<sup>1</sup> Ref. Notification No. MBDA/ MBMA (HR)/770/2021/408 Dated Shillong the 27<sup>th</sup> September 2021 regarding HR Policies and Procedures which is effective from 01<sup>st</sup> July 2021.

<sup>2</sup> Ref. Office Order No.MBDA-115/2013/549(a), Dated Shillong, the 30<sup>th</sup> November, 2015

## **9. Employee Record Management:**

- 9.1. On acceptance of an appointment and on the date of joining, the new staff member is required to complete the “**Employee Personal Detail Form**”.
- 9.2. New employees must also furnish MBDA/MBMA with a declaration of dependents, that is spouse and own children; next of kin and provide photocopies of necessary certificates and other testimonials.
- 9.3. Employees are to submit the following information and supporting documents as mention below;
  - 9.3.1. Personal information such as marital status, family details, no. of children with age, etc.
  - 9.3.2. Permanent & Correspondence Address
  - 9.3.3. Identity Proof such as Aadhar card/Voter ID/Driving License/Passport/PAN Card
  - 9.3.4. Birth Certificate (for proof of D.O.B)
  - 9.3.5. Emergency Contact No.
  - 9.3.6. Personal Contact No. & E-mail ID
  - 9.3.7. Educational Qualification Certificates
  - 9.3.8. Experience Certificates, etc.
- 9.4. Employee Personal File is created for all employees to records personal information’s, appointment or engagement details, salary records, Universal Account No. (UAN), performance reports, disciplinary records, sickness and absence records, etc.
- 9.5. During the employment with MBDA/MBMA, any changes in personal status, address and contact numbers shall be promptly reported and updated to the Human Resources Unit or through the HRMIS. Employee records and related correspondence shall be treated confidentially at all times.

**Note:** for “**Employee Personal Detail Form**” please refer to **Annexure-5**

## **10. Job Description or Key Responsibilities Areas (KRA):**

- 10.1. On appointment, an employee shall be given a clear job description (JD) or Terms of Reference or Key Responsibilities Areas (KRA). This shall specify the scope and terms of reference for the position.
- 10.2. Each member of staff is expected to devote their time and attention to their work and not engage in any other activities that may conflict with MBDA/MBMA’s interests or negatively affect their performance.
- 10.3. Job Descriptions shall be reviewed time to time by the concerned Reporting Manager/Officer.

## **CONTRACT RENEWAL SYSTEM:**

As indicated in the letter of appointment or appointment order under terms of service, all employment at MBDA/MBMA is purely on contractual basis for an initial period of one (1) year from the date of joining. Subject to performance assessment, the contractual employment may be renewed further from time to time. In order to proceed further for contract renewal, all employees will undergo a performance appraisal assessment process before their contractual period ends as follows;

- a. 360 degree performance appraisal for positions of Programme Associate/Admin Associate and above, whereas,
- b. 180 degree performance appraisal for supporting staff level i.e. MTA/Drivers.

**Contract Renewal Process:** Performance appraisal assessment report is a must for renewing employee's contract. Based upon the performance reports and the recommendations made by the reporting managers and reviewing officers, the duration of contract will be decided. The performance assessment will occur on the last month or two months before the employee's contractual period ends.

1. Employees will be assessed on their skills & behavioral aspects by their reporting manager, team mates and subordinates.
2. With regards to their KRA achievements, manager shall fill in the performance as per the performance monitoring system productivity data. (*Refer to Performance Monitoring System Policy.*)
3. The assessment may either take place online via HRMIS.
  - 3.1. **For online mode:** HR will create the review option in the system for the employee in order to be allow access for the employee's manager, team mates and subordinate to be able to assessed the employee.
  - 3.2. This activity will need to be completed within three (3) days or else the concern employee's will fall under employee progress discipline.

**Note:** *Team mates and subordinate who have completed at least one (01) year or more are eligible in taking part of the performance appraisal assessment.*

**Duration of Contract:** MBDA/MBMA offer annual contract appointment. However, upon completion of two (2) years continuous service and consequent to an internal review, eligible staff in positions required to be continued within MBDA/MBMA is offered two (2) years contract period.<sup>3</sup> Or till the end of the project whichever is earlier.

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<sup>3</sup> Ref. Office Order No.MBDA-101/2015/559(a), Dated Shillong, 30<sup>th</sup> November, 2015

## TYPES OF APPRAISAL REPORTS:

1. **Self-Appraisal Report (SAR):** The purpose of self-appraisal report is to provide an opportunity to the employee to express their level of performance and contributions towards the organization from their perspective and also to mention any kind of support or training that he/she needs. It is applicable to all regular contractual employees except for supporting level staff such as MTA & Drivers.

*Note: for SAR Format please refer to Annexure-6*

2. **Performance/Peer Assessment Report (PAR):** The purpose of performance/peer assessment report is to provide an opportunity for the manager, team mates and subordinates of the concern employee to be able to express their experience in terms of working with the concern employee.

*Note: for PAR Format please refer to Annexure-7*

### Who are involved in the performance assessment?

1. Employee (Appraisee)
2. Team mates/Sub-ordinates (Appraiser)
3. Reporting Manager/Officer (Appraiser)
4. Reviewing Officer
5. Accepting Officer
6. Human Resource
7. Selection Committee Members

### General Guidelines for Filling SAR & PAR:

1. Managers are to fill the KRA review part as per the productivity report and achievement of the employee as per the Performance Monitoring System data. This will be effective after the first top and bottom performance matrix has been generated. (Feb 2021) till then the old system follows.
2. Performance factors that are included are important in the successful completion of most assignments/tasks.
3. For factors/statements that do not apply to the person being evaluated in case of a subordinate or team mate, please mark "**Not Applicable**" (NA).
4. Any other significant achievement and outstanding contribution may be supported with remarks and justification in a separate sheet.
5. If your evaluation and recommendations in the assessment sheets cannot be adequately covered in the space provided, you should prepare an attachment to this appraisal form (SAR/PAR).
6. All rating shall be made as per the following grades;

Grade	Points	Remarks
Outstanding	5	Skills & behavioural performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards.
Very Good	4	Skills & behavioural performance is consistent and exceeds expectations.
Good	3	Skills & behavioural performance is consistent and clearly meets job requirements.
Satisfactory	2	Skills & behavioural performance is satisfactory and meets minimum requirements of the job.
Need Improvement	1	Skills & behavioural performance is inconsistent and needs improvement.

### Evaluation Scores Calculation Formula:

- For single Performance/Peer Assessment Report (PAR):

$$\text{Total Scores} = \frac{\text{Sum of Scores} \times 100}{\text{No. of Questions Answered} \times 5} = \boxed{\phantom{000}}$$

Whereas '5' is the maximum points in the ratings provided.

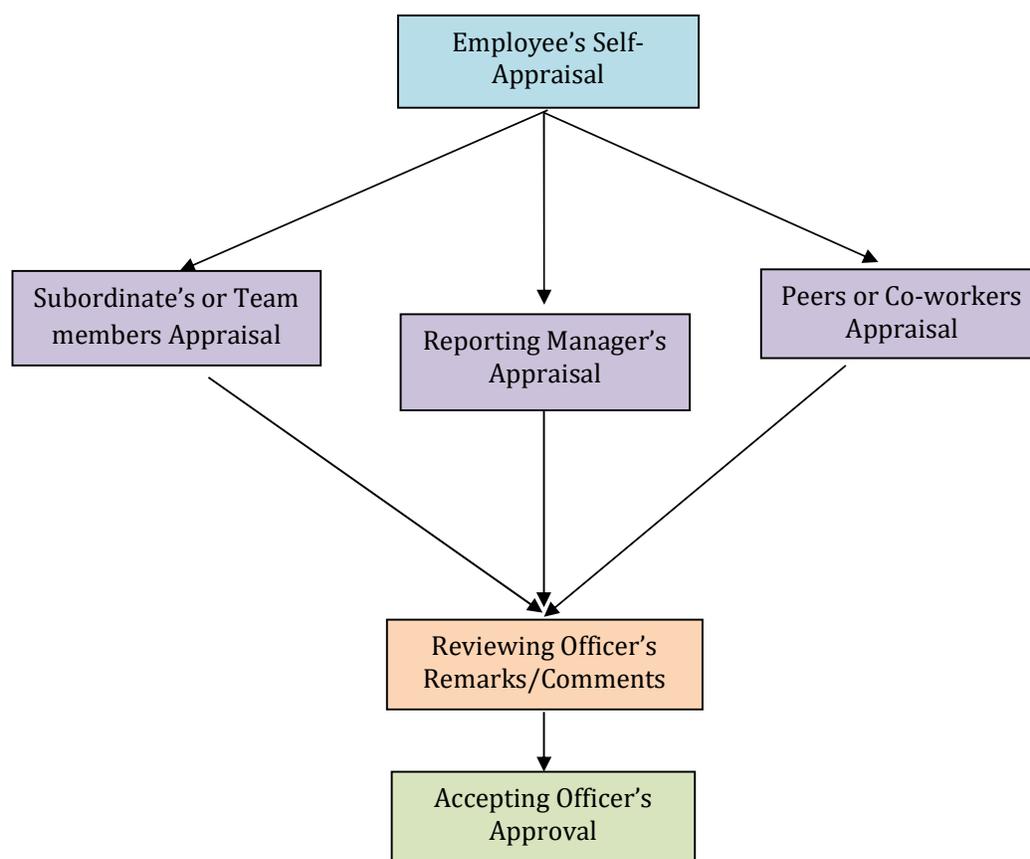
- For more than one PAR reports:

$$\text{Overall score of all assessment sheet} = \frac{\text{Sum of the scores of all assessment}}{\text{No. of Assessors}}$$

**Performance Grade Awarded System:** Once the total evaluation scores are executed, the employee shall be awarded according to the following grading system on the employee's behavioral aspect.

Grade & Points	Remarks	Tick (√)
<b>Outstanding</b> 96% - 100%	Skills & behavioural performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards.	
<b>Very Good</b> 80% - 95%	Skills & behavioural performance is consistent and exceeds expectations.	
<b>Good</b> 60% - 79%	Skills & behavioural performance is consistent and clearly meets job requirements.	
<b>Satisfactory</b> 40% - 59%	Skills & behavioural performance is satisfactory and meets minimum requirements of the job.	
<b>Needs Improvement</b> < 39%	Skills & behavioural performance is inconsistent and needs improvement.	

## FLOW CHART OF 360 DEGREE PERFORMANCE APPRAISAL ASSESSMENTS:



## REPORTING SYSTEM:

Place of Posting	Appraisee	Reporting Officer	Reviewing Officer	Accepting Officer
<b>DPMU/ DBDU</b>	Programme Associate/ Assistant Manager level	DPM/ADPM	DC	APD/ED /CEO
	Manager/ Senior Manager level	DC	DPD	APD/ED /CEO
	MTA/Driver	DPM/ADPM	DPD	APD/ ED
<b>MIE</b>	Programme Associate/Assistant Manager	Director	ED	CEO
	MTA/Driver	Assistant Manager /Manager	Director	ED/CEO
<b>MIG</b>	Programme Associate/Assistant Manager	Director	ED	CEO
	MTA/Driver	Assistant Manager /Manager	Director	ED/CEO
<b>MINR</b>	Programme Associate/ Assistant Manager/Manager	Director (MINR)	ED	CEO

	MTA/Driver	Assistant Manager	Director	ED
<b>ISC &amp; ED</b>	Programme Associate/Assistant Manager	Manager/ Senior Manager	Head of Component /GM	APD/ED /CEO
	Manager / Senior Manager	Head of Component /GM	APD	CEO
<b>M&amp; E</b>	Programme Associate/Assistant Manager	Manager/Senior	Head of Component /GM	APD/CEO
	Manager/Senior Manager	Head of Component / GM	APD	CEO
<b>Rural Finance</b>	Programme Associate/Assistant Manager	Senior Manager	Head of Component /GM	APD/ED /CEO
	Manager/Senior Manager	Head of Component /GM	APD	CEO
<b>NRM</b>	Programme Associate/Assistant Manager	Senior Manager (NRM)	Head of Component /GM	APD/ED /CEO
	Manager/Senior Manager	Head of Component/ GM	APD	CEO
<b>KM</b>	Programme Associate/Assistant Manager	Manager/Senior Manager	Head of Component/GM	APD/ ED/CEO
	Manager/Senior Manager	Head of Component/ GM	APD	CEO
	AGM/GM	APD/ED	CEO	CEO
<b>Finance &amp; Accounts</b>	Programme Associate/ Admin Associate/Assistant Manager	Senior Manager (F&A)	Head of Component/ CFO/GM	APD/ED /CEO
	Manager & Senior Manager	CFO	ED	CEO
<b>Administration</b>	MTA/Driver/Admin Associate/Assistant Manager	Senior Manager	Director (A)	ED/CEO
	Manager/ Senior Manager	Director (A)	ED	CEO
<b>Human Resources</b>	MTA/Programme Associate/Assistant Manager	Senior Manager	AGM/GM	ED/CEO
	Manager/Senior Manager	AGM/GM	ED	CEO
	AGM/GM	ED	CEO	CEO
<b>GIS &amp; Remote Sensing</b>	Programme Associate/Assistant Manager	Manager	Technical Specialist	APD/ED /CEO
	Manager/Senior Manager	Technical Specialist	APD/ED	CEO
	Technical Specialist (GIS)	APD/ED	CEO	CEO
<b>Procurement</b>	MTA/Programme Associate/Assistant Manager	Senior Manager	AGM/GM	APD/ED /CEO
	Programme Associate/ Assistant Manager	Head of Component/ GM / Consultant	APD/ED	CEO

## ON-BOARDING POLICIES & PROCEDURES

MBDA/MBMA has adopted this policy so as to help new hires acclimate to the work environment. The purpose of an on-boarding program is to develop within the new recruits the necessary skills, knowledge and behaviors to become an effective contribution to the organization he/she works with.

**Objectives:** The objective of the on-boarding program is to provide an insight and overall view of the organization, its vision, mission and objectives. This will help new recruits to understand the organizational functions and assist them settle on their jobs early in a structured manner. They will also be sensitized about the HR Policies & Procedures.

**Applicability:** This policy will be applicable to all regular contractual employees.

**On-Boarding Program Structure:** All new employees shall undergo on-boarding/orientation program to assist them in the process of becoming integrated to the institution within the shortest time possible. The respective component head's/reporting manager's in collaboration with the HR Unit shall conduct orientation/induction program as and when required. This program will be for period of three (03) days with the following activities as per table given below:

Day	Content/Activities	Responsibility
<b>Day-1</b>	<ol style="list-style-type: none"> <li>1. New employee gets a warm welcome &amp; is introduced to respective team mates, HR, and other concerns employees.</li> <li>2. Employee receives IT asset and a work station is allocated in coordination with the administration.</li> <li>3. Employees fill up personal data and other information for HRMIS set up.</li> <li>4. Handing over of employee welcome kit (Employee Handbook, Code of Conduct, etc.)</li> </ol>	HR
<b>Day-2</b>	<p><b>Orientation about the organizations:</b></p> <ol style="list-style-type: none"> <li>1. Vision, Mission, Culture, Values &amp; Structure. Various Projects.</li> <li>2. HR Policies &amp; Code of Conduct.</li> <li>3. HRMIS Systems</li> </ol>	HR & Reporting Officer/ Component Head
<b>Day-3</b>	<p>Induction about the roles &amp; responsibilities of the employee. Clarification of KRAs &amp; Targets for the employee.</p>	Reporting Officer/ Component Head

## **COMPENSATION AND BENEFITS POLICY & PROCEDURES**

Compensation may be defined as money received in performance of work and many kinds of services and benefits that an organization provides to their employees. Compensation is a systematic approach of providing monetary value to employees in exchange for work performed.

**Salary & Benefits Policy:** All regular contractual employees are entitled for other benefits and allowance in addition to their salaries.

1. **Salary disbursement:** 1<sup>st</sup> -5<sup>th</sup> of every month.
2. **Salary deductions:** Professional tax as per state rule, PF as per PF rule and medical insurance premium if opt.
3. **Advance salary:** Employees can opt for advance salary; 01(one) month salary to be recovered in 03 (three) months installments. Maximum advance salary up to 03 (three) months in a year subject to validity of the contract period and approval; of the Competent Authority.
4. **Performance Linked Incentives (PLI) Bonus:** Employees will receive PLI bonus if they qualify for it. (Please refer to Performance Linked Incentives Policy for more details)
5. **Employee Provident Fund (EPF):** Employees shall also be entitled to Employee's Provident Fund as admissible under the rule.
6. **Medical Insurance:** Refer to the Medical Health Insurance Policy.
7. **Allowances:** All employees are entitled to House Rent Allowance (HRA) and Mobile & Internet allowance at the rate admissible to the grade/post.

### **7.1. Gradation of Staff for Entitlement:**

<b>GRADE</b>	<b>ANNOTATION</b>
<b>Grade-I</b>	Personnel drawing monthly emolument of Rs.62,400/-
<b>Grade-II</b>	Personnel drawing monthly emolument of Rs.31,200/- and above but below Rs.62,400/-
<b>Grade-III</b>	Personnel drawing monthly emolument of Rs.18,720/- and above but below Rs.31,200/-
<b>Grade-IV</b>	Personnel drawing monthly emolument of Rs.12,480/- and above but below Rs.18,720/-

## 7.2. House Rent Allowance (HRA) for staff occupying accommodation rent:

GRADE	ANNOTATION
Grade-I	As per actual, subject to a maximum of Rs.8000/- pm and, on production of a certificate from house owner and, with the approval of the Controlling Authority
Grade-II	As per actual, subject to a maximum of Rs.5000/- pm and, on production of a certificate from house owner and, with the approval of the Controlling Authority
Grade-III	As per actual, subject to a maximum of Rs.3000/- pm and, on production of a certificate from house owner and, with the approval of the Controlling Authority
Grade-IV	As per actual, subject to a maximum of Rs.2500/- pm and, on production of a certificate from house owner and, with the approval of the Controlling Authority

### Note:

1. Officers on Special Duty (OSD) will be considered as Grade-I for purposes of travel & mobile allowance.
2. HRA in respect of Officers on full deputation from Government will be governed by their terms of engagement.

## 7.3. Mobile & Internet Allowance<sup>4</sup>:

GRADE	REVISED RATES
Grade-I	Rs. 1200/-
Grade-II	Rs. 1000/-
Grade-III	Rs. 700/-
Grade-IV	Rs. 500/-

8. **Travel & Relocation Policy & Procedures:** All regular contractual employees are entitled for travel and relocation allowance and benefits. Please refer to the official office order issued by MBMA (F&A), for detailed policy and procedures on “**Entitlement of Travelling Allowance on transfer**” **point no. 10 to 10.3.**<sup>5</sup>
9. **Compensation on death of employee:** An employee who dies during service will be paid six (6) months’ salary as compensation to the family of the deceased employee. This will include Basic + HRA. This will be onetime payment.

<sup>4</sup> Ref. Office Order No.MBDA-326/2013/563, Dated Shillong 15<sup>th</sup> February 2017

<sup>5</sup> Ref. Office Order No. MBMA(F&A)89/2019/6, Dated Shillong, 3<sup>rd</sup> September 2019

## INCREMENT SYSTEM:

The purpose of providing an annual salary increment as a percentage of existing base salaries is to offset the increases in cost of living due to inflation.

**Applicability:** This increment policy will be applicable to all regular contractual employees.

### Increment % rates for different existing designations:

Sl. No.	Designation	Increment %
1	General Manager	5
2	Assistant General Manager	5
3	Senior Manager	5
4	Manager	5
5	Deputy Manager	5
6	Assistant Manager	5
7	Field Engineer	5
8	Program Associate/Admin Associate	5
10	Driver	5
11	Multi-tasking Assistant	5

#### 1. When will salary increment occur?

- 1.1. Employees are eligible for an annual increment which is not based on performance.
- 1.2. Salary increment increase % will happen on a yearly basis. (Annually)
- 1.3. Salary increment increase % will be based only on the current existing base-pay of the employees.
- 1.4. HRA, Internet allowance and other allowance will not be part of increment.
- 1.5. After the 8th year, employee's base will increase as per % assigned.

#### 2. Increment cycles:

- 2.1. Increment cycles are on every January or July depending on the date of appointment and promotion.
- 2.2. Employees who joined or are promoted in the following period i.e – Jan to Jun will fall into the July cut off.
- 2.3. Employees who joined or are promoted in the following period i.e –July to December will fall in the January cut off.

### **3. Increment Process:**

- 3.1. When employees join the organization, they will be in a particular designation and compensation will be based on the base salary for that particular position. For an employee to be eligible for an increment, they will have to be in their role/designation for one (1) year. In the second year of being in that position, the employee will receive an increment. The timing of the start of increment will depend on when the employee joined the organization.
- 3.2. When an employee has been promoted, they will move to a new pay band. If the base salary of the new pay band entered has a lesser salary than the last drawn salary in the old pay band, then there will exist a “pay protection” where the higher salary will still be received by the employee. Increment in this case will be counted as a percentage from that “Pay Protected” salary.

### **CHARGE ALLOWANCE SYSTEM:**

MBDA/MBMA has adopted this policy to develop a charge allowance which is granted for employees who are involved in a dual or multiple projects.

**Applicability:** This policy will be applicable to all regular contractual employees.

#### **Objectives:**

1. To motivate employees to take on extra responsibilities.
2. To encourage employees to be involved in dual or multiple roles in the organization.
3. To help develop new skill sets for the employees by involving them in other projects with different roles and tasks.
4. To prepare employees to be ready to take up any other role in any new projects in the future.

#### **1. Eligibility for allowance:**

- 1.1. Employees who are working in multiple projects currently implemented under MBMA/MBDA on a full time basis each and are fully responsible in performing the job of these projects on a day to day basis will be eligible for a charge allowance

#### **2. Situations where Charge Allowance cannot be claimed /provided:**

- 2.1. Performance of additional tasks in addition to current primary roles and responsibilities as may be assigned by the Reporting Officer/Deputy Commissioner/Component head which are neither regular nor frequent in nature and are managed within the working hours. However, if such tasks extends beyond working hours and are frequent in nature, they would be taken for consideration on a case to case basis.

2.2. MTA and Driver who are driving or engaged in multiple projects such that they are frequently required to work beyond the normal working hours, good track record in terms of performing their day to day duty, will be eligible for charge allowance, however this will have to be certified by the Director(A)/respective reporting Officer and approved by the Executive Director, MBMA/MBDA and above only.

**3. Charge Allowance Calculation:**

3.1. 10% from base salary of substantial job per month (Job in which employee has been primarily recruited for) irrespective of the number of extra roles or projects an employee is involved in and subject to approval of the Competent Authority.

**4. For example:**

4.1. Employee "A" is involved in two (2) projects so he/she will be entitled for a charge allowance of 10% from base salary of substantive job.

4.2. Employee "B" is involved in 3 or more projects so he/she will also be entitled for a charge allowance of 10% from base salary of substantive job.

## **COVID-19 REIMBURSEMENT POLICY:**

**Scope:** Taking into consideration with the ongoing pandemic that is currently taking over the globe, MBDA/MBMA has adopted this policy to support and help employees financially within the organization who have been tested positive for Covid-19 with the following terms and conditions mentioned below:

### **Terms & Conditions:**

1. All contractual employees of MBDA/MBMA/MINR/MIG/MIE who have been tested positive for Covid-19 on "Active Duty"<sup>6</sup> will be eligible for 100% less Insurance reimbursement from the organization provided the submission of valid medical reports and hospital bills to the HR department for reimbursement to be initiated.
2. All contractual employees of MBDA/MBMA/MINR/MIG/MIE who have been tested positive for COVID-19 and hospitalized, will be eligible for 50% less Insurance reimbursement from the organization provided the submission of valid medical reports and hospital bills to the HR department for reimbursement to be initiated.
3. Employees who already have other insurance plans covered for Covid-19 may reimburse/claim the same from their respective insurance plans (MHIS/Other private insurance). In cases, where employee have received only 50% or 70% or etc. of their claim from their insurance coverage. MBDA/MBMA will support the employee by allowing them to claim the remaining of their expenses provided that they submit their valid medical reports, bills and insurance claim amount proof to the HR department for reimbursement to be initiated.
4. This reimbursement policy is only applicable for employees and not their family members.
5. Employees are to submit their documents as soon as possible for the reimbursement process to be initiated.
6. An employee who dies in harness due to Covid-19 will be paid six (6) months' salary as compensation to the family of the deceased employee.
  - 6.1. This will include Basic + HRA.
  - 6.2. This will be onetime payment.
7. Immediate family member (wife, husband,) of the employee who has died in harness due to Covid-19 will be given a temporary employment opportunity as per the minimum wages act of the State of Meghalaya, may be deemed suitable by the organization.
8. All the given terms and conditions from point 1-7 are valid and any other points/cases excluding these will not be considered.

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<sup>6</sup> "Active Duty" means any employee who are engaged in Corona Care Centre/Corona Duty and employee who are required to attend office during the imposed lockdown which also includes Driver/MTA who is on active duty.

## **LEAVE AND ATTENDANCE MANAGEMENT POLICY& PROCEDURES**

### **LEAVE MANAGEMENT:**

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. It is hoped that this will allow them to be more efficient and productive. Sanctioning of leave is at management discretion based on the exigencies of business or seriousness of the case. Leave calculation is considered in calendar year which is from 1<sup>st</sup> January to 31<sup>st</sup> December. As such, the leave policy sets out the types of leave that employees are entitled to and outlines procedures for availing them.

**Applicability:** This policy will be applicable to all regular contractual employees.

### **Types of Leave:**

<b>Leave Types</b>	<b>Definitions</b>	<b>No. of days applicable</b>	<b>Actual Days</b>	<b>Eligibility Terms &amp; Conditions:</b>
<b>Casual Leave</b>	Casual leave is intended to meet special or unforeseen circumstances or where you are required to go for one or two days leaves to attend to personal matters and not for vacation.	10 days in a Calendar Year	10	<ol style="list-style-type: none"> <li>1. An employee shall be eligible for 10 days of casual leave in a Calendar Year.</li> <li>2. Casual leave shall be allotted during the first calendar year of service. For new employees or for someone who has just resigned, the casual leaves shall be allotted proportionately. For instance, if an employee joins the company on July 1, i.e. the middle of a year, the number of casual leaves available will be half the actual amount and will be applicable till December 31, i.e., the last day of that year.</li> <li>3. At a minimum, half-a-day CL can be availed. At the maximum, five (05) consecutive days of CL can be availed at a time.</li> <li>4. Un-availed Casual Leave by 31st December will be lapsed and cannot be redeemed.</li> </ol>
<b>Earned Leave</b>	Leaves earned by the employee for providing services to the employer in a given calendar year.	Two (2) days earned after completion of every month of service	24	<ol style="list-style-type: none"> <li>1. All employees are eligible for 24 days of Earned Leave in a given calendar year (January to December).</li> <li>2. EL shall be earned by an employee on a pro - rata basis at the rate of one day for every 15 days of active service rendered (including public holidays).</li> <li>3. At a minimum, half-a-day EL can be availed. At the maximum, 30 consecutive days of EL can be availed at a time subject to availability of EL balance.</li> <li>4. Un-availed EL by 31st December will be carried forward in the next calendar year.</li> </ol>

				<p>5. At the time of separation from service, un-availed EL balance may be available for encashment covering the Basic Pay only.</p> <ol style="list-style-type: none"> <li><i>Employee with more than three (3) years of continuous service in the organization will be eligible for leave encashment.</i></li> <li><i>Only sixty (60) days of Earned Leave will be en-cashable at the time of leaving the organization.</i></li> </ol>
<b>Medical Leave</b>	Medical Leave is the leave that an employee can avail for further medical treatment that requires the employee to take leave for more number of days.	45 days during the service period	45	<ol style="list-style-type: none"> <li>To avail ML, a proof of medical documents &amp; certificates would be mandatory.</li> <li>ML can be combined with CL &amp; EL if needed.</li> <li>Upto 45 days of ML can be availed during the service period. However, depending on the seriousness of the medical case, a special medical leave extension may be considered subject to approval by the higher Management.</li> </ol>
<b>Paternity Leave</b>	All male employees of the organization, who are on an annual/fulltime contract will be entitled.	15 days for 2 living children per service period.	15	<ol style="list-style-type: none"> <li>All male employees who have worked with MBDA/MBDA for a period of not less than six (6) months of continuous service shall be entitled to Paternity Leave.</li> <li>The maximum period for which any employee will be entitled to paternity benefit shall be 15 days. During the period of leave the employee will be entitled to receive basic pay &amp; HRA, if employee was drawing HRA at the time of proceeding on leave.</li> <li>Eligibility of benefit is restricted to two live births only.</li> <li>Paternity Leave can be availed 15 days before or post delivery.</li> <li>PL has to be availed within 06 months post delivery.</li> </ol>
<b>Maternity Leave</b>	All female employees of the organization, who are on an annual/fulltime contract will be entitled.	180 days per child for 2 living children per service period;	180	<ol style="list-style-type: none"> <li>All female employees who have worked with MBDA/MBMA for a period of not less than six (6) months of continuous service shall be entitled to Maternity Leave.</li> <li>The maximum period for which any employee will be entitled to maternity benefit shall be six (6) months. During the period of leave the employee will be entitled to receive Basic Pay &amp; HRA, if employee was drawing HRA at the time of proceeding on leave.</li> <li>Eligibility of benefit is restricted to two live births only.</li> </ol>

<b>Compensatory Off</b>	Compensatory Offs are benefits that an employee receives in exchange for working extra days/hours.		NA	<ol style="list-style-type: none"> <li>1. If an employee is required to work on important assignments during festival/declared holiday, he/she is eligible for Compensatory Off on any other working day.</li> <li>2. The Compensatory Off has to be availed within a period of calendar year.</li> <li>3. Unutilized Compensatory Off within the stipulated time period will lapse.</li> <li>4. Compensatory Off can clubbed with other leave.</li> </ol>
<b>Leave Without Pay (LWP)</b>	LWP will be granted in case an employee does not have any unused leave and the situation warrants him/her to take the leave. In such cases, LWP shall be granted with the approval of the Competent Authority as Leave Without Pay (LWP).	Minimum 01 LWP & at the maximum 02 months	NA	<ol style="list-style-type: none"> <li>1. At a minimum, one day LWP can be availed. At the maximum, 02 months shall be granted based on case to case basis for employee who have rendered minimum one (01) year of continuous service.</li> <li>2. In-case of employee not reporting back after the approved period of LWP, his/her contract will be terminated with immediate effect.</li> </ol>
<b>General Holidays</b>				This will be applicable to all staff as per the National and State Holiday Rules.

**Leave Application Procedure:**

1. All leave applications are to be applied in sumHR app indicating the duration of leave and the reason thereof.
2. For all planned leave, the leave application should be initiated at least one week before the leave commencement.
3. Employees must ensure that their leave applications are approved by the concerned Reporting Manager or Competent Authority before commencing on leave.
4. All concerned Reporting Manager/Officer are to approve/revoke/cancel the leave applications of employees on or before the leave commencement. So that the employee will be aware of the leave application status.

5. All DPM's and Component Head's are assigned as the Sanctioning Authority for their district project team/functional unit team for approving/revoke/cancel of Leaves/Regularize Attendance/Clock-In request in sumHR application.
6. All DPM's are allowed to approve leave up to a maximum of five (05) days, where as leave application for more than five (05) days would require further approval from HR or Competent Authority.
7. For leave applications beyond five (05) days, the leave request in sumHR should be accompanied with a request letter attached therein or the request letter should be sent to HR Unit via e-mail for further approval process.
8. In-case of Maternity & Paternity Leave, a Competent Authority approval is required hence, the leave application in sumHR should be accompanied with a request letter attached therein or the request letter should be sent to HR Unit via e-mail for further approval process.
9. Employees taking leaves for more than 15 days will require ED/ Dy. CEO/ CEO's approval.
10. In case of absence due to sickness or any emergency, leave should be applied immediately on the day of resumption of duty through sumHR app.
11. In the event of medical leave or medical treatment which may require more than a week, a Medical certificate to that effect will have to be submitted.<sup>7</sup>
12. In case of any unauthorized absence for more than eight (8) consecutive working days without any intimation, it shall be presumed that the concerned employee is no longer interested in serving for the organization and have abandoned its services; thereby he/she will be liable to termination of the contractual service. In such case, employee will not be entitled to any compensation for the loss of service.<sup>8</sup>
13. **Leave cannot be claimed as a matter of right.**

#### **Leave Encashment Terms and Condition:**

**Purpose of Leave Encashment:** Leave encashment facility has been introduced with a view to encourage employees to avail leave in a planned and systematic manner and also to reduce long leave and absenteeism with consequent load on the staff requirements.

1. Leaves encashment facility is provided to all regular contractual employees during their Full and Final Settlement.
2. Employee with more than three (03) years of continuous service in the organization will be eligible for leave encashment.
3. Only Earned Leave (EL) will be en-cashable & leave encashment will be on basic pay only.

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<sup>7</sup> Ref. Letter of Appointment point 6. Leave Rules: 6.4

<sup>8</sup> Ref. Letter of Appointment point 6. Leave Rules: 6.5

- 3.1. Basic Pay/30\*No. of EL to be encashed.
4. Only 60 days of Earned Leave (EL) will be en-cashable at the time of leaving the organization.
- 4.1. **Example:** If employee A has been working for seven (07) years and his accumulated Earned leaves are 70.
- 4.2. The employee resigns on his 07<sup>th</sup> year during July'21 in such cases only 60 days of leaves will be en-cashable.

## ATTENDANCE MANAGEMENT:

Timely and regular attendance is an expectation of performance for all MBDA/MBMA employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from their reporting officer/manager in advance of any requested schedule changes. This approval will include requests late arrivals to or early departures from work.

All employees are required to maintain their daily attendance in the attendance application by Clock-In and Clock-Out. This policy will be applicable to all regular contractual employees.

**Working Hours:** All employees are expected to work for a minimum of 08 hours per day except for On-Duty (Tour/Field Visit) where the timing or duration is unpredictable.

### Attendance Management Procedure:

1. **Absent:** An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance by the concerned authority.
2. **Tardy:** An employee is deemed to be tardy when he/she:
  - 2.1. Fails to report for work at the assigned/scheduled work time or arriving to work late as per his/her scheduled time.
  - 2.2. Leaves work prior to the end of assigned/scheduled work time without prior reporting officer/manager's approval.
3. **Clock-In & Clock-Out:** Employees are required to Clock-In & Clock-Out in the attendance application sumHR for recording their presence at work.
  - 3.1. If staff missed to Clock-In due to unavoidable circumstances, they are to initiate a "**Clock-In Request**" and state the reason on sumHR as to why they did not Clock-In during their assigned work time which will be evaluated by the Reporting Manger/Officer for approval. On approval of the request, staff attendance Clock-In time will be updated in the attendance log.
  - 3.2. In the event that staff forgot to Clock-Out after work, they are to update their attendance by initiating an "**Update Attendance**" request on sumHR along with the reason why they did not Clock-Out. The request will be evaluated by the Reporting Manager/Officer and on approval the Clock-Out time will be reflected on the Attendance log of the concerned staff on sumHR.
4. **On-Duty:** The main purpose of creating "On-Duty" attendance option on sumHR is to mark the presence of an employee who is working away from their office location such as Tour or Field Visit where there is no internet connectivity. **On-Duty** should be applied under "**Leave Category**" in sumHR.

- 4.1. Employee should apply for “On-Duty” ahead of time, especially if they are to work from remote locations that don’t have internet access.
- 4.2. All application related to “On-Duty” should be applied on sumHR beforehand and to be approved by the concerned Reporting Manager/Officer.
- 4.3. Post application of “On-Duty” attendance should be done within 07 days after actual On-Duty date.
- 4.4. Every month 20 days of "On-duty" will be allotted for all employees. In-case of employees exceeding more than 20 days in a month, they are to inform the HR Unit for further necessary action.
- 4.5. Staff who have applied for On-Duty (for tour/field visit purpose) are not required to Clock-In and Clock-Out on the selected day(s) OD applied.
  - 4.5.1. However, for non-working days (holidays or weekends) where On-Duty are required, employees are requested to update their attendance in sumHR immediate after resumption of duty mentioning the reason as “**On-Duty during non-working days**” to enable the employee eligible for the Compensatory Off.
  - 4.5.2. In-case of On-Duty attendance record required for claiming TA/DA, employee can take a screenshot of the attendance page and take a print out for further requirement, and for non-working days of On-Duty performed; employee can mentioned in writing on the printed attendance sheet which shall be verified and approved by the concerned Reporting Manager/Officer.
5. **Emergency Case:** In the event of sickness or exigency, staff are required to inform their immediate Reporting Manager/Officer via phone call or e-mail or SMS on the same day itself.<sup>9</sup>
  - 5.1. In case of absence due to sickness or any emergency, leave should be applied immediately on the day of resumption of duty through sumHR platform.

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<sup>9</sup> Ref. Letter of Appointment point 6. Leave Rules: 6.3

## MATERNITY LEAVE AND BENEFIT POLICY:<sup>1011</sup>

**Objective:** The Maternity Leave and Benefit policy intends to:

- a. Provide maternity leave cover
- b. Ensure that the organization meets all obligations as mandated by law.

**Effective Date:** 01<sup>st</sup> October 2013

**Applicability:** All female employees of the organization, who are on an annual contract

**Leave benefit:**

### Eligibility

1. All female employees who have worked with MBDA/MBMA for a period of not less than six (6) months of continuous service shall be entitled to Maternity Leave.
2. The maximum period for which any employee will be entitled to maternity benefit shall be six (6) months. During the period of leave the employee will be entitled to receive basic pay & HRA, if employee was drawing HRA at the time of proceeding on leave.
3. Eligibility of benefit is restricted to two live births only.

### Regulations:

1. The applicant should inform about her pregnancy minimum two (2) months in advance of the expected date of delivery before proceeding on leave.
2. The application should be supported by a medical certificate confirming the pregnancy and expected date of child birth.
3. Maternity Leave can be availed of from six (6) weeks before the expected date of delivery.
4. Un-availed Maternity Leave is **non – encashable**.
5. The weekly offs and holidays falling during this period will be part of the leaves availed.

### Leave for illness arising out of pregnancy:

1. Any employee suffering from illness arising out of pregnancy, delivery, premature birth of child (miscarriage, medically advised termination of pregnancy or tubectomy operation) is entitled to a maximum of 45 days leave with pay.
2. The employee shall produce a valid medical certificate from a registered medical practitioner along with her leave application and forward it to the HR department.

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<sup>10</sup> Ref. Office Order No. MBDA-425/2014/2246, Dated Shillong, 1<sup>st</sup> Oct 2013

<sup>11</sup> Ref. Office Order No. MBDA-425/2014/561(f), Dated Shillong, 21<sup>st</sup> December 2018

3. The leave benefit under this clause is permissible only for the purpose it is intended for.

**Procedures & general rules:**

1. Benefits will not apply if it is a voluntary termination. In case of voluntary termination, leave cannot be claimed under the maternity leave policy.
2. In normal circumstances, the employee should resume her duties post maternity benefit stipulated above; failing which the period of absence will be treated as unauthorized leave and no salary will be paid for these days.
3. Maternity leave can be combined with admissible earned leave.
4. In case of resignation during maternity leave the leave benefits shall cease w.e.f. date of resignation.

## **PATERNITY LEAVE AND BENEFIT POLICY:**

**Objective:** The Paternity Leave and Benefit policy intends to:

- a. Provide paternity leave cover
- b. Ensure that the organization meets all obligations as mandated by law.

**Applicability:** All male employees of the organization, who are on an annual contract

**Leave benefit:**

### **Eligibility**

1. All male employees who have worked with MBDA/MBDA for a period of not less than six (6) months of continuous service shall be entitled to Paternity Leave.
2. The maximum period for which any employee will be entitled to paternity benefit shall be 15 days. During the period of leave the employee will be entitled to receive basic pay & HRA, if employee was drawing HRA at the time of proceeding on leave.
3. Eligibility of benefit is restricted to two live births only.

### **Regulations**

1. The applicant should inform about the paternity leave minimum two (2) months in advance of the expected date of delivery before proceeding on leave.
2. The application should be supported by a medical certificate confirming the pregnancy and expected date of child birth.
3. Paternity Leave can be availed within 15 days before or 15 days after the day of delivery.
4. Un-availed Paternity Leave is **non en-cashable**.
5. The weekly offs and holidays falling during this period will be part of the leaves availed.

### **Procedures & general rules:**

1. Benefits will not apply if it is a voluntary termination. In case of voluntary termination, leave cannot be claimed under the paternity leave policy.
2. In normal circumstances, the employee should resume his duties post paternity benefit stipulated above; failing which the period of absence will be treated as unauthorized leave and no salary will be paid for these days.
3. Paternity leave can be combined with admissible earned leave.
4. In case of resignation during paternity leave the leave benefits shall cease w.e.f. date of resignation.

## **PERFORMANCE MONITORING SYSTEM (PMS) POLICY & PROCEDURES**

A performance tracking system is a mechanism for tracking the performance of employees consistently and measurably. It allows the organization to ensure that employees and departments across the organization are working effectively towards achieving the respective goals.

### **Objectives:**

1. Meghalaya Basin Development Authority/Meghalaya Basin Management Agency (MBDA/MBMA/MINR/MIG/MIE) has adopted this system in order to monitor and track the performance of every employee within the organization.
2. This system helps in breaking down individual goals & targets in a monthly basis.
3. This system will keep track and determine the final review for all employees.
4. To record all tasks and activities that is completed by the employees in the system in a systematic manner.

**Applicability:** This will be applicable for all regular contractual employees - excluding drivers

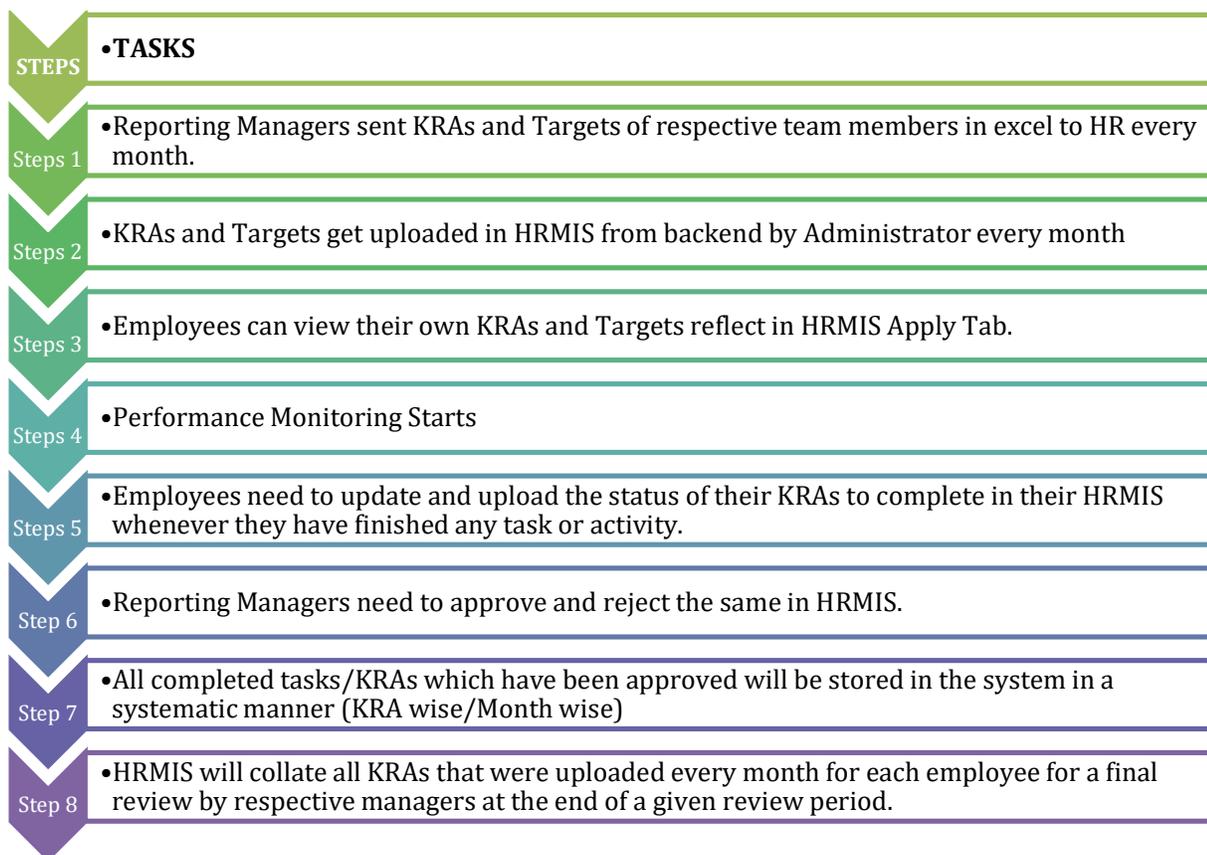
### **Performance Monitoring Review Period:**

MBDA/MBMA will conduct a performance monitoring review period for all employees based on KRAs assigned which shall be on a half yearly basis (past six months) in order to identify top, average and low performers.

**Performance Monitoring Process:** Employees need to update and upload the status of their KRAs to complete in their HRMIS whenever they have finished any task or activity.

**Note:** Component Heads should conduct a monthly meeting with their team members in order to have a discussion on the following items:

1. While approving the KRAs with targets in the system – HRMIS.
2. To revise and mutually set KRAs and targets with team mates before sending the excel sheet to HR for next month.
3. The main purpose of a monthly meeting is to ensure transparency between managers and employees.



### Timeline – Opening Window Periods:

1. The monthly opening window period has two cycles in a month:
  - 1.1. 1<sup>st</sup> cycle is open from 1<sup>st</sup> of every month to the 5<sup>th</sup> of every month for receiving the KRAs and Targets from Component Head/Reporting Managers/Officers.
  - 1.2. 2<sup>nd</sup> cycle is open from 27<sup>th</sup> to 29<sup>th</sup> of every month for receiving the KRAs and Targets from Component Head/Reporting Managers/Officers.
2. **Note:** The main purpose of having a two window cycle is;
  - 2.1. The 1<sup>st</sup> cycle is for the predefined KRAs/tasks and targets
  - 2.2. The 2<sup>nd</sup> cycle is for the KRAs/tasks which cannot be predefined and unexpected tasks that come up as and when required due to project/departmental needs.

**Note:** For more detail information about the monitoring process, please refer to FAQ.

### Performance Monitoring Review Period Methodology (Qualitative Method):

1. All monthly KRAs of all employees will be stored in HRMIS in a given format for a half-yearly performance monitoring review period (past six months) to get an overall score for each & every employee to determine their performance.
2. **For example:** Productivity Report for employee “A” for a given KRA month wise.

Month	KRA	Target	Status	Achieved	%
Jan	Field Visit	10	Completed	10	100%
Feb	Field Visit	10	Completed	10	100%
March	Field Visit	10	Completed	10	100%
April	Field Visit	10	Completed	10	100%
May	Field Visit	10	Completed	10	100%
June	Field Visit	10	Completed	10	100%
<b>Total Achievable</b>		<b>60</b>	<b>Total Achieved</b>	<b>60</b>	<b>100%</b>

#### During Review Period:

- Method 1 (Automation)** HRMIS will collate and store all monthly KRAs in the given format below in the system and automatically rate employees as per last six months achievements to generate an overall score.
- Method 2 (Manual) HRMIS will collate and store all monthly KRAs in the given format below in the system for reporting managers to rate their subordinates.
- HRMIS will provide reporting managers with the individual productivity reports month wise for the last 6 months in order to rate the employees.
- Example when managers click on the field visit KRA given below, the system should provide managers with the last six months achievements as given above in the productivity report.

Employee Name						
Employee Code						
Q/R	Ratings <sup>12</sup>					Rating Points
	39% below	40% - 59%	60% - 79%	80% - 99%	100%	
KRA Heading	Needs Improvement (1)	Satisfactory (2)	Good (3)	Very Good (4)	Outstanding (5)	
Field Visit					5	5
KRA 2				4		4
KRA 3			3			3
KRA 4		2				2
KRA 5	1					1
KRA 6	1					1
Formula	<b>Total Point Achieved</b>					<b>16</b>
	<b>Maximum Points Achievable</b>					<b>5 x no. of KRAs = 30</b>
	<b>Total Point Achieved/Maximum Points Achievable * 100</b>					<b>53.333333</b>

<sup>12</sup> For more information on ratings, please refer to Page no. 24

**Note:**

1. Employee A has scored 100% in his/her field visit KRA for a given performance monitoring review period (past 6 months)
2. Therefore, employee A gets 5 points in his/her field visit KRA.
3. The same method will be used to rate employee A in all of his remaining KRAs for past six months to generate an overall score.

**Types of Performers (Top 5% & Bottom 10% module):**

1. Top Performers: Employees who are in the top 5% for a given performance monitoring review period.
2. Average Performers: Employees who are not in the top 5% nor in the bottom 10% for a given performance monitoring review period
3. Low Performers: Employees who are in the bottom 10% fall under PIP (refer to PIP Policy)
4. Note: For this module, HRMIS will have to analyze and rank all employees according to their respective scores in order to have a top 5% and bottom 10% module.

**Performance Monitoring System Linkage with Final Appraisal (PAR & SAR) – To be effective after the first top and bottom performance matrix has been generated.**

1. This Performance Monitoring system will act as a base for reporting managers while rating employees in his/her final appraisal (PAR & SAR) before the contract of the employee is going to expire.
2. HR Department will send a notification to reporting managers one month prior to complete the final appraisal (PAR) for the employee with the details of the productivity report – performance of the employee from the performance monitoring system records in HRMIS.

**3. Example:**

- 3.1. If an employee has been a top performer in his/her performance monitoring review period then, before his/her contract ends, the manager can fill in the KRA part “as per achievements achieved by the employee from the performance monitoring system record” & rate the employee in his behavioral aspects which will be taken into consideration during promotion and renew the employee’s contract.
- 3.2. If an employee has been an average performer in his/her performance monitoring review period then, before his/her contract ends, the manager can fill in the KRA part “as per achievements achieved by the employee from the performance monitoring system record” & rate the employee in his/her behavioral aspects which will be taken into consideration during promotion and renew the employee’s contract.

3.3. If an employee has been a low performer in his/her performance monitoring review period for two consecutive times then, before his/her contract ends, the manager can fill in the KRA part “as per achievements achieved by the employee from the performance monitoring system record and also specify that the employee has been in PIP for two consecutive times there by not-renewing the contract of that employee as per PIP Policy”

## **PERFORMANCE LINKED INCENTIVES (PLI) POLICY & PROCEDURES**

The Performance Linked Incentives (PLI) program is based on the recognition of employees who are exceptionally high performers who are capable of completing all individual goals and targets within the time frame that were set for the employee by the management. These high performers are rewarded with monetary bonus for their exceptional contribution to the overall growth of the organization. This program is also based on the recognition of employees who have exceptionally improved their performance in comparison to their last performance and these employees are thereby motivated to perform even better by rewarding them with monetary bonus for their exceptional effort that they have shown in their improvements.

### **Objectives:**

1. Meghalaya Basin Development Authority/Meghalaya Basin Management Agency (MBDA/MBMA/MINR/MIG/MIE) has adopted this program to recognize, acknowledge and reward exceptionally high performers in the organization.
2. This program helps in motivating employees' in achieving their individual goals & targets.
3. To increase morale and productivity of the employees.

**Applicability:** This program is applicable to all regular contractual employees - excluding drivers

### **Performance Linked Incentive Bonus:**

Top Performers Incentives Bonus - This type of incentive is only eligible for the employees who are in the top 5% for a given performance monitoring review period (past six months).

1. Monetary Reward - 10% of base salary x 6 months.
  - 1.1. For example: If employee A who is eligible for PLI gets a base salary of 30,000/month, then the employee will get 10% of 30,000 x 6 which is 18,000 as PLI Bonus.

### **Criteria for disqualification of Incentives:**

1. Employees who are not in the top 5% for a given performance monitoring review period (past 6 months) will not be eligible for any incentives.
2. Employees who fall under a Performance Improvement Plan due to low performance also will not be eligible for any Incentives.
3. Component Heads/Managers/Reporting Officers who do not send their team's KRAs and targets every month within the timeline as per window period to HR department will automatically be disqualified for PLI if he/she was eligible and also of the team members of that respective component/function/department will also be disqualified for PLI.

4. Component Heads/Managers/Reporting Officers who do not complete their final review for their subordinates shall also be disqualified for PLI both the managers and his team.

**Period for disbursement of Incentives:**

1. The PLI Bonus will be disbursed after the KRA % ratings for a given performance monitoring review period (the past six months) has been completed:
  - 1.1. For example, PLI Bonus for June – Nov cycle will be disbursed on December
2. The PLI Bonus will be disbursed along with the employee's salary.

**Procedure to identify eligible employees and initiate PLI Bonus:**

HRMIS system should automatically identify and sent the list of employees to finance department who are in the top 5% for a given performance monitoring review period.

## **PERFORMANCE IMPROVEMENT PLAN (PIP) POLICY & PROCEDURES**

Performance Improvement Plan is a program based on improving the performance of employees who are unable in meeting their targets or task/activities assigned which results in performance deficiency. Performance Improvement Plan has a primary goal which is focused in motivating and encouraging these employees by extending proper counseling, coaching, support and guidance through a defined action plan for improvement that is implemented by the management for the employee.

### **Objectives:**

1. MBDA/MBMA/MINR/MIG/MIE has adopted this program to give employees opportunities to succeed with performance deficiencies.
2. To address failures to meet specific job goals or to ameliorate behavior-related concerns.
3. To help and support employees to improve in their areas of improvement.
4. To boost the confidence and overall productivity of an employee with a defined action plan.

**Applicability:** All regular contractual employees may fall under a PIP if they fall in the bottom 10% for a given review period.

**Performance Improvement Plan Initiation Process:** After a given review period (past six months) have been completed.

1. HRMIS will automatically need to identify and sent the list of employees who fall under PIP as per applicability to HR department.
2. HR Department will then accordingly issue a formal letter denoting PIP to the employees.

**Period for Performance Improvement Plan (PIP):** Performance Improvement Plan (PIP) will be conducted for a period of six months.

1. **Start of PIP:** After the KRA % ratings for the past six months have been published
2. **End of PIP:** After the KRA % ratings for the next six months have been published

### **Example:**

- a. Start of PIP – Nov 2021 (After the KRA % ratings for a review period for past six months have been published)
- b. End of PIP – May 2022. (After the KRA % ratings for a review period for the next six months have been completed.)

**Performance Improvement Plan (PIP): Action Plan (Contents):** Respective Reporting Officers/Managers will establish a detailed action plan according to the area of improvement for the employee.

1. Based on the KRAs defined, there will be an action plan for improvement on the area of weakness.

2. Counseling and guidance will be given to the employee by the Respective Reporting Officer/Manager and continuous support will also be given to Respective Reporting Officers/Managers during the Performance Improvement Plan by HR.

**Outcome for Performance Improvement Plan (PIP) after given period:**

1. **Pass PIP:** Employees who are in the Performance Improvement Plan (PIP) can successfully pass the Performance Improvement Plan (PIP) by coming out from the bottom 10% in the next performance review period.
  - 1.1. **Note:** HRMIS will automatically give details of the employees who have successfully passed/cleared PIP by coming out of the bottom 10% to HR Admin.
  - 1.2. The employee will receive a formal email from the HR keeping his/her manager and component head in the loop with a formal letter stating that the employee has successfully cleared the PIP.
2. **Extended PIP:** Employees who are unable to clear/pass their PIP for the past six months as per criteria stated above in such cases employees will have their Performance Improvement Plan (PIP) extended for another 6(six) months.
  - 2.1. **Note:** HRMIS will automatically give details of employees who are unable to clear their PIP for extension of PIP to HR Admin.
  - 2.2. The employee will receive a formal email from the HR keeping his/her manager and component head in the loop with a formal letter stating that the employee has not cleared the PIP so PIP will be extended for another six months.
  - 2.3. Employees are unable to clear their PIP in the second attempt in such cases contracts will not be renewed.
  - 2.4. **Note:** HRMIS will automatically give details of employees who are unable to clear their PIP in the second attempt to HR Admin.
  - 2.5. Management may consider extending the PIP for third time in cases where there is a proper explanation and justification as to why employee is not able to clear PIP in the second attempt.

## **FREQUENTLY ASKED QUESTIONS (FAQ) ON PMS**

### **1. What if we are in supervisory roles and don't have targets**

- 1.1. Simple, if you are in a supervisory role and do not have targets, we believe that you will be doing some activities or tasks in a month?
- 1.2. What are those tasks that you do and what is the frequency of such tasks that is being done in a month?
- 1.3. For example: HR Manager does a HRMIS bug report and improvements 4 times in a month.
  - 1.3.1. The tasks will be "HRMIS bug report and improvement."
  - 1.3.2. Target will be "4" for the month.

### **1. Why do we need to send this data every month?**

- 2.1. The main purpose for this is to allow flexibility to component heads, reporting managers/officers with regards to the KRA and targets of their team.
- 2.2. For example: Reporting Manager might want to add more additional KRAs or remove an existing KRAs for a team mate or maybe increase or decrease the target as per project or department needs.
- 2.3. We will take the same example as the above; if in the next month due to some requirements, HR Head wants to increase the target/frequency of a given task, i.e: "HRMIS bug report and improvement."
- 2.4. Then, HR Head may change the target to "6, 7 or etc" and the same will be updated in the system which will be effective for next month.
- 2.5. HR Head wants to add/delete any KRA, the same will be added and sent for next month and uploaded.
- 2.6. If component heads, reporting officers/managers want to make no changes in their team mates KRA and targets then they can write an email to HR to upload the same excel which was sent for last month.
- 2.7. We highly encourage a monthly meeting that needs to be conducted by Component Heads/Senior Managers with all of their team members to discuss what have been achieved and approved in the system and also to mutually set KRAs and targets for the next month which will be uploaded in the system. To ensure transparency, as it is one of our main MBDA/MBDA core values.

### **3. What if in some cases targets cannot be predefined?**

- 3.1. For example HR Department cannot pre-defined the number of recruitments that are required for the month as any new position can come up according to project needs and any vacancies due to resignation may come up in the middle of the month.
- 3.2. For example: For this month 5 vacancies have come up due to resignations and new requisitions.
- 3.3. Therefore, in such cases their KRAs and targets can be submitted in an excel sheet at the end of every month i.e 28th or 29th of the month and approved all tasks by 30th latest.
- 3.4. Since, 5 vacancies have come up which have been uploaded in the system but how many gaps were filled shall be approved in the system by HR Head.
  - 3.4.1. Actual Requirement VS Actual Achievements.
- 3.5. In cases, where an employee gets an unexpected additional task in the middle of the month as per project needs such as making a concept note and any other. Reporting Managers will need to send another excel sheet where such a task has come up and send it to the HR department for uploading the same in HRMIS at the end of the month i.e 28<sup>th</sup> or 29<sup>th</sup> and have it approved in the system by 30<sup>th</sup> latest.
- 3.6. Note: If the KRA reviews period has begun from August which will end in Jan since it's a 6 month period. Any new joinee during this period i.e Aug-Jan will not will eligible nor considered for this KRA review period but the employee will be considered in the next KRA review period.

## **PROMOTION POLICY & PROCEDURES**

The Promotion Policy is based on the recognition that in the course of meeting organizational objectives, the duties and functions of an employee may change in complexity and responsibility. Promotions therefore, are based on status changes that involve increasing responsibility levels. The added benefits of promotion serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition. While good past performance enhances the validity of the promotion, it should not, of itself, be the primary nor sole reason for recommending a candidate for promotion. Consistent with prior practice, all positions will be filled through Meghalaya Basin Development/Meghalaya Basin Management Agency (MBDA/MBMA/MINR/MIG/MIE)'s search and screen procedures. Exceptions may be requested through the appropriate authority; organizational, fiscal and legal implications of the request must be fully explained and justified.

### **Policy Statement:**

1. Meghalaya Basin Development/Meghalaya Basin Management Agency (MBDA/MBMA/MINR/MIG/MIE) will try to ensure maximum opportunity for promotion from within, consistent with the commitment to organizational needs, equal opportunity and applicable contractual agreements.
2. The criteria used when considering employees' qualifications for promotion must be fair and unbiased, and all employment policy requirements must be fully met and documented. Employees are to be considered for promotion regardless of age, sex, race, color, national origin or disability.

### **Objectives:**

1. Meghalaya Basin Development/Meghalaya Basin Management Agency (MBDA/MBMA/MINR/MIG/MIE) has adopted this policy to foster the advancement of its employees.
2. To provide opportunities to the most potential employees who are eligible for promotion for a higher role.
3. This policy enhances the upward mobility of personnel and complements the present practices at MBMA which allow for personnel development.
4. To provide suitable opportunities and encouragement to the existing potential employees for career growth consistent with their contribution to the growth of the organization on the basis of the following principles:
  - 4.1. Ensuring fairness, consistency and uniformity in the criteria for promotion;
  - 4.2. Ensuring broad quality of opportunity in growth and career prospects commensurate with the achievements and potential of each.

**Applicability:**

This policy shall be applicable to all regular contractual employees - excluding drivers.

**Promotion Policy Considerations:**

Meghalaya Basin Development/Meghalaya Basin Management Agency (MBDA/MBMA/MINR/MIG /MIE) will constitute a committee comprising senior leaders in the organization to carry out organization recruitment/selection/promotion requirements.

**Eligibility:**

1. All promotions shall be subject to completion of minimum qualifying period and other requirements such as:
2. Promotions are not subjected to vacancies.
3. A minimum of three (03) Years of service is required for Assistant Manager level and a minimum of five (05) years for Managerial level positions and above.
4. A minimum of three (03) Years of service is required for non-managerial level positions. (Program Associate, Admin Associate, Field Engineers MTA, Drivers)
5. Employees should be a top performer (in the top 50%) as per Performance Monitoring Policy for at least 6 times or more.
6. Note: In situations where employees do not secure the criteria stated above in point 4, management has the discretion to select the employees that are closest to meeting the prescribed benchmark.
7. Approval for all exceptions will be done by the promotion committee.
8. Employees should not have any PIP record for the past 1 year.
9. Other criteria with regards to the behavioral aspects as per PAR and SAR latest score.
10. Mere fulfillment of the qualifying period of service will not confer any right for promotion.

**Promotion cut off:**

1. Promotion process and evaluation for all employees will take place only two times in a year i.e Jan and July.
2. Employees who complete their 4/5 years in the month of Jan to June will fall in the July cut off for the promotion process given that they meet the criteria.
3. Employees who complete their 4/5 years in the month of July to Dec will fall in the Jan cut off for the promotion process given that they meet the criteria.

Promotion Reference Table				
Sl. No	Year	Performance	PIP	Promotion cut off
1	2022 - Feb to June	Should be in the top 50% to be eligible for promotion after completion of 3/4 years in the organization as per year in column B	No recent PIP records for past 1 year	July
2	2022 - July to December	Should be in the top 50% at least once to be eligible for promotion after completion of 3/4 years in the organization as per year in column B	No recent PIP records for past 1 year	Jan
3	2023 - Jan to June	Should be in the top 50% at least twice to be eligible for promotion after completion of 3/4 years in the organization as per year in column B	No recent PIP records for past 1 year	July
4	2023 - July to December	Should be in the top 50% at least twice to be eligible for promotion after completion of 3/4 years in the organization as per year in column B	No recent PIP records for past 1 year	Jan
5	2024 - Jan to June	Should be in the top 50% at least three times to be eligible for promotion after completion of 3/4 years in the organization as per year in column B	No recent PIP records for past 1 year	July
6	2024 - July to December	Should be in the top 50% at least three times to be eligible for promotion after completion of 3/4 years in the organization as per year in column B	No recent PIP records for past 1 year	Jan
7	2025 - Jan to June	Should be in the top 50% at least five times to be eligible for promotion after completion of 3/4 years in the organization as per year in column B	No recent PIP records for past 1 year	July
8	2025 - July to December	Should be in the top 50% at least five times to be eligible for promotion after completion of 3/4 years in the organization as per year in column B	No recent PIP records for past 1 year	Jan

**Note:**

1. The first time the HRMIS system will generate the top and bottom module will be on Feb 2022 which is after 6 months therefore this table is starting from Feb 2022.
2. All promotions due for this year i.e 2021 till December and Jan 2022 shall be completed as per old promotion system.

### **Promotion evaluation process for employees in the promotion zone:**

1. HRMIS will automatically filter and identify and sent the list of employees eligible for promotion as per eligibility criteria and sent it to HR Department.
2. HR Department can also manually identify the employees from the system who are eligible for promotion as per eligibility criteria.
3. HR Department will clearly communicate to these employees if they are willing to take part in the promotion process.
4. The Promotional evaluation process for Managerial Levels will consist the following evaluation steps:
  - 4.1. Write-up on Suitability of Position (SOP)
  - 4.2. Presentation cum On-to-One Interaction Session:
    - 4.2.1. Every employee must have at-least 2-3 goals expressed in specific measureable terms.
    - 4.2.2. Each goal needs to include a description and a clear plan (list of task) to accomplish during a specific time period.
    - 4.2.3. To determine how progress will be measured and frequently (minimum quarterly or half yearly)
    - 4.2.4. To list down corrective actions that will be taken if progress is not in accordance with plans
    - 4.2.5. To ensure that goals at each level are related to the organizational objectives or projects.
  - 4.3. Or' Presentation on past three (03) year's achievements & contribution to the organization.
  - 4.4. Personal Interview.
  - 4.5. Recommendations from the promotion committee to the management.
  - 4.6. Final ratings/scoring by the management.
5. The Promotional evaluation process for Non-Managerial Levels will consist the following evaluation steps:
  - 5.1. Written Evaluation - Questions shall be developed by respective components/function heads.
  - 5.2. Group Discussion (Optional)
  - 5.3. Personal Interview (Optional)
  - 5.4. Recommendations from the promotion committee to the management.
  - 5.5. Final ratings/scoring by the management.

### **Recruitment/Selection/Promotion Committee:**

The selection committee will include but not limited to the following:

1. CEO/ED/Representative of CEO/ED.
2. Director.
3. Component/Function Heads.
4. District Head Representative.

5. HR Representative as member secretary.

*(Note: HR will drive and facilitate the entire promotion evaluation process upon discussion and clarification with the promotion selection committee.)*

**Term of References for the Recruitment/Selection/Promotion Committee:**

1. To monitor and evaluate the entire promotion process.
2. To give feedbacks on the process from time to time.
3. To rate and vote employees in the promotion zone.
4. To give recommendations on the overall promotion process.
5. To have a one-on-one feedback session with all employees who were in the promotion zone after declaration of results.

**Compensation on promotion:**

1. On promotion, the staff member will move to the new pay band with pay protection of the amount last drawn, in case the starting point of the new band is lower than the pay previously drawn.
2. For the purpose of computing eligibility of next increment, one (01) year shall be counted from date of joining consequent to the promotion.
3. All other allowances such as HRA, mobile allowance & etc. shall be as per existing rates unless there are any revisions made.

**Forgo of Promotion Orders <sup>13</sup>:**

4. Employee under orders of promotion must communicate their acceptance within one week of receiving the promotion orders.
5. Upon acceptance, the commencement of duties for the new post must occur within a maximum of 15 days from the date of receiving the respective orders. This duration specified for joining the new post will also be applicable to all orders concerning staff transfers and allocations.
6. If an employee chooses not to accept a promotion or wishes to decline the offered promotion, they should submit a written request stating their decision along with the reasons for it.
7. Employees who decline a promotion will be ineligible for future promotions for a period of three years. However, if the decline is solely due to concerns regarding the place of posting, they may retain their current station and position for up to one year. After this period, they may be transferred to alternative project locations as necessary.

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<sup>13</sup> Ref. Office Order No.MBDA/HR/770/2021/134, Dated Shillong, the 09<sup>th</sup> May, 2024

## POSTING AND TRANSFER POLICY & PROCEDURES<sup>14</sup>

### TRANSFER & POSTING<sup>15</sup>:

During the contractual period, employees are liable to be transferred to any of the State Management Unit (SPMU), District Project Management Unit (DPMU) and Block Project Management Unit (BPMU) as and when necessary, keeping in view the nature of work assigned and in the best interests of the organization.

#### Entitlement of Travelling Allowance on transfer:

For the purpose of these Rules, transfer means the movement of an employee from one Headquarters station to another station, either to join the new assignment or in consequence of the change of his/her headquarters in the interest of public service and the Meghalaya Basin Development Authority/ Meghalaya Basin Management Agency;

1. Transfer travelling allowance shall be admissible where the change of headquarter station involves the change of residence;
2. Transfer travelling allowance shall include the cost of travelling expenses of the employee and his family members as applicable to him/her as on tour by road and carriage of personal effects by public (road) transport as per actual expenses;
3. Carriage of household goods and personal effects at the expense of the MBDA/MBMA shall be limited as under:

Grade of employee	For married employee	For unmarried employee
Grade I	4000 kgs	2000 kgs
Grade II	3000 kgs	1000 kgs
Grade III	2000 kgs	500 kgs
Grade IV	1000 kgs	250 kgs

4. Claim for Transfer travelling allowance shall be substantiated adequately by documentary evidences in respect of the change of residence, including the movement of the family members;
5. Claim for the transfer of personal effects shall be regulated as per the rates of carriage goods by State Transport Authority and adequately substantiated by documentary evidences/vouchers.
6. However, a transfer at one's own request shall not be taken as a transfer **for public interest and no transfer travelling expenses shall be admissible.**

<sup>14</sup> Ref. Office Order No. MBMA(F&A)89/2016/6, Dated Shillong, 3<sup>rd</sup> September 2019, **point no. 10 to 10.3**

<sup>15</sup> Ref. Letter of Appointment point no. 2 "Posting & Transfer"

## **TRAINING AND DEVELOPMENT POLICY & PROCEDURES**

This policy refers to the organization's learning and development programs and activities. In the modern competitive environment, employees need to replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them and the organization. We want them to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

**Applicability:** This policy applies to all regular contractual employees. Employees with very short-term contracts might attend trainings at their manager's discretion.

### **Policy elements:**

Employees, managers and Human Resources (HR) should all collaborate to build a continuous professional development (CPD) culture. It's an employee's responsibility to seek new learning opportunities. It's a manager's responsibility to coach their teams and identify employee development needs. And it's HR's responsibility to facilitate any staff development activities and processes.

### **What do we mean by training and development?**

In general, we approve and encourage the following employee trainings:

1. Formal training sessions (Corporate)
2. Employee Coaching and Mentoring
3. Participating in conferences
4. On-the-job training.
5. Job shadowing
6. Job rotation
7. Capacity Building Training
8. Exposure Visit
9. Communication & Personality Development

**Corporate training programs:** We might occasionally engage experts to train our employees.

Examples of this kind of training and development are:

1. Equal employment opportunity training
2. Diversity training
3. Leadership training for managers
4. Conflict resolution training for employees
5. This category also includes training conducted by internal experts and managers. **Examples are:**
  - 5.1. Training new employees

- 5.2. Training teams in organization-related issues (e.g. new systems or policy changes)
- 5.3. Training employees to prepare them for promotions, transfers or new responsibilities
- 5.4. Employees won't have to pay or use their leave for these types of trainings. Attendance records may be part of the process.

**Other types of training:**

1. Both employees and their managers are responsible for continuous learning. Employees should show willingness to improve by asking their managers for direction and advice. Managers should do the same with their own superiors, while encouraging and mentoring their subordinates.
2. Employees and managers are responsible for finding the best ways to CPD. They can experiment with job rotation, job shadowing and other types of on-the-job training (without disrupting daily operations). We also encourage employees for self-paced learning by researching for materials related with their job role and project.

**General guidelines:**

1. All eligible employees are covered by this policy without discriminating against rank or protected characteristics.
2. Managers should evaluate the success of training efforts. They should keep records for reference and better improvement opportunities.
3. All employee development efforts should respect cost and time limitations, as well as individual and organization needs.
4. Employees should try to make the most out of their trainings by studying and finding ways to apply knowledge to their work.
5. Employees are encouraged to use up their allocated training time.

**Procedures:**

**Management Approach:** Management may impart any mandatory trainings that employees or a group of employees may need to undergo as per project needs. HR will facilitate and inform all employees about the details of training.

The following procedure given below should be followed when employees want to suggest, conduct and attend training sessions or conferences:

1. Employees (or their team leaders) identify the need for training.
2. Employees and team leaders discuss potential training programs or methods and come up with suggestions.

3. Employees or team leaders contact HR and briefly present their proposal. They might also have to complete a form.
4. HR researches the proposal, with attention to budget and training content.
5. HR approves or rejects the proposal based on management's decision. If they reject it, they should provide employees with reasons in writing.
6. If HR approves based on management decision, they will make arrangements for dates, accommodation, reserving places etc.
7. Nomination of staff posted in MBDA/MIG/MIE/MINR/DBDUs/EFCs for attending the training / workshop / exposure visit should be routed through the Human Resources Unit and to be duly approved by the Competent Authority.<sup>16</sup>
8. The Human Resources Section shall in consultation with the respective Reporting Officer nominate the name of staff.
9. If an employee decides to drop or cancel training, they'll have to inform HR immediately. They'll also have to shoulder any cancellation or other fees.
10. In cases where training ends with examination, employees are obliged to submit the results. If they don't pass the exam, they can retake it.
11. All employees are to submit a report of the training/workshop /exposure visit attended at least one week after completion of the programme.

Generally, the organization may cover any training related expenses. They may also cover transportation, accommodation and personal expenses which are subject to management's approval.

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<sup>16</sup> Ref. Office Order No.MBDA-115/2013/352(b), Dated Shillong, the 29<sup>th</sup> July 2016 (Procedure point 7,8,11)

## **GRIEVANCE REDRESSAL POLICY AND PROCEDURES**

**Policy Statement:** The Grievance Redressal procedure at MBDA/MBMA aims to reinforce the organization's commitment towards providing fair and equitable work opportunities to all employees. The objective of the grievance resolution process is to provide employees with an easily accessible mechanism for settlement of their individual grievances. This policy applies to all staff of MBDA/MBMA.

### **Grievance Statement and Policy:**

1. A grievance can be defined as any sort of dissatisfaction, which needs to be addressed in order to enable staff to function efficiently and effectively within the organization. A grievance is a sign of an employee's discontentment with his job or his relationship with his colleagues. Broadly, a grievance can be stated to be any discontent or dissatisfaction with any aspect of the organization.
2. MBDA/MBMA grievance policy is designed to provide an effective procedure for resolution of problems.
3. The purpose of the disciplinary procedure is to ensure that unacceptable conduct is addressed promptly and appropriately.
4. The disciplinary procedure applies to all MBDA/MBMA employees.

### **Criteria:**

1. The level of any formal action will be dependent on the seriousness of the offence, having regard to the need for fairness and natural justice. – Refer to Employee Progressive Discipline.
2. No disciplinary action will be taken against an employee until the case has been fully investigated.

### **Grievance Redressal Procedure:**

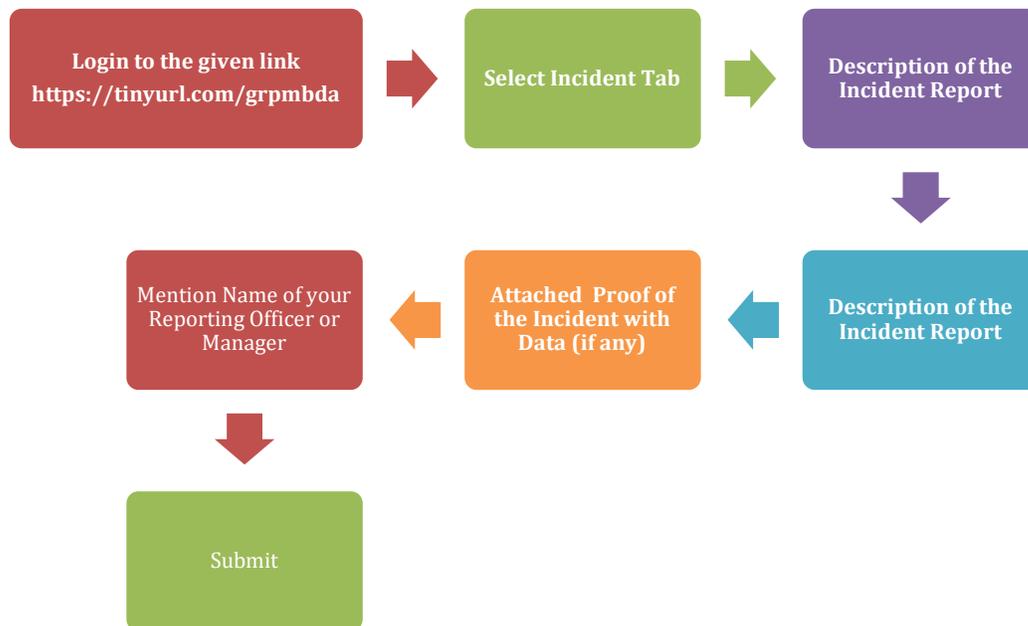
1. The following process should be followed for expressing and seeking Redressal to a grievance:
  - 1.1. Employees may communicate their grievance via <https://tinyurl.com/grpmbda>
  - 1.2. Path to raise a grievance in given link \*\*
2. The grievance raised via the above link by the employee will be visible and accessible only by the HR Department.
3. **Note:** In case, any grievance is raised against any of the HR members, then the victim may raise the issue directly with ED.
4. The HR Department will accordingly view all grievances and segregate those according to the type and level of breach that has occur and will follow a FIFO (First in First Out) module to resolve grievance. TAT = 30 working days.
5. The Grievance Resolution Committee will investigate and take disciplinary actions as per the employee progressive discipline policy.

6. The Grievance Resolution Committee will consist of five members ED, Director, HR Head and 2 component heads.

6.1. Suggested and approved by HR Head to not add any names in the grievance resolution committee.

***(Note: For raising any grievance related to Sexual Harassment, the procedures are mentioned in the policy (Refer to Prevention of Sexual Harassment Policy & Procedures)***

**\*\* Steps of action for raising grievance are as below:**



## **TERMINATION AND RESIGNATION POLICY & PROCEDURES**

Termination & Resignation of employment policy refers to the event that an employee ceases to be part of the organization's workforce. It is beneficial for all parties that the employment separation process is as clear as possible so misunderstandings and distrust between the employee and the organization can be avoided.

**Applicability:** This termination & resignation of employment policy applies to all of employees.

**Policy elements:** The organization will observe all legal dictations referring to termination & resignation of employment and will avoid unnecessary terminations.

### **TERMINATION POLICY:**

Termination of employment happens when the contract of an employee is discontinued due to theirs or the organization's actions. The dismissal of an employee from their job duties may be categorized as voluntary or involuntary.

1. Voluntary dismissal may include the following:
  - 1.1. Resignation
  - 1.2. Retirement
  - 1.3. Failure to show for a specified number of days without notice
2. Involuntary dismissal may include the following:
  - 2.1. Discharge for cause
  - 2.2. Discharge without cause
3. Discharge "for cause" refers to immediate termination of employment due to an employee's misconduct or performance issues. Any kind of disciplinary action or progressive discipline that results in termination may be considered "for cause". Other wrongful behaviors or actions that result in immediate dismissal are also considered "for cause". Examples of such termination of employees include circumstances where an employee:
  - 3.1. Breaches their contract of employment
  - 3.2. Is discovered guilty of fraud, embezzlement or other kinds of illegal actions against the organization
  - 3.3. Is guilty of discriminatory behavior or harassment
  - 3.4. Is guilty of unlawful or immoral behavior on the job
  - 3.5. Is guilty of willful neglect of job responsibilities
  - 3.6. Is discovered to have caused intentional damage to organization's assets.
  - 3.7. Non-performance as adjudged by the Management.

4. The list is not exhaustive therefore, discharge for cause remains at our organization's discretion. It must however always reflect an unacceptable behavior or action that violates legal or organization guidelines and may result in financial and non-financial damages for the organization, other employees or society.
5. Discharge without cause can occur when the organization decides that the services of an employee are no longer needed.
  - 5.1. In general, this does not refer to an employee's conduct.
  - 5.2. Reasons for discharge without cause may be layoffs due to ending/completion of projects, unavailability of projects/funds, and rearrangement of a department or redefining of a position.
  - 5.3. In cases an employee must be terminated without cause, the organization is obliged to give notice a specified amount of time – two (02) months prior to the date of termination depending on time of service, age of employee or position.

**Procedure:**

1. In cases of resignation, the employee must submit an official written resignation letter to the immediate supervisor/HR. The employee consistent with the minimum notice requirement expects a notice.
2. In cases of involuntary dismissal, the Reporting Manager/Officer/Component Head must submit an employee termination document to the HR department before the date of separation with relevant justification and proof for termination. In some instances, a termination meeting with the employee, supervisor and a human resources officer may be scheduled.

**For example:** An employee who has been in PIP for two consecutive times but the employee's contract is yet to be expired after one year, in such cases the Reporting Manager/Officer/Component Head must submit an employee termination document to the HR department before the date of separation with relevant justification that is PIP for two consecutive times as per PIP policy and proof for termination such as productivity report of the employee which will be verified by HR in the HRMIS System.

3. In cases where, employees are found guilty after investigation of a grievance raised. The employee may be terminated immediately by HR accordingly if the level of breach is unacceptable.<sup>17</sup>
4. In cases of discharge without cause, the employer must officially notify the employee of the termination a specified amount of time in advance (02 months). When severance pay is appropriate it will be officially stated in writing.
5. At all times, proper employee records will be kept containing all relevant documentation.

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<sup>17</sup> Refer to employee progressive discipline in the Code of Conduct.

## RESIGNATION POLICY:

Resignation policy presents guidelines for handling resignations at our organization. Voluntary separations happen occasionally, and we want to ensure that our organization appropriately handles them and maintains a smooth-running workplace.

**Applicability:** This policy applies to all employees. A “resignation” occurs when an employee voluntarily informs HR or their manager that they will stop working for our organization.

### **What is a voluntary termination?**

Job abandonment, which is failure to show up for work for more than 10 consecutive days without giving any notice, is also considered resignation (or voluntary termination.)

### **Resignation Notice Period<sup>18</sup>:**

1. For all positions, a 30 days’ notice period is mandatory for all resignation in order to facilitate a smooth transition process.<sup>19</sup>Whereas for GM Level positions, a 45 days’ notice period is mandatory.
2. If an employee fails to adhere to the mandated notice period, they shall be liable to pay an amount equivalent to one month's salary or 45 days salary in lieu of the 30/45-day notice period.
3. All employees are required to furnish a written and signed resignation notice for further processing and documentation purposes. Upon receipt, an acknowledgment of “Acceptance of Resignation Letter” will be provided to the employee within five (05) working days.
4. The advance notice period commences from the date of submission of the resignation letter. The employee is required to address the resignation letter to their Reporting Manager/Officer and subsequently forward it to the HR Unit for further processing.
5. All leave shall be ceased from the date of submission of resignation. Which means that; no leave shall be granted during the notice period, regardless of the employee’s remaining leave balance. However, if unforeseen circumstances necessitate an employee to take leave during the notice period, the date of relieving shall be extended accordingly.

### **Expenses reimbursement after resignation:**

If an employee relocates on organization’s expenses, they’re bound by their contracts to remain with us for a certain period. If they resign before that period, they may have to reimburse us for part or all of this kind of expenses.

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<sup>18</sup> Ref. Office Order No.MBDA/HR/770/2021/134, Dated Shillong, the 09<sup>th</sup> May, 2024

<sup>19</sup> Ref. Office Order No.MBDA-115/2012/402, Dated Shillong, the 25<sup>th</sup> August, 2014

**Revoking resignation:**

Employees may ask the organization to revoke their resignation within five (05) days from the day of resignation. The organization will decide whether or not to grant this request on a case-by-case basis. After that period, they cannot revoke their resignation. However, we advise against such decisions. If an employee decides to quit, they should make sure their decision is final.

**Communicating a resignation:**

Employees are encouraged to announce their decision to resign to their immediate Reporting Manager/Officers as soon as possible. They can announce it to the whole organization, if they wish to. Reporting Manager/Officer may communicate a resignation to their team members. HR may have to inform upper management or other employees who are directly influenced by an employee's resignation.

**Forced Resignation:**

Employees have the right to resign when they want and at their own free will. Forced resignation (or constructive dismissal) must not occur at any time. Specifically, the following actions are prohibited:

1. Creating a hostile or unpleasant environment.
2. Demanding or coaxing an employee to resign.
3. Victimizing, harassing or retaliating against an employee.
4. Taking adverse actions (e.g. demotions, increased workload) unofficially, outside of our disciplinary process, to force an employee to resign.
5. **Note:** If any employee is being forced to resign, employees may raise a grievance to address this issue.
6. We reserve the right to terminate employees when they don't adhere to our policies or the law, or those who place our organization at risk.

**Exit Interview Process:**

Employees may be more willing to share their opinions on our processes, practices and culture when they're leaving our organization. By collecting those opinions, we can improve our workplaces for our remaining employees.

1. HR is responsible for arranging exit interviews with employees who recently resigned.
2. These interviews are voluntary and refusal to participate won't result in any problems for an employee, their access to references or any unemployment benefits they may be entitled to.
3. HR department will organize exit interviews. As a general rule, exit interviews should be brief, thorough and created with intent to improve our organization.

4. At the employee's last day with our organization, they must return all organization-owned equipment, and delete confidential files and passwords from their personal devices. Our confidentiality and data protection policies cover all employees, even after separation of employment.

**Rehiring System:**

1. Employees who left on good terms are eligible for rehire.
2. Employees who were terminated without a cause will be eligible for rehire.
3. Employees who were terminated with a cause will not be eligible for rehire.

## **EMPLOYEE WELFARE & HR ENGAGEMENT ACTIVITIES**

### **Monthly Birthday Celebration for all employees month wise on the 15 of every month:**

1. For example; employees whose birthday falls in the range of 1<sup>st</sup> – 31<sup>st</sup> Jan will be celebrated together in one day that is on the 15<sup>th</sup> of Jan.
2. Cake Cutting
3. HR Engagement activities as per HR – Quiz, Dumb charades, karaoke & etc.
4. Evening snacks.
5. The activity can start at 5 pm.

### **Mental Health and Wellness programs – such as Yoga sessions by experts:**

1. May be conducted on International Yoga Day i.e 21<sup>st</sup> June.
2. May be a full day session or a 3-day session and etc. according to Yoga expert
3. Fruits and meals provided by management to all employees attending the session.

### **Sports and games facilities for employees:**

1. Indoor games such as Table Tennis, chess, carom board, etc. are inside the office.
2. To conduct Indoor games tournament once in a year for all employees to participate and win prizes.
3. Sports and games facilities for employees (Out-door)
4. To conduct outdoor games tournament such as football & cricket once in a year for all employees to participate and win prizes.

### **Movies & Entertainment facilities for employees:**

1. To have a movie session for all employees once or twice a year.
2. Where HR will pick one movie which suits the overall audience the movie should be meaningful and have something to relate with so that all employees have a good time and also learn something as well.
3. Pop corns and soft drinks to be sponsored by the management for this event.

### **Picnics/Camping/ Trekking Activities:**

To have picnic/camping/trekking activities for all employees interested once a year.

### **Family Day:**

1. To have a family day for all employees at MBDA/MBMA where employees can bring their family members on this day to spend time in the organization for an entertaining evening with dinner provided.

2. HR will need to plan for this day for the entertainment part where all employees can opt for showcasing their talents whether it is singing or dancing or standup comedy or magic tricks and etc.

**MBDA/MBDA Fest:**

HR will conduct MBDA/MBMA Fest as always, every year with different themes and activities for each year in the month of December.

**Employee Recognitions:**

1. Recognition for completion of service – 5/10/15/20... years.
2. Employee of the year.
3. Employee with best attendance record.
4. Top performer.

**Recognition method:**

1. One to one with managers.
2. Special event (eg: banquet, luncheon and etc.)
3. Email Announcement.
4. Announcement in HRMIS feeds.
5. Gifts.

## **OTHER HR IMPORTANT INFORMATIONS**

### **1. Issuing Authority of Certificates:**

- 1.1. All Experience Certificates and Relieving Letter shall henceforth be issued only by the Human Resource Section, Headquarter under the signature of a duly Authorized Signatory with immediate effect and until further orders.<sup>20</sup>
- 1.2. No Objection Certificate (NOC) whenever required for application for jobs elsewhere may be issued by the Deputy Commissioner & Chairman, BDU/Director(MIE)/Director(MIG) clearly mentioning therein that this is not an experience certificate.<sup>21</sup>
- 1.3. All Appointment Orders and Offer Letters shall be issued under the signature of the Deputy Chief Executive Office/ Executive Director/HR Head of the MBDA/MBMA.<sup>22</sup>

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<sup>20</sup> Ref. Office Order No.MBDA-115/2013/348, Dated Shillong, 12<sup>th</sup> October, 2015

<sup>21</sup> Ref. Office Order No.MBDA-115/2013/348, Dated Shillong, 12<sup>th</sup> October, 2015

<sup>22</sup>Ref. Office Order No.MBDA-115/2013/549(a), Dated Shillong, 30<sup>th</sup> November, 2015

## OCCUPATIONAL/WORKPLACE HEALTH AND SAFETY

### **Policy brief & purpose:**

Our Occupational / Workplace Health and Safety Policy help us preserve the best possible work conditions for our employees. Our organization is committed to follow legal standards and create a hazard-free workplace.

### **Scope:**

This Occupational / Workplace Health and Safety Policy applies to all employees of the organization as well as volunteers, contractors and consultants.

### **Policy elements:**

There are two aspects to consider when establishing an Occupational / Workplace Health and Safety Program: Preventative Action and Emergency Management.

### **Preventative action:**

Preventative action is any action we take to avoid injuries or illness related to workplace conditions. We'll conduct periodical risk assessments and job hazard analysis to discover what is likely to harm employees. We'll establish preventative measures accordingly.

### **Emergency Management:**

Emergency management refers to our plan to deal with sudden catastrophes like fire, flood, earthquake or explosion. These depend on human error or natural forces.

Our emergency management involves the following provisions:

1. Technicians (external or internal) available to repair leakages, damages quickly
2. Fire extinguishers and other fire protection equipment that are easily accessible
3. An evacuation plan posted on the walls of each floor and online.
4. Fully-stocked first-aid kits at convenient locations.

### **Additional measures:**

Our organization will also keep abreast of changes and try to promote health & safety actively. Our organization will also consult experts or insurance representatives to ensure it complies with local and international standards. We will:

1. Update our policy according to changes in occupational health and safety legislation.
2. Analyze past incidents to discover what went wrong.
3. Establish clear procedures for accident reporting.
4. Revise work procedures to make them safer.

**Disciplinary Consequences:**

Employees should follow health and safety instructions and will be held accountable when they don't. We'll take disciplinary action that may extend to termination when employees consistently disregard health and safety rules. It's everyone's responsibility to contribute to a healthy and safe workplace.

## **SEXUAL HARASSMENT POLICY & PROCEDURES**

### **1. Policy Statement:**

“It is the commitment of the MBDA/MBMA to provide a work environment that ensures that every employee is treated with dignity and respect and are aware of their roles and responsibilities in maintaining a workplace free of any form of discrimination, harassment, including sexual harassment. It is the commitment of MBDA/MBMA to pursue all complaints of sexual harassment seriously and immediately.”

- 1.1 It is committed to providing a **safe environment** for all its employees free from sexual harassment.
- 1.2 It is committed to equality and promoting a work environment that is conducive to the professional growth of its employees and encourages equal opportunity. The MBDA/MBMA will operate a **zero tolerance policy** for any form of sexual harassment in the work place.
- 1.3 The MBDA/MBMA **shall investigate** all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.
- 1.4 All **complaints of sexual harassment will be taken seriously and promptly** and treated with respect and in confidence. No one will be victimised for making such a complaint.
- 1.5 The objective of this policy is to:
  - 1.5.1 *Define the obligations of MBDA/MBMA staff and those holding a contract with MBDA/MBMA with respect to sexual harassment.*
  - 1.5.2 *Set out MBDA/MBMA's rules and procedures and approach in preventing and responding to sexual harassment.*

### **2. Definitions:**

- 2.1 **Sexual Harassment** - For the purposes of the present policy, all instances of sexual harassment shall collectively be referred to as *prohibited conduct*. The commission of such acts will bring about cause for disciplinary action and punishment.
- 2.2 The ***Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act 2013*** on which this policy is based, defines sexual harassment to include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:
  - 2.2.1 Physical contact and advances
  - 2.2.2 A demand or request for sexual favours
  - 2.2.3 Making sexually coloured remarks
  - 2.2.4 Showing pornography.
- 2.3 Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Sexual harassment in the workplace is classified under *two main types*:

- **Quid pro Quo; and**
  - **Hostile Work Environment.**
- 3. Quid Pro Quo Sexual Harassment (or This for That)** - This type of sexual harassment implies seeking sexual favours or making sexual advances in exchange for benefits at work. It includes instances when:
- 3.1 There are implicit or explicit requests or demands for unwelcome sexual activity as a term or condition of employment
- 3.2 Consent to or rejection of unwelcome sexually explicit behaviour or speech is made a condition for employment, or refusal to comply with a 'request' is met with retaliatory action such as dismissal, demotion, difficult work conditions.
- 4. Hostile Work Environment** - involves uninvited and unwelcome conducts or behaviour whether they are physical, verbal, non-verbal or visual forms which create **work environment that makes it uncomfortable** for a worker to be there.
- 4.1 Hostile working environment is usually dependent on circumstances, frequency (**repetitive misconduct** rather than a single episode of misbehaviour), and severity.
- 4.2 **Extension of the definition of sexual harassment** - The *Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act 2013* recognizes these types and forms of sexual harassment and states that if the following circumstances occur or are present in relation to, or connected with any act or behaviour of sexual harassment may amount to sexual harassment at the workplace:
- 4.2.1 Implied or explicit promise of preferential treatment in her employment
- 4.2.2 Implied or explicit threat of detrimental treatment in her employment
- 4.2.3 Implied or explicit threat about her present or future employment status
- 4.2.4 Interference with her work or creating an intimidating or offensive or hostile work environment for her
- 4.2.5 Humiliating treatment likely to affect her health or safety.
- 5. Types of Sexual Harassment** - Sexual harassment can occur in different forms such as verbal, non-verbal, visual, and physical. The following table lists down the different forms of sexual harassment that may occur in the workplace.

**Table 1** Different forms of sexual harassment

<b>Verbal Form</b>	<b>Physical Form</b>
<ul style="list-style-type: none"> <li>• Gender based insults or sexist remarks</li> </ul>	<ul style="list-style-type: none"> <li>• Physical contact and advances</li> </ul>

<ul style="list-style-type: none"> <li>• Referring to an individual as “honey”, “baby” or “darling”, etc.</li> <li>• Sexual or gender-based jokes or teasing</li> <li>• Innuendos and taunts</li> <li>• Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like</li> <li>• Requesting or demanding sexual favours</li> <li>• Telling lies or spreading rumours about a woman employee</li> <li>• Pressure for dates</li> <li>• Comments about clothing, personal behaviour or a person’s body.</li> <li>• Graphic descriptions of pornography</li> <li>• Implied or preferential treatment/threat in her employment</li> </ul>	<ul style="list-style-type: none"> <li>• Unwelcome hugging, sexual touching or kissing</li> <li>• Forcible physical touch or molestation</li> <li>• Standing too close or brushing up against another person, leaning over, invading a woman’s space.</li> <li>• Patting, stroking, grabbing or pinching</li> <li>• Blocking someone’s path with the purpose of making a sexual advance</li> <li>• Rape or attempted rape</li> <li>• Actual or attempted sexual assault or forced fondling</li> </ul>
<b>Visual Form</b>	<b>Non-Verbal Form</b>
<ul style="list-style-type: none"> <li>• Presence of sexual visual materials such as posters, cartoons, drawings, calendars, pinups, pictures, computer programmes of a sexual nature</li> <li>• Written material that is sexual nature, such as notes, SMS, e-mail containing sexual comments</li> <li>• Knick-knacks and other objects of a sexual nature</li> </ul>	<ul style="list-style-type: none"> <li>• Staring</li> <li>• Sizing up a person’s body (looking up and down)</li> <li>• Derogatory gestures of a sexual nature</li> <li>• Sexually suggestive looks</li> <li>• Facial expressions of a sexual nature, winking, licking lips</li> <li>• Stalking.</li> </ul>

**6. Incidents *not* considered to be sexual harassment:**

The following are not to be deemed as sexual harassment:

- 6.1 Following up on work absences
- 6.2 Requiring performance to job standards.
- 6.3 The normal exercise of management rights.
- 6.4 Work related stress such as meeting deadlines or quality standards
- 6.5 Conditions of work

6.6 Constructive feedback about the work mistake and not the person.

## **7. Workplace:**

7.1 Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit in the public sector; either established/ owned, controlled or wholly or partly financed by funds received directly or indirectly by the government or local authority or a government company or corporation or a co-operative society.

7.2 A workplace is ***“any place where working relationships between employer and employee(s) exist, going beyond the physical boundaries of the primary workplace or office building.”***

7.3 The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 has widened the scope of workplace and refers to all the places that an employee visits during the course of employment, including use of transportation.

## **8. Employer:**

8.1 An employer is any person responsible for the management, supervision and control of the workplace. It is the employer’s responsibility to provide a safe working environment at workplace.

## **9. Employee:**

The Act defines an employee as a person employed at a workplace for any work:

9.1 On regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer.

9.2 For remuneration or not, or working on a voluntary basis, such as Volunteers and Interns

9.3 Consultants, attached with any project/programme of the MBDA/MBMA

## **10. Aggrieved Woman:**

In this regard, the aggrieved woman is:

10.1 A woman of any age irrespective of her employment status (Section 2.13.1- 2.13.3 of this Policy) who alleges to have been subjected to any act of sexual harassment by respondent in relation to a workplace.

## **11. Respondent/ Person Charged/ Offender:**

11.1 As per the Act, the respondent means a person against whom the aggrieved woman has made a complaint to the Internal Complaint Committee.

11.2 The offender is a person who has engaged in a prohibited conduct

11.3 The offender is a person against whom a complaint has been filed.

- 11.4 The alleged offender is staff/personnel of the MBDA/MBMA whether as a regular or temporary staff, daily wage earner, consultant engaged by the organisation or someone visiting the office.

## **12. Background:**

### International Laws & Conventions

- 12.1 The Universal Declaration of Human Rights, 1948: Articles 1, 2 and 7 speak about equality in dignity, rights and freedoms and equal protection against any discrimination.
- 12.2 India is a signatory of the UN Convention on the Elimination of Discrimination Against Women (CEDAW), 1979. Article 1 of CEDAW states “Discrimination against women shall mean any distinction, exclusion or restriction made on the basis of sex which has the effect or purpose of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on a basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field.” Further, Article 11 prescribes states to eliminate discrimination against women in the field of employment and to ensure equality of men and women. The CEDAW Committee in its General Recommendation No. 19 in 1992 has qualified sexual harassment as form of discrimination on the basis of sex and as a form of violence against women. Recognising that equality in employment can be seriously affected when women are subjected to gender specific violence, such as sexual harassment, it called on states to take measures to protect women from sexual harassment.
- 12.3 The UN Declaration on the Elimination of Violence against Women, 1993 in Article 1 defined “Violence against women” as any act of gender-based violence that results in, or is likely to result in physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life. It also includes sexual harassment and intimidation at work, in educational institutions and elsewhere as part of violence against women.
- 12.4 The Beijing Platform of Action, 1995 called to advance women’s rights and to eliminate violence against women including sexual harassment at work.

## **13. Indian Laws**

- 13.1 The principles of non-discrimination and equality are recognized internationally as central to any system of human rights protection and are embedded in the Constitution of India under Article 14, 15, 19 & 21. These articles provide for equality before law, prohibition of discrimination and protection of life and personal liberty.

- 13.2 Vishaka Guidelines were the first ever legal action which provided a broad framework for preventing and addressing cases of sexual harassment of women within the workplace. It recognized that sexual harassment of women in the workplace resulted in the violation of their fundamental rights of gender equality, right to life and liberty, and the right to carry out any occupation, trade or profession.
- 13.3 **Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013** was enacted to provide protection against sexual harassment of women at workplace and for preventing and addressing complaints of sexual harassment. The Act specifies that (1) No court shall take cognizance of any offense punishable under this Act unless a complaint has been made to the right authority, i.e. the Internal Complaints Committee; (2) It shall be tried by a court of a Judicial Magistrate of the first class (3) Every offense under this Act is non-cognizable.

#### **14. Consequences in case of breach of policy**

- 14.1 Where the Committee arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required in the matter.
- 14.2 If the Committee is satisfied that the allegations against the respondent have been proved, it may prescribe the following actions:
- 14.2.1 A written apology from the respondent to the complainant.
  - 14.2.2 Warning against any further harassment by the respondent to the complainant.
  - 14.2.3 Reprimand or censure of the respondent. Undergoing a counselling session.
  - 14.2.4 Undergoing a counselling session. To deduct from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or her legal heirs. If salary cannot be deducted from the respondent, it may direct the respondent to pay the sum arrived at to the aggrieved woman.
  - 14.2.5 Withholding of pay rise or increment.
  - 14.2.6 Withholding of promotion.
  - 14.2.7 Terminating the respondent from service.
  - 14.2.8 Any other punishment according to the service rules applicable to the respondent

#### **15. False or Malicious Complaint and False Evidence:**

- 15.1 If the ICC comes to the conclusion that a complaint was false or malicious or that false evidence had been provided, it may recommend that action be taken against the complainant and/or witness.

## **16. Responsibilities of management and staff:**

The policy also lays down the responsibilities of the employer and the staff.

### **16.1 The employer shall:**

- 16.1.1 Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace.
- 16.1.2 Display at any conspicuous place in the workplace, the penal consequences of harassment, sexual harassment and abuse of authority.
- 16.1.3 Display at any conspicuous place the order constituting the Internal Complaints Committee.
- 16.1.4 Encourage personnel to use the informal and formal processes in place to address possible prohibited conduct.
- 16.1.5 Provide assistance to the affected individual if he/she desires to file a complaint in relation to the offence under the Indian Penal Code or any other law.
- 16.1.6 Ensure that no adverse reaction is directed against the staff or witness as a result of filing a complaint.
- 16.1.7 Develop a targeted training programme for members of the ICC, staff at managerial and higher positions, aimed at building skills to effectively communicate with affected individuals and alleged offenders and to respond appropriately.
- 16.1.8 Organising workshops and awareness programs at regular intervals for sensitising employees about harassment, sexual harassment and abuse of authority.
- 16.1.9 Create appropriate and safe working environment for all workers to focus on work free from sexual harassment. This includes:
  - 16.1.9.1** Removal of offensive, sexually explicit or pornographic calendars, literature, posters and other materials from the workplace.
  - 16.1.9.2** Improve safety of working environment by ensuring sufficient lighting, open space offices, good balance of men and women at the workplace at different levels and organising work during working hours.

### **16.2 Obligations of the staff:**

- 16.2.1 **To be aware of prohibited of conduct** and refrain from taking such acts. Refrain from encouraging other staff members and non-personnel to engage in prohibited conduct.

16.2.2 **Take action if they witness prohibited** conduct and, where possible, after consulting the affected individual, as well as supporting those impacted, as appropriate and to the best of their ability.

16.2.3 **Report possible prohibited conduct** and cooperate with investigations, audits and reviews.

## **17. Prevention of Sexual Harassment**

### **Sensitization**

- 17.1 Sensitizing employees with the provisions of the Act is stated as one of the duties of an employer/management under Section 19 of the Act. The MBDA/MBMA shall strive to raise awareness amongst its employees about this policy and its contents. Further it shall raise awareness on what constitutes sexual harassment; what an employee can do when she experiences sexual harassment and the consequences of breach of policy.
- 17.2 This shall be done through induction programme of new employees, regular staff meetings and training. Regular emails shall be sent to the emails about sexual harassment and the redressal mechanisms for it.
- 17.3 In addition, visual materials such as notices, posters or brochures shall be used to disseminate information on the anti-sexual harassment policy.
- 17.4 Along with awareness raising on sexual harassment policy and its contents, it is important to promote gender equality and combating patriarchal/gender-bias mindsets. Combating these attitudes is crucial in the prevention of sexual harassment at the workplace.

## **18. Training**

Effective training programmes are essential for sensitizing all staff members, both men and women to recognize sexual harassment, to prevent it and to deal with it when it occurs.

- 18.1 Training for the members of the complaint committee and others who are essential to the implementation of the policy is essential. The Act specifies that it is the duty of an employer to organise orientation programmes for the members of the Internal Complaints Committee (Section 19).
- 18.2 Training will include a component on gender sensitization along with the procedures for taking complaints and enquiry. Sexual harassment training shall be given to all employees to address perceptions and understanding of sexual harassment, impact of sexual harassment on individuals and workplace, understanding the policy and complaint mechanism.

- 18.3 A separate training for supervisors and managers may be organised to encourage appropriate conduct by themselves. As this group plays a key role in promoting the organizations sexual harassment policy while also monitoring the working environment by closely scrutinizing performance and morale of the employees. The training for supervisors is especially important when sexual harassment cases are handled through informal mechanisms.

## **19. Internal Complaints Committee**

In order to provide employees with a mechanism an Internal Complaints Committee the MBDA shall constitute this Committee to provide a mechanism for redressal of sexual harassment.

### **Composition of the ICC**

#### **19.1 The ICC shall be composed of:**

19.1.1 Presiding Officer who shall function as the Chairperson of the Committee. The Presiding Officer shall be a woman employee holding a senior position.

19.1.2 Independent Member who shall give an unbiased perspective on the complaint. This Member shall belong to an NGO/ Organisation which works on women's issues.

19.1.3 Member (Human Resources) who shall belong to the Human Resource Unit of MBDA/MBMA.

19.1.4 Member (Legal) who shall be an employee with a background in law. If there is no employee with a legal background, the Committee may consult an impartial legal adviser (amicus curiae) to help the Committee if and when required.

19.1.5 Member (Social Work) who shall be an employee with a background in social work.

19.1.6 Member Secretary shall belong to the Gender cell of the organisation and look after the day-to-day matters of the ICC

#### **19.2 Member(s) who shall be an employee of the organisation.**

19.3 At least half of the members of this Committee shall be females.

## **20. Tenure of the Committee**

The Presiding Officer or any member of the Committee shall hold office for a period not exceeding three years from their date of nomination

## **21. Disqualification of Members**

21.1 Where the Presiding Officer or an Member of the Committee contravenes any of the following, they shall be removed from the Committee and the vacancy created shall be filled by a fresh nomination:

- 21.2 If the Presiding Officer or any Member have been found to violate the confidentiality of the aggrieved woman, the respondent or the proceedings of the inquiry as per Section 10.1 of this policy.
- 21.3 If the Presiding Officer or any Member has been convicted for an offence or an inquiry into an offence under any law.
- 21.4 If the Presiding Officer or any Member has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him.
- 21.5 If the Presiding Officer or any Member has abused his/her position which is prejudicial to the public interest.

## **22. Functions of the ICC**

- 22.1 The ICC shall strive to prohibit, prevent and redress sexual harassment of women in the workplace:
- 22.2 The ICC shall receive all complaints of sexual harassment in the workplace.
- 22.3 The ICC shall make necessary inquiries and hearings on incidents of sexual harassment.
- 22.4 The ICC shall make the appropriate recommendations, actions & penalties, per Service Rules of the MBDA
- 22.5 It shall assist the aggrieved woman if she so chooses to file a police complaint in relation to an offence under the Indian Penal Code.
- 22.6 To spread awareness about gender-related issues and functioning of the ICC

## **1. Filing a Complaint with the Internal Complaints Committee**

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The aggrieved woman may directly approach the ICC with her complaint of sexual harassment.

### **2. Process of Filing a Complaint:**

- 2.1 Any aggrieved woman may make in writing a complaint of sexual harassment at workplace to the Committee within a period of three (3) months from the date of the incident and in case of a series of incidents, within a period of three (3) months from the date of the last incident, following the template given at Annexure 1 of this policy.
- 2.2 If the aggrieved woman cannot make a complaint in writing, the Presiding Officer or any member of the Committee shall assist the woman to make the complaint in writing.
- 2.3 If the ICC is satisfied that the woman has genuine reasons as to why she could not file a complaint within the stipulated time, they may extend the period of filing. Also, if the aggrieved cannot make the complaint herself, her legal heir or such other person as may be prescribed may make the complaint on her behalf.
- 2.4 The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the employer that no action is required to be taken in the matter.
- 2.5 The aggrieved woman may call up any of the members, or email [gendermbda@gmail.com](mailto:gendermbda@gmail.com) for any help to file the complaint.
- 2.6 Informal Mechanism
- 2.7 Early Intervention and Receipt and Handling of Informal Reports of Possible Prohibited Conduct

### **3. Early Direct Action**

- 3.1 The aggrieved woman may, if she feels comfortable and safe doing so, approach alleged offender(s) about instances of possible prohibited conduct and as such ask for the conduct to stop.
- 3.2 However, disparity in power or status or fear of retaliation may make direct confrontation difficult and therefore there is a provision to approach people in higher positions with their problems.

### **4. Managerial Intervention**

- 4.1 In the event that the aggrieved woman is not comfortable or safe in confronting a perpetrator of acts of sexual harassment, the aggrieved woman may raise the matter with their supervisors, reporting officer or other senior officials, if they are comfortable doing so.

- 4.2 After assuring the necessary support in taking the matter forward, the supervisor approached shall inform the individual about the options available to address possible prohibited conduct.
- 4.3 Supervisors, reporting officers or other senior officials the aggrieved woman approaches shall provide assistance and/or information in a timely, sensitive and impartial manner in accordance to the provisions of this Policy. To address the matter promptly, at the managerial level, supervisors may:
- 4.3.1 With the consent of the affected individual, bring the matter to the attention of the alleged offender.
- 4.3.2 With the consent of the affected individual, facilitate a discussion among the impacted individuals and the alleged offender about the conduct in question.
- 4.3.3 Supervisors shall submit a record regarding any managerial intervention carried out to the Committee.
- 4.4 Should however, the supervisor find that the prohibited conduct so committed is of a more grave matter, the supervisor shall recommend to the affected individual that the matter be taken up to the ICC.
- 4.5 The Internal Complaint Committee may also request the support of the supervisor, manager concerned in counselling and conciliation of the alleged harasser.
- 4.6 The supervisor may ensure that there is no backlash on the employee that has complained and in monitoring further unacceptable behaviour.

#### **4.7 Handling Sexual Harassment Complaints**

#### **4.8 Formal Complaint of Possible Prohibited Conduct to the Committee:**

### **5. Conciliation**

- 5.1 The Committee may before initiating an inquiry, and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation.
- 5.2 Where a settlement has been made, the ICC shall record the settlement so arrived and forward the same to the employer and no further inquiry shall be conducted. There shall be no monetary settlement of the complaint.

### **6. Manner of Inquiry into a Complaint**

- 6.1 The inquiry should be completed within a period of ninety (90) days.
- 6.2 If conciliation is found to be not feasible, a show-cause notice will be issued to both parties for hearing.
- 6.3 For the purpose of making an inquiry, the ICC shall have the same powers as are vested in a civil court (Section 11(3) of the PSH Act, 2013).

6.4 The ICC shall in writing, inform the aggrieved woman and the respondent at least 7 working days in advance of the date, time and venue of the inquiry proceedings. All proceedings shall be recorded in writing.

6.5 The aggrieved woman and the respondent may nominate any one person on his/her behalf to examine written transcripts, provided that the nominee is an employee of MBDA/MBMA; that the names of witnesses are hidden; that the documents are not removed from the premises of the ICC.

## **7. Investigation of the allegations**

For ensuring safety of the complaint and fairness for alleged harasser, investigation may be carried out according to the steps as follows:

7.1 The complainant is interviewed to document the details of the incidence

7.2 The allegations are conveyed to the alleged harasser in full

7.3 The alleged harasser is given the opportunity to respond and defend themselves against the allegations

7.4 If there is a disagreement over facts, statements from any witnesses and other relevant evidence are gathered

7.5 Relevant allegations made during the investigation are made known to both the complainant and alleged harasser, with an opportunity to respond.

## **8. Inquiry Report**

8.1 On completion of the inquiry, the Committee shall provide a report of its findings to the employer within a period of ten (10) days after the completion of the inquiry; and should be available to the concerned parties.

## **9. Determination of Disciplinary Action to be taken:**

9.1 Where the Committee arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required in the matter.

9.2 If the Committee is satisfied that the allegations against the respondent have been proved, it may prescribe disciplinary action as listed in 4.1 – 4.3 of this Policy

## **10. Action during the inquiry:**

10.1 As an interim measure, the Committee may recommend the following to the employer:

10.2 The aggrieved woman may be transferred or the respondent to any other workplace.

10.3 Grant leave to the aggrieved woman up to a period of 3 months (i.e. during the period of the inquiry). The leave granted to the aggrieved woman shall be in addition to the leave as she would be otherwise entitled.

10.4 Restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report and assign the same to another officer.

10.5 Grant any other relief to the aggrieved woman as the case may require.

### 11. Appeals

11.1 A respondent or complainant may file an appeal to a court or tribunal against the ruling of the ICC within a period of ninety (90) days within the period of the Committee's findings.

### 12. Timeframe for redressal procedures

Sl. No.	Process	Action to be taken	Time Allotted
1.	Filing of a Complaint	Filing of a Written Complaint to the ICC (4 copies to be submitted)	Within 3 months of the incident or within 3 months of the last incident.
2.	Receipt of a Complaint	The complaint is sent to the Presiding Officer and notices are sent to all members	3 days upon receipt
3.	Decision on Scope & Jurisdiction of Complaint	The Presiding Officer calls a meeting to discuss the scope and jurisdiction of the complaint	3 days upon receipt
2.	Intimation to Respondent and Complainant	The Committee shall send one copy of the complaint to the respondent	7 working days
3.	Reply of the Respondent/Person Charged/Offender	Respondent files a reply to the complaint along with a list of witness and documents, in any.	10 days after the respondent has received the complaint.
4.	Conciliation	If the complainant takes an offer of settlement before the start of the inquiry, the ICC can take steps to settle the matter between the parties through conciliation. If a settlement is arrived at, a report will be sent to the employer recording the terms of the settlement and the recommendations. No further inquiry will be made.	
5.	Inquiry	The Committee shall proceed to conduct an inquiry on the complaint	3 months
6.	Submission of Report of the Inquiry to the Employer	Report of the inquiry and recommendations of the ICC to be submitted to the employer, the complainant and respondent.	10 days
7.	Appeal	The respondent/complainant may file an appeal if he/she is not satisfied with the ruling of the ICC	Within 90 days upon receipt of the ICC's ruling.

### **13. Confidentiality**

- 13.1 All proceedings of the ICC are to be treated with the utmost confidentiality and should any person violate this provision, he/she shall be penalised as per the guidelines.

### **14. Safeguards**

- 14.1 The ICC only recommends disciplinary action, however the ultimate decision on this lies with the employer
- 14.2 The employer can either choose or accept the suggested actions or change them.
- 14.3 Penalties may be imposed based on the recommendations of the Committee and in keeping with the disciplinary norms of the institution.
- 14.4 When an act of sexual harassment amounts to misconduct as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.
- 14.5 When an act of sexual harassment amounts to an offence under the Indian Penal Code, the employer shall initiate action by making a complaint with the appropriate authority.
- 14.6 If the aggrieved is not willing to initiate action under the Indian Penal Code, as a measure of caution, the employer can record this in writing from the concerned person.

**TEMPLATE OF COMPLAINT FORM FOR INTERNAL COMPLAINT COMMITTEE**

I ..... (Complainant) do hereby declare that ..... (Responder/Offender) with ..... (Office) has been/is sexually harassing me. I make this complaint while in full control of my senses, and under no coercive force and solely on the basis of my feelings or intuition and my consciousness and awareness of my rights and the knowledge of the discrimination caused.

\_\_\_\_\_  
Signature of Complainant

- 1. Date of Incident/incidents : \_\_\_\_\_
- 2. Place of incident/incidents : \_\_\_\_\_
- 3. Name of Witness 1 : \_\_\_\_\_
- 4. Name of Witness 2 : \_\_\_\_\_
- 5. Name of Witness 3 : \_\_\_\_\_
- 6. Name of Witness 4 : \_\_\_\_\_

Statement of Incident:

**Signature of Complainant**

**NAMES AND CONTACT NUMBERS OF MEMBERS OF ICC**

<b>Sl.</b>	<b>Member</b>	<b>Name</b>	<b>Mobile Number</b>	<b>Email Address</b>
1.	Presiding Officer			
2.	Independent Member			
3.	Member Secretary			
4.	Member (Human Resources)			
5.	Member (Legal)			
6.	Member (Social Work)			
7.	Member			

The complainant may also email, the Gender & Social Development Cell at [gendermbda@gmail.com](mailto:gendermbda@gmail.com)

**ANNEXURES**

**Annexure-1: MANPOWER REQUISITION FORM (MRF)**

<b>MANPOWER REQUISITION FORM (MRF)</b>	
<b>Name of the position</b>	
<b>Component/Division/Unit</b>	
<b>Project Name</b>	
<b>Replacement or New Requirement</b>	
<b>No. of Vacancy</b>	
<b>Reason for the vacancy</b>	
<b>Job Description (JD) or Terms of Reference (TOR)</b>	
<b>Desired Educational Qualification</b>	
<b>Any other qualification (if any)</b>	
<b>Desired Work Experience &amp; Skills</b>	
<b>Requested by: (Name, Designation &amp; Signature)</b>	
<b>HR Comments</b>	
<b>Received by: HR (Name &amp; Signature)</b>	
<b>Approval Authority (Name, Designation &amp; Signature)</b>	

## **Annexure-2: RECRUITMENT GUIDELINES FOR MTA & DRIVERS**

### **A. Driver Technical Assessment Sheet:**

#### **DRIVING & TECHNICAL EVALUATION SHEET**

**(For Driver)**

<b>Name of the candidate</b>	
<b>Address for Communication</b>	
<b>Contact number</b>	

<b>Sl.No.</b>	<b>Parameters</b>	<b>Max. Marks</b>	<b>Marks Scored</b>
<b>1</b>	Driving Skills	10	
<b>2</b>	Knowledge of Minor Repairs	10	
<b>3</b>	Identification of Traffic Signs	10	

**(Signature, Name & Designation of Authority  
Conducting the Practical Tests)**

**(Counter Signature, Name & Designation of Authority on behalf of the  
Deputy Commissioner, Basin Development Unit)**

**B. Driver Interview Assessment Sheet:**

**INTERVIEW ASSESSMENT SHEET**

**(For Driver)**

<b>Name of Member, Board of Interview</b>	
<b>Name of the candidate</b>	

**Total Scored Mark in the Written Test (100 Mark) + Technical/Driving test(30 Mark)**

**Full Mark for Personal Interview: 70**

<b>Sl. No.</b>	<b>Parameters</b>	<b>Mark</b>	<b>Rating</b>	<b>Comments</b>
<b>1</b>	Grooming & Conduct	20		
<b>2</b>	Knowledge of Maintaining of Log Book	20		
<b>3</b>	Knowledge of Roads & Destinations	20		
<b>4</b>	Skills sets other than driving	10		

**TOTAL**

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>

**Signature of the Interviewer:** \_\_\_\_\_

**C. MTA Interview Assessment Sheet:**

**INTERVIEW ASSESSMENT SHEET**  
**(For Multi-Tasking Assistant (MTA))**

<b>Name of Member, Board of Interview</b>	
<b>Name of the Candidate</b>	

**Total Scored Mark in the Written Test (out of 100)**

**Full Marks for Personal Interview: 100**

Sl.No	Parameters	Marks	Rating	Comment
1	Grooming & Conduct	30		
2	Work Experience Nature of work(Peon/Cleaner/Security/Chowkidar	20		
3	Knowledge of typing, Xerox, Printing	20		
4	Knowledge in Office Keeping(Maintenance of Registers, Dispatching letter and Record keeping, etc)	20		
5	Other skills sets(Basic computer knowledge,/knowledge of local area/language proficiency/driving skill)	10		

**TOTAL**

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>

**Signature of the Interviewer:** \_\_\_\_\_

## D. Guidelines for Recruitment of Drivers:

### 1. Pre-requisite Qualifications, Experience and Salary:

Essential Experience	Pre-requisite Qualifications	Monthly Emolument
1. 03 years of similar experience in Government (State or Central)/PSU (State or Central)/Societies set up by Government (State or Central) 2. Should possess a valid driving license and Experience certificate	Class VIII Passed	Rs 12,000/-

### 2. Selection Process:

1	<b>Written Test(Optional)</b>
2	Technical & Driving Test <b>(to be conducted involving the District Transport Department as per the given format as “Driving &amp; Technical Evaluation Sheet” )</b>
3	Personal Interview <b>(as per the given format as “Interview Assessment Sheet for Driver”)</b>

## E. Guidelines for Recruitment of Multi-Tasking Assistant (MTA):

### 1. Pre-requisite Qualifications, Experience and Salary:

Essential Experience	Pre-requisite Qualifications	Skills required	Monthly Emolument
1. 03 Years of Experience as Peon/Security Guard/Chowkidar in Government (State or Central)/PSU (State or Central)/Societies set up by Government (State or Central)/SPV or agencies set up by Government (State or Central) 2. Experience certificate from previous employer/s clearly stating the nature of the job along with other relevant credentials should be submitted along with the application form	Class VIII Passed	Knowledge in Typing, Xerox, Printing, MS Office will be an added advantage	Rs.10800/-

### 2. Selection Process:

1	Written Test (Optional)
2	Personal Interview <b>(as per given format as “Interview Assessment Sheet for MTA)</b>

## F. Constitution of the Board of Interview:

- a. **For recruitment of Driver & MTA:** The Interview Board shall consist of either three (03) or more members:

1	Deputy Commissioner & Chairman, Basin Development Unit or any other official nominated by the DC to chair the interview
2	Official from the District Transport Office as member (in case of Driver's recruitment)
3	DPM/ADPM, DPMU/BDU
4	HR Official or representative from MBDA/MBMA Head office

- b. Total numbers of positions of drivers for each BDU are to be as per vehicles provided to the DPMU/BDU (including MMFC).
- c. Written Test is optional. It may be conducted based on the number of applicant.
- d. Kindly note that upon completion of the Selection process, all relevant papers such as copy of the application form, assessment sheet, technical/driving evaluation sheet, written test paper, credentials etc, should be send to HR Unit, MBMA/MBDA headquarter, as appointment orders may be issued by headquarter to begin with.

## Annexure-3: MBDA/MBMA JOB APPLICATION FORM

### PRESCRIBED APPLICATION FORM

1. a) Advertisement No. & Date : \_\_\_\_\_  
b) Name of the post being applied for : \_\_\_\_\_  
c) Preferred Location : \_\_\_\_\_

Paste recent  
passport size  
photograph

2. Personal Details:

- a) Full name of the candidate (in block letters) : \_\_\_\_\_  
b) Date of Birth (DD/MM/YYYY) : \_\_\_\_\_ and Age as on \_\_\_\_\_ : \_\_\_\_\_  
c) Gender (Male/Female) : \_\_\_\_\_  
d) Marital Status : \_\_\_\_\_

3. Pre-requisite qualifications for the post (*starting from the highest degree obtained*):

Examination Passed	Duration of the course		Name of the College / University	Grade / Division	% of marks obtained
	From:	To:			

4. Any other qualification (*diploma course, training attended, computer course, etc.*):

Name of the Course/Training	Name of the institution	Duration of the course		Grade/Division
		From:	To:	

5. Employment Record (*starting from the current employment*):

Name of the Employer/ Organisation	Duration/Period of Employment		Designation	Nature of work	Salary	Reason for leaving
	From:	To:				

a) Total years of experience attained as on 01.05.2021 : \_\_\_\_\_

b) Relevant years of experience as on 01.05.2021 : \_\_\_\_\_

6. Any other relevant information for the post being applied:

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7. Language Proficiency:

a) Read : \_\_\_\_\_

b) Write : \_\_\_\_\_

c) Speak : \_\_\_\_\_

8. Permanent Address :

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9. Address for Communication:

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10. Contact details:

- i. E-mail ID : \_\_\_\_\_
- ii. Mobile : \_\_\_\_\_
- iii. Telephone Number : \_\_\_\_\_

11. All supporting documents should be enclosed for **Sl. No. 2, 3, 4 & 5** mentioned above.

12. Professional References:

*(List names and complete contact information of two persons of which one should be a direct supervisor and the other one should have good knowledge about your work.)*

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**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge. I understand that if any information is found to be false / misleading, I may be liable to be disqualified from the recruitment process.

**Dated :**

**Place :**

\_\_\_\_\_  
**(Signature of the Candidate)**

## **Annexure-4: MBDA/MBMA LETTER OF APPOINTMENT**

No.MBDA/MBMA/

Dated Shillong, the \_\_\_\_\_,

### **LETTER OF APPOINTMENT**

Name :

Address:

Dear \_\_\_\_\_,

The Meghalaya Basin Development Authority is pleased to appoint you as \_\_\_\_\_ to be based at the \_\_\_\_\_ located in \_\_\_\_\_. Please note that the following employment terms and conditions are subject to organizational policy.

#### **1. Terms of Service:**

- 1.1. You will be under probation for a period of six (06) months from the date of joining the organization.
- 1.2. During this period, you'll have the opportunity to demonstrate your capabilities, adapt to the organization's culture and expectations, and integrate into your role effectively. This period allows both you and the organization to assess your suitability for the position and ensure a mutually beneficial fit for long-term success.
- 1.3. Subject to your performance assessment, the contractual employment may be renewed further from time to time.

#### **2. Posting and Transfer:**

- 2.1. During the contractual period, you are liable to be transferred to any of the Units/ Programs/ Projects/ District Project Management Unit (DPMU) and Block Project Management Unit (BPMU) as and when necessary, keeping in view the nature of work assigned and in the best interests of the organization.

#### **3. Duties and Responsibility:**

- 3.1. Your duties and responsibilities will be outlined by your Reporting Officer, which shall be made available after an Orientation Training.
- 3.2. Your appointment is full time in nature and you shall have to devote exclusively to the business of the organization.
- 3.3. You are expected to discharge, to the entire satisfaction of the management, the duties and responsibilities entrusted to you from time to time and also maintain high standards of work expected of you by the organization.
- 3.4. You are required to deal with the organizations finances and assets with utmost honesty. If at any \_\_\_\_\_ time you are found to possess any moral turpitude or dishonesty in dealing with the organization's

finances and assets, you shall be rendered liable for termination without any notice or payment in lieu thereof.

3.5. You shall observe and follow all the organizational protocols, rules, regulations, and code of conduct as prescribed by the organization from time to time.

#### 4. **Compensation:**

4.1. You will be entitled to a monthly consolidated remuneration \_\_\_\_\_ or as may be revised from time to time.

4.2. You shall also be entitled to House Rent Allowance (HRA) and Mobile & Internet allowance at the rate admissible to the grade/post.

4.3. You shall also be entitled to Employee's Provident Fund as admissible under the rule.

4.4. You shall be entitled to Medical Insurance as admissible under the rule.

#### 5. **Termination and Resignation:**

5.1. If any of the information furnished by you along with your application form is false or misrepresented or any relevant information has been withheld, the appointment is liable to be terminated without notice or any compensation in lieu thereof.

5.2. The contractual service is also liable to be terminated in the following situation:

d. on disciplinary ground or

e. the position is no longer required by the organization or

f. if you join other Organization without prior notice and approval, and the decision with respect to date of relieving you from the post shall be at the discretion of the Management.

5.3. The Management retains the rights to satisfy your medical fitness during the tenure of your contractual service. In case you are found to be medically unfit during the tenure of your contractual service, you are liable to be discontinued forthwith.

5.4. You may also resign from the service by giving 30 days' notice in advance or otherwise you are liable to pay the cost equivalent to your monthly remuneration.

5.5. The Organization reserves the right to terminate you with an advance notice of 30 days without quoting any reasons thereof.

#### 6. **Leave Rules:**

6.1. Sunday and the second & fourth Saturdays of the month are not working days.

6.2. You will be entitled to **10 days Casual leave and 24 days Earned Leave**<sup>23</sup> in which 02 days Earned leave will be added after completion of every month of service on pro-rata basis. All Leaves are to be applied in advance through the sumHR application only subject to approval

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<sup>23</sup> Ref. Notification No. MBDA/ MBMA (HR)/770/2021/408 Dated Shillong the 27<sup>th</sup> September 2021 regarding HR Policies and Procedures which is effective from 01<sup>st</sup> July 2021.

from the Respective Reporting Officer/Manager and prior intimation is required to be given for availing any leave.

- 6.3. You are entitled for maximum of 45 days of Medical Leave per service period. In the event of medical leave or medical treatment which may require more than 15 days, management approval will be required supported by a Medical Certificate.
- 6.4. In the event of sickness or exigency, you are required to inform your immediate Controlling Officer and HR Unit via e-mail or phone call on the same day itself.
- 6.5. Compensatory leaves can be availed if an employee has worked on a holiday subject to approval from the Respective Reporting Officer/ Manager.
- 6.6. In case of unauthorized absence for more than eight (8) consecutive working days without any information, it shall be presumed that you are no longer interested in serving for the organization and have abandoned its services; thereby you shall be liable to termination of your contractual service. In such case, you will not be entitled to any compensation for the loss of service.

**7. Confidentiality:**

You shall not divulge any information related to organization and assignments during the period of employment which could be detrimental to the interests of the organization. In case, anyone is found indulged in any such activity, his/ her contractual term shall deem to end forthwith.

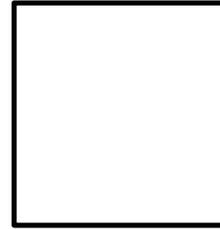
For **Meghalaya Basin Development Authority**

**ED/DyCEO/HR Head**

I, \_\_\_\_\_, have read and understood the terms and conditions stated above and hereby confirm my acceptance of the same. I will commence or join the post on \_\_\_\_\_.

**Signature of the appointee** : \_\_\_\_\_

**Date of Acceptance** : \_\_\_\_\_

**Annexure-5: MBDA/MBMA EMPLOYEE PERSONAL DETAILS FORM****EMPLOYEE PERSONAL DETAILS FORM****FOR OFFICE USE ONLY**

<b>Deployment Area</b>	
<b>Designation</b>	
<b>Date Of Joining</b>	

**PERSONAL DETAILS***(To be filled by the employee in his/her own handwriting in Capital Letters)*

<b>Name (Expand the Initials)</b>					
<b>Date of Birth</b>	<b>Age</b>		<b>Gender (M/F)</b>		<b>Blood Group</b>
<b>Marital Status</b>	<b>Religion</b>		<b>Mother Tongue</b>		
<b>Nationality</b>	<b>Home Town</b>		<b>Height</b>		<b>Weight</b>
<b>Emergency Contact Person &amp; Number :</b>					
<b>Relationship:</b>					

<b>Present Residential Address</b>		<b>Permanent Residential Address</b>	
<b>Mobile Number:</b>		<b>Home Phone Number:</b>	
<b>Landline No. with STD Code:</b>		<b>Email ID:</b>	

**FAMILY DETAILS:**

<b>FAMILY MEMBERS</b>	<b>NAME</b>	<b>AGE</b>	<b>OCCUPATION</b>	<b>CONTACT NO</b>
<b>FATHER</b>				
<b>MOTHER</b>				
<b>BROTHER</b>				
<b>SISTER</b>				
<b>SPOUSE</b>				

**CHILDREN DETAILS:**

<b>NAME</b>	<b>D.O.B / AGE</b>	<b>QUALIFICATION</b>

<b>EDUCATIONAL QUALIFICATION DETAILS (HSLC on Wards):</b>						
Examination / Degree Passed	Year		Board / University	Subject Studied / Specialization	Class / Rank	% of Mark
	Fr:	To:				
	Fr:	To:				
	Fr:	To:				
	Fr:	To:				
	Fr:	To:				

**VOCATIONAL / TECHNICAL QUALIFICATION (Computer Operator, Typing, Stenographer, etc.)**

Course Attended	Name of the Institution	Duration (From: mm/yy To: mm/yy)	Grade / Division

**PREVIOUS EMPLOYMENT DETAILS:**

*(Give details of previous employment in chronological order)*

Name of the Organisation	Period of Employment		Designation / Department	Last Drawn Salary	Reason for Leaving
	From:	To:			

**LANGUAGES KNOWN (Tick Mark):**

Language	Read	Write	Speak

**DECLARATION**

I, hereby declare that I have submitted only the photo copy of all the necessary credential required by the employer. I \_\_\_\_\_ hereby certify that the aforesaid information given in this form (**page 1 - 2**) is correct and complete to the best of my knowledge and belief and nothing has been concealed therein. I authorize **Meghalaya Basin Management Agency (MBMA)** to verify these details themselves or by any third party agency hired by them. I am not aware of any circumstances, which might impair my fitness for employment. If at any time, I am found to have concealed any material information or given any false details my appointment shall be liable to summarily termination without notice or compensation.

**Date:**

**Employee Signature:**

## Annexure-6: MBDA/MBMA SELF APPRAISAL REPORT (SAR) FORMAT

### SELF APPRAISAL REPORT

For: Staff & Managerial (PA/Intern, EA, AA, AM, M & SM Level)

Employee's Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Date of Joining (D.O.J): \_\_\_\_\_ Place of Posting: \_\_\_\_\_

Reporting Officer/Manager's Name: \_\_\_\_\_ Review Period: \_\_\_\_\_

#### **Guidelines for filling the form:**

*Purpose of this self evaluation process is to provide an opportunity to the employees to express their level of performance and contributions.*

- a) Self Appraisal Report (SAR) should be prepared on a yearly basis with effective from the month of your joining with organization.*
- b) Any specific achievement and outstanding contribution may be supported with remarks and justification in a separate sheet by your reporting officer.*
- c) Comments should be specific (including examples) and self explanatory. If your appraisal/answer cannot be adequately covered in the space provided, you should prepare an attachment to this appraisal form.*
- d) Please submit the form duly filled to the Reporting Officer in a sealed cover or scan copy via e-mail for further assessment process (PAR).*
- e) For rating your overall performance you shall refer to the following:*

<b>Grade</b>	<b>Points</b>	<b>Performance Remarks</b>
<b>Outstanding</b>	<b>5</b>	<i>Performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards.</i>
<b>Very Good</b>	<b>4</b>	<i>Performance is consistent and exceeds expectations.</i>
<b>Good</b>	<b>3</b>	<i>Performance is consistent. Clearly meets job requirements.</i>
<b>Satisfactory</b>	<b>2</b>	<i>Performance is satisfactory. Meets minimum requirements of the job.</i>
<b>Need Improvement</b>	<b>1</b>	<i>Performance is inconsistent. Meets requirements of the job occasionally.</i>



**4. Mention any specific factor which adversely affected your performance. What can be done? And How?**

Sl. No.	Factors Affecting Performance	Suggestions for overcoming adverse factor	Steps for Improvement

**5. Is there any change that you wish to suggest in your job to improve the performance? Do you require any special training?**

**6. Do you have any specific knowledge, skills, qualification which can be made better use of by the organization?**

*Outstanding*

*Very Good*

*Good*

*Fair*

*Needs Improvement*

**Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

## Annexure-7: MBDA/MBMA PERFORMANCE/PEER ASSESSMENT REPORT (PAR) FORMAT

### PERFORMANCE ASSESSMENT REPORT-I

For: Staff & Managerial (PA/Intern, EA, AA, AM, M & SM Level)

Employee's Name: \_\_\_\_\_ Designation: \_\_\_\_\_

\_\_\_\_\_

Date of Joining (D.O.J): \_\_\_\_\_ Place of Posting: \_\_\_\_\_

#### I. REPORTING MANAGER/OFFICER'S REVIEW OF KEY RESPONSIBILITIES AREAS (KRA's)

Review the Key Responsibilities Areas (KRA's) of the staff mentioned in the Self Appraisal Report (SAR) and note your concurrent or comment on any additions, deletions, or changes in priority that you feel are appropriate.

- II. **PERFORMANCE FACTORS RATING:** Using the following definitions, check the box that most closely describes the employee's performance for each of the required performance factors. If a performance factors does not apply, please mark "Not Applicable" (NA).

<i>Grade</i>	<i>Points</i>	<i>Performance Remarks</i>
<i>Outstanding</i>	<i>5</i>	<i>Performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards.</i>
<i>Very Good</i>	<i>4</i>	<i>Performance is consistent and exceeds expectations.</i>
<i>Good</i>	<i>3</i>	<i>Performance is consistent. Clearly meets job requirements.</i>
<i>Satisfactory</i>	<i>2</i>	<i>Performance is satisfactory. Meets minimum requirements of the job.</i>
<i>Need Improvement</i>	<i>1</i>	<i>Performance is inconsistent. Meets requirements of the job occasionally.</i>

### III. PERFORMANCE FACTORS (Skills & Behaviours)

COMPETENCY AREAS	<i>Out standing</i>	<i>Very Good</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Need Improvement</i>	<i>Not Applicable</i>
<b>1. Job Knowledge and Skills:</b> The extent to which the employee possesses knowledge of work procedures, process, and skills required for the job.	5	4	3	2	1	NA
<b>2. Quality of work:</b> Consider accuracy, thoroughness, neatness and effectiveness.	5	4	3	2	1	NA
<b>3. Quantity of work:</b> Consider the ability to handle a reasonable volume of work.	5	4	3	2	1	NA
<b>4. Attitude</b> <b>a) Towards work:</b> Consider how well the employee demonstrates the ownership, commitment, and urgency at work. <b>b) Towards co-worker:</b> Consider well the employee demonstrates his or her behaviour towards their co-workers, superiors and how far they are cooperative.	5	4	3	2	1	NA
<b>5. Productivity:</b> Consider the extent to which the employee utilize the working time, plan and prioritize work, set and accomplish goals, and complete assignments on schedule.	5	4	3	2	1	NA
<b>6. Innovativeness &amp; Ability to learn:</b> Consider the ability to bring new ideas and techniques and his or her willingness to learn new things.	5	4	3	2	1	NA
<b>7. Flexibility:</b> Consider performance under pressure or working hours and handling of multiple assignments.	5	4	3	2	1	NA
<b>8. Dependability:</b> Consider the extent to which the employee can be relied upon in carrying out instructions; and the degree to which the employee can work with limited supervision in completing task or assignment and follow-up.	5	4	3	2	1	NA
<b>9. Adaptability (Ability to work in Rural Areas):</b> Consider how well the employee is adaptable to new environment or rural areas.	5	4	3	2	1	NA
<b>10. Interpersonal Relations:</b> Consider the extent to which the employee is cooperative, considerate, and tactful in dealing with supervisors, subordinates, peers, and others.	5	4	3	2	1	NA
<b>11. Team work:</b> Consider how well the employee represents the ability to work cooperatively and constructively with others on a team.	5	4	3	2	1	NA
<b>12. Understanding of the Organization and the Programme:</b> To what extent the employee is aware about the Organization's programme and functions.	5	4	3	2	1	NA

<b>13. Communication abilities:</b> To what extent does individual/supervisor demonstrate ability to communicate effectively in both oral and written expression with employees and his/her supervisor?	5	4	3	2	1	NA
<b>14. Leadership Traits:</b> Consider how well the employee represents the following characteristic:- a) His/her ability to lead and supervise a diverse group of employee. b) His/her ability to motivate others. c) Effectiveness of delegating responsibilities to subordinates.	5	4	3	2	1	NA
<b>15. Planning &amp; Organizing:</b> How effective is the individual/supervisor in setting effective goals, planning ahead and establishing priorities? Consider ability to make the most effective use of time, facilities, material, equipment, employee's skills and other resources.	5	4	3	2	1	NA
<b>16. Problem Solving:</b> Consider how well the employee handles with unpleasant issues and seek to solve them by constructive action at the employee's own level.	5	4	3	2	1	NA
<b>17. Employee Development:</b> To what extent the individual/supervisor provides guidance and opportunities to staff members for their development and advancement in the organization.	5	4	3	2	1	NA

#### IV. ATTENDANCE, PUNCTUALITY & DISCIPLINE

Degree of regularity in coming to work on regularly scheduled work days during the period covered by this appraisal (work missed as a result of negotiated leave should not be included in this appraisal). For point **No.1** bulletin **a), b), & c)** the weight age mark shall be five (5) points each.

PARAMETERS	<i>Outstanding</i>	<i>Very Good</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Not Applicable</i>
<b>1. Attendance</b>	5	4	3	2	1	NA
<i>Please tick (√) the below questionnaire:</i>						
<i>a) Any unauthorized leave/absence.</i>	<i>Yes/ No</i>					
<i>b) Is She/he like to be out of job/office mentioning the reason as official work etc.</i>	<i>Yes/ No</i>					
<i>c) Disciplinary Action taken (If any).</i>	<i>Yes/ No</i>					
<b>2. Punctuality (at work, meeting, etc.)</b>	5	4	3	2	1	NA
<b>3. Follow rules &amp; regulations of the organization</b>	5	4	3	2	1	NA
<b>4. Conduct &amp; Character</b>	5	4	3	2	1	NA

**IV. RECOMMENDATIONS**  
*(To be filled by Appraiser's only)*

**Please tick (√) your recommendation;**

1. Contractual Engagement Renewal **(1yr / 2yrs\*)**
2. Termination \*\*
3. Ready for promotion *(employee completed three years or more)*
4. Has potential for promotion, but not ready now.
5. Salary Enhancement
6. Others (If any): \_\_\_\_\_

**Note:**  
*\* Employee completed more than two years of service are eligible for two years of contract renewal.*  
*\*\* In-case of recommendation for termination, a brief remarks and justification is mandatory and should be submitted along with the PAR report in a separate sheet.*

**GROWTH & DEVELOPMENT:**

i. List the Appraiser's Strengths:  
\_\_\_\_\_  
\_\_\_\_\_

ii. List the areas for improvement:  
\_\_\_\_\_

**TRAINING & DEVELOPMENT:**

i. What specific plans of action, including training, shall be recommended to help the appraisee in their current job or for possible advancement in the work?  
\_\_\_\_\_  
\_\_\_\_\_

**ACHIEVEMENT:**

i. Describe the Appraiser's areas of additional responsibilities and / or other work-related achievements or mention achievement of Key Responsibilities Areas (KRAs), outstanding contribution, if any during the appraisal period.  
\_\_\_\_\_

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Signature of Appraiser**

**Reviewing Officer's remarks on above recommendation:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Signature of Reviewing Officer**

**V. EVALUATION SCORES SHEET**  
(For Human Resource Unit's use only)

**Date of receipt of Self Appraisal Report (SAR)** : \_\_\_\_\_

**Date of receipt of Performance Assessment Report (PAR)** : \_\_\_\_\_

	<b>FORMULA</b>	<b>SCORES</b>
<b>Total Scores</b>	$\frac{\text{Sum of Scores X 100}}{\text{No. of Questions Answered X 5}}$	

**Grading system:**

<b>Grade &amp; Points</b>	<b>Performance Remarks</b>	<b>Tick (√)</b>
<b>Outstanding</b> 96% - 100%	Performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards in all job requirements.	
<b>Very Good</b> 80% - 95%	Performance is consistent, and exceeds expectations in all situations.	
<b>Good</b> 60% - 79%	Performance is consistent. Clearly meets essential requirements of job.	
<b>Satisfactory</b> 40% - 59%	Performance is satisfactory. Meets requirements of the job.	
<b>Needs Improvement</b> < 39%	Performance is inconsistent. Meets requirements of the job occasionally. Supervision and training is required for most problem areas.	

**Date of last Increment:** \_\_\_\_\_ **Present Salary :** \_\_\_\_\_

**Date of last Promotion & Designation:** \_\_\_\_\_

**HR Recommendations:**

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**Date:** \_\_\_\_\_

\_\_\_\_\_  
**HR Signature**

## **PERFORMANCE ASSESSMENT REPORT-II**

For: Supporting Staff (MTA/Driver)

**Employee's Name:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Date of Joining (D.O.J):** \_\_\_\_\_ **Place of Posting:** \_\_\_\_\_

**Reporting Officer/Manager's Name:** \_\_\_\_\_ **Review Period:** \_\_\_\_\_

**PERFORMANCE FACTORS RATING:** Using the following definitions, check the box that most closely describes the employee's performance for each of the required performance factors. If a performance factors does not apply, please mark "Not Applicable" (NA).

<i>Grade</i>	<i>Points</i>	<i>Performance Remarks</i>
<i>Outstanding</i>	5	<i>Performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards.</i>
<i>Very Good</i>	4	<i>Performance is consistent and exceeds expectations.</i>
<i>Good</i>	3	<i>Performance is consistent. Clearly meets job requirements.</i>
<i>Satisfactory</i>	2	<i>Performance is satisfactory. Meets minimum requirements of the job.</i>
<i>Need Improvement</i>	1	<i>Performance is inconsistent. Meets requirements of the job occasionally.</i>

<b>I. PERFORMANCE FACTORS:</b>	<i>Outstanding</i>	<i>Very Good</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Not Applicable</i>
1. <b>Job Knowledge &amp; Skills:</b> The extent to which the employee possesses knowledge of work procedures, process, and skills required for the job.	5	4	3	2	1	NA
2. <b>Quantity of work:</b> Consider the ability to handle a reasonable volume of work.	5	4	3	2	1	NA
3. <b>Quality of work:</b> Consider accuracy, thoroughness, neatness and effectiveness.	5	4	3	2	1	NA
4. <b>Ability to learn:</b> Consider the ability and his or her willingness to learn new things.	5	4	3	2	1	NA
5. <b>Flexibility:</b> Consider performance under pressure or working hours and handling of multiple assignments.	5	4	3	2	1	NA
6. <b>Dependability:</b> Consider the extent to which the employee can be relied upon in carrying out instructions; and the degree to which the employee can work with limited supervision in completing task or assignment and follow-up.	5	4	3	2	1	NA

PARAMETERS	<i>Outstanding</i>	<i>Very Good</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Not Applicable</i>
5. Attendance	5	4	3	2	1	NA
<i>Please tick (√) the below questionnaire:</i>						
a) Any unauthorized leave/absence.	Yes/ No					
a) Is She/he like to be out of job/office mentioning the reason as official work etc.	Yes/ No					
b) Disciplinary Action taken (If any).	Yes/ No					
6. Punctuality (at work, meeting, etc.)	5	4	3	2	1	NA
7. Follow rules & regulations of the organization	5	4	3	2	1	NA
8. Conduct & Character	5	4	3	2	1	NA

**III. PERFORMANCE REMARKS:** (To be filled by the Reporting Officer/Appraiser)

**Key Responsibility Areas (KRA)**

**Strength**

**Area for Improvement (if any):**

**How do you rate this employee's overall performance** {Please tick (√) within the grade):

Outstanding	Very Good	Good	Fair	Needs Improvement	Unsatisfactory
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**IV. RECOMMENDATIONS:**

Please tick (√) your recommendation:

1. Contract Renewal : Yes/No
2. No. of years recommended : One year/Two years
3. Salary Enhancement : Yes/No

**Appraiser's Comments (if any):**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature & Designation of Appraiser

**Reviewing Officer's remarks from the above recommendation (if any):**

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Reviewing Officer

**V. EVALUATION SCORES SHEET**  
(For Human Resource Section's use only)

Date of receipt of Performance Assessment Report (PAR) : \_\_\_\_\_

	FORMULA	SCORES
<i>Total Scores</i>	$\frac{\text{Sum of Scores X 100}}{\text{No. of Questions Answered X 5}}$	

**Grading system:**

Grade & Points	Performance Remarks	Tick (✓)
<b>Outstanding</b> 96% - 100%	Performance is exceptional and far exceeds expectations. Consistently demonstrates excellent standards in all job requirements.	
<b>Very Good</b> 80% - 95%	Performance is consistent, and exceeds expectations in all situations.	
<b>Good</b> 60% - 79%	Performance is consistent. Clearly meets essential requirements of job.	
<b>Satisfactory</b> 40% - 59%	Performance is satisfactory. Meets requirements of the job.	
<b>Needs Improvement</b> < 39%	Performance is inconsistent. Meets requirements of the job occasionally. Supervision and training is required for most problem areas.	

*Date & Month of last Appraisal:* \_\_\_\_\_

*Present Salary :* \_\_\_\_\_

*Last Increment Amount:* \_\_\_\_\_

**HR Remarks & Recommendations:**

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Date: \_\_\_\_\_

Human Resource Signature



# MEGHALAYA BASIN MANAGEMENT AGENCY

Regd. Address : House No. L/A-56 Lower Nongrim Shillong-793003,

East Khasi Hills, Meghalaya,

[CIN No.U75144ML2012NPL008509] Phone: +91 – 364-

2522921/2522922

Website: [www.mbda.gov.in](http://www.mbda.gov.in) Email : mbdashillong@gmail.com

No.MBMA (F&A) 89/2019/6

Dated Shillong, the 3<sup>rd</sup> September 2019

## **OFFICE ORDER**

In supersession of all previous orders & instructions regarding entitlement of Travelling Expenses, the Meghalaya Basin Management Agency hereby prescribes the following rules to regulate the entitlement and claims of travelling expenses of its employees in respect of official journeys on tour.

### **1. Short title, application and commencement**

1.1 These rules shall be called The Meghalaya Basin Management Agency (MBMA) Travelling Allowance Rules, 2019.

1.2 These rules shall apply to all employees of the MBMA including:

- a) Government of Meghalaya employees on deputation to the MBMA
- b) Consultants on contract service with the MBMA
- c) Apprentices/Trainees engaged by the MBMA

1.3 These rules shall be deemed to have come into force on the 1<sup>st</sup> day of September 2019.

### **2. Definitions**

Unless there is something repugnant in the subject or context, the terms defined here under are used in the Travelling Allowance Rules in the sense here explained:-

- (1) “Competent authority” means the Authority in-charge of the administration either at the Headquarter level or District level that has the power to regulate the admissibility of travelling expenses and approve the claim under these rules or in exception of these rules.
- (2) “Controlling Officer” means the authority empowered to approve the tour itinerary and/or countersign the Travelling Allowance claims (including advance) in respect of the employees working under him/her, in accordance with the powers delegated from time to time for specific purposes under these Rules.
- (3) “Day” means a calendar day or days.
- (4) “Daily Allowance” means an allowance which is intended to cover the cost of daily expenses while on official tour outside the headquarters station; it does not however include the cost of travelling and lodging expenses.
- (5) “Employee” means and include person, consultants, apprentices and trainees employed/engaged by MBMA and also GoM employees on deputation to MBMA.
- (6) “Grade” means the grade of employees categorised on the basis of pay grade.
- (7) “Headquarters station” means the place of duty or posting of an employee.
- (8) “Lodging allowance” means the allowance which is intended to cover the cost of lodging or accommodation for night halt while on duty outside the headquarters station.
- (9) “Mileage allowance” means an allowance entitled by an employee who is authorized to perform journey on tour by his or her own conveyance (vehicle including motor cycle).
- (10) “Official tour” means the official duty of an employee outside the headquarters. A tour will be deemed to have commenced from the time of departure from the headquarter station and shall end at the time of arrival at the headquarter station.
- (11) “Pay Grade” means the monthly emolument excluding allowances that an employee is entitled or granted to from time to time.

- (12) "Permanent Travelling Allowance" means an allowance in lieu of all other forms of travelling allowance granted to an employee whose duty require him/her to travel extensively within his/her sphere of duty.
- (13) "Public conveyance" means and includes public transport and commercial vehicle which plies regularly for conveyance of passengers.
- (14) "Public interest" means the interest of MBMA and the State Government.
- (15) "Transfer" means the movement of an employee from one headquarters station to another consequent upon the order for the change of his/her headquarters station.

### 3. Grades for Travelling Allowance

The gradation of employees for the purpose of Travelling Allowance Rules as notified vide No.MBMA.(HR)/428/2018/311(f) dated 9<sup>th</sup> October 2018 on the basis of Pay Grades (extract hereunder) shall continue until further order.

Grade I	Personnel drawing monthly emolument of ₹48,000/- and above
Grade II	Personnel drawing monthly emolument of ₹24,000/- and above but less than ₹48,000/-
Grade III	Personnel drawing monthly emolument of ₹14,000/- and above but less than ₹24,000/-
Grade IV	Personnel drawing monthly emolument of ₹9,600/- and above but less than ₹14,000/-

### 4. Kinds of Travelling Allowance

The following are the different kinds of travelling allowances which shall be applicable depending upon the nature and extent of the official journeys:-

- a) Actual Expenses
- b) Daily Allowance
- c) Lodging Allowance
- d) Mileage Allowance
- e) Permanent Travelling Allowance

- 4.1 **Actual expenses** include the cost of actual fare for road journeys by public conveyance, railway fare for rail journeys and air fare for air journeys, wherever the journey is official and authorized by the competent/controlling authority;
- 4.1.1 In the case of road journeys by public transport, reimbursement of actual expenses shall be limited to the prevailing rates of such category of public transport entitled to perform the journey;
- 4.1.2 In case of exigency where an employee, who is neither entitled to perform official road journeys by hired public conveyance nor by own conveyance, has to undertake an official journeys by hired public transport on single seat basis, i.e., shared tourist taxi, when no other public transport is available, the competent authority may on the merit of the case allow reimbursement of the actual cost of transportation;
- 4.1.3 Actual expenses for the purpose of these rules shall not include the cost of food and lodging expenses;
- 4.1.4 Additional cost or incidental expenses on account of extra baggage, etc., not attributable to public interest shall not be treated as or included in 'actual expenses';
- 4.1.5 Other actual expenses not connected directly with travelling allowance entitlement, viz., cost of transportation of stores and equipment, reimbursement claim thereof shall have to be made separately.

4.2 **Daily Allowance** as intended under sub-rule (4) of rule 2 shall be admissible to employees on official tour outside the headquarters station subject to the following conditions:

4.2.1 Daily allowance is admissible only during absence on duty from the headquarters station;

4.2.2 Daily allowance shall not be admissible if the journey is within the 8 Km radius from the headquarters station;

4.2.3 For the purpose of Daily allowance, the period of forced delays in transit shall be treated as part of the transit period subject to approval of the competent authority.

4.3 **Lodging Allowance** as intended under sub-rule (8) of rule 2 shall be admissible for night halt outside the headquarters station while on duty at the rates prescribed under rule 7.

4.4 **Mileage Allowance** as intended under sub-rule (9) of rule 2 shall be admissible to employees on official tour outside the headquarters station at the rates prescribed under Rule 8 subject to the following conditions:

4.4.1 By virtue of the Grade categorised under rule 3, employees of MBMA shall be entitled to draw mileage allowance at the rates prescribed by the Government of Meghalaya from time to time for its employees of similar categories;

4.4.2 The mileage allowance admissible for journey by allotted/Pool vehicle shall also be applicable in cases of journeys performed by hired public transport of like categories;

4.4.3 In case of exigency where an employee, who is neither entitled to perform official road journeys by hired public conveyance nor by own conveyance, has to undertake an official journeys by hired public transport on single seat basis, i.e., shared tourist taxi, when no other public transport is available, the competent authority may on the merit of the case allow reimbursement of the actual cost of transportation;

4.4.4 In the interest of public service and in case of exigency, for road journey where public transport is not available by the shortest route, an employee who is neither entitled to perform road journeys by hired public transport nor by own conveyance may be allowed to draw a specified mileage allowance by the competent authority;

4.4.5 Where road journeys involving multiple stations outside the headquarters station and where public transport is not entirely available, an employee who is neither entitled to perform road journeys by hired public transport nor by own conveyance may be allowed to draw a specified mileage allowance by the competent authority.

4.5 **Permanent Travelling Allowance** as intended under sub-rule (12) of rule 2 shall be applicable to an employee whose headquarters station is at the Block level and whose functional duty and responsibility is only within the confine of the Block.

*NB: "Block" in this context refers to the C & RD Block.*

4.5.1 MBMA shall by way of an official notification declare employee or category of employees who may be entitled to Permanent travelling allowance;

4.5.2 The allowance shall be drawn all the year round subject to the condition that the minimum number of days on tour within the jurisdiction of the headquarters station is not less than 20 (twenty) days.

4.5.3 For journeys beyond the jurisdiction of the headquarters station, travelling expenses shall be drawn under normal rules in addition to permanent travelling allowance.

## **5. Modes of journeys and entitlement**

### **5.1 Journeys by road**

5.1.1 Grade I/II/III employees are entitled to perform official road journeys by allotted/ Pool Vehicles / own vehicle;

5.1.2 Grade I/II/III employees may also perform official road journeys by hired public conveyance and other public transport including tourist taxis and deluxe Buses;

5.1.3 Grade IV employees shall perform official road journeys by public transport.

In case of exigency, the competent authority may allow Grade IV employee to perform road journeys by other modes of transportation.

## 5.2 Journeys outside the State by Rail

5.2.1 Grade I/II/III employees are entitled to travel by AC-II class;

Grade IV employees are entitled to travel by AC III class.

5.2.2 In case of exigency, the competent authority may allow an employee to travel by the higher class.

## 5.3 Journey by air

5.3.1 Grade I/II/III employees are entitled to travel by air subject to approval of Tour itinerary by the competent authority.

5.3.2 Air journeys shall be limited only to economy class.

## 6. **Regulation of Daily Allowance admissible under rule 4.2**

6.1.1 (i) In the case of road journeys by public transport vehicles including State Transport and in case of journeys by allotted/pool vehicle/own vehicle/ in the company of other officials –

a) where the absence from the headquarter station is more than five hours but less than eight hours – Half Daily allowance

b) where the absence from the headquarter station is eight hours or more – One Daily Allowance

(ii) in the case of rail/air journeys:

a) if the travel time from the headquarters station (home destination) to another destination or vice versa followed by halt outside the home state – One Daily allowance;

b) in the case of the rail journey exceeding more than one day, one Daily allowance shall be admissible for each day of travel.

6.2. In the case of employee(s) deputed to attend a training or workshop, etc., Daily Allowance shall be limited as under -

a) where boarding and lodging are provided free - one-fourth of the Daily allowance ordinary entitled;

b) when only boarding is provided free – one-half of the Daily allowance ordinary entitled;

c) when only lodging is provided free – three-fourth of the Daily allowance ordinary entitled.

Note 1: “Free board” should be deemed to include all principal meals throughout the deputation period;

Note 2: “Free lodge” should be deemed to include free accommodation and other obligatory charges on account of services, water, electricity, etc.

6.3 No daily allowance is admissible to an employee on the day when he avails of restricted holiday or takes casual leave while on tour.

6.4 When these rules comes into force, the rates of Daily Allowance for different grades shall be applicable at the rates of the State Government of Meghalaya notified vide Order No.F(PR)-58/2017/19 dated 7<sup>th</sup> December 2017 for its government employees, extract at Appendix 3.

6.5 For official tour to Project Villages involving night halt, the rate of Daily allowance shall be one and half time of the normal rate applicable within the State.

6.4 The system of reimbursement of food expenses in lieu of daily allowance during and while on official tour shall be dispensed with effect these Rules come into force.

## 7. **Regulation of Lodging Allowance admissible under Rule 4.3**

7.1 For the purpose of Lodging Allowance, employees of MBMA shall be bracketed into two categories, namely, First category shall include Grade I employees and the second category shall include Grade II, III and IV employees.

- 7.2 The rates of Lodging Allowance of the State Government of Meghalaya notified and revised from time to time for its government employees shall henceforth be applicable to MBMA employees of similar grades.

*Note: When these rules comes into force, the rates of Lodging Allowance of the State Government vide Notification No.F(PR-60/2017/20 dated 19<sup>th</sup> December 2017 are as at Appendix 4, extract of which are as under:*

Grade of Employee	Kolkata/ New Delhi/ Mumbai/Chennai/ Bengaluru/Hyderabad	Outside the State	Within the State
1	2	3	4
Grade I	₹ 3,500.00	₹ 3,000.00	₹ 2,000.00
Grade II	₹ 3,000.00	₹ 2,500.00	₹ 1,500.00
Grade III	₹ 2,500.00	₹ 1,500.00	₹ 800.00
Grade IV	₹ 1,500.00	₹ 1,000.00	₹ 600.00

- 7.3 In the context of rule 7.1 above, Grade II, III and III employees of MBMA shall be entitled to lodging allowance applicable to Grade II of State Government employees.
- 7.4 In the case of in case of employee(s) deputed to attend a training where the cost of lodging expenses is inclusive in the course fee borne by Meghalaya Basin Management Agency or when the same is sponsored by the organisation conducting the training, no lodging allowance shall be admissible.
- 7.5 In case of exigency, wherever accommodation as per entitlement is not available, the competent authority may approve reimbursement of the actual expenses in lieu of lodging allowance.
- 7.6 Reimbursement claim of lodging allowance shall have to be substantiated by a payment voucher and the reimbursement shall be limited to the actual lodging expenses incurred, if the later is less than the actual entitlement.

## **8 Regulation of Mileage Allowance as admissible under Rule 4.4**

- 8.1 The rates of mileage allowance for MBMA employees shall be as per the rates prescribed by the State Government for its employees from time to time.

*Note: When these rules comes into force, the rates of mileage allowance are as notified by the State Government vide Order No.FEM.56/2016/26 dated 28/02/2017, copy at Appendix 5*

## **9. Regulation of Permanent Travelling Allowance under Rule 4.5**

- 9.1 The rate of permanent travelling allowance admissible under Rule 4.5 shall be at the rate of ₹2000 per month as applicable to C & RD Block personnel (Appendix 6).

## **10. Entitlement of Travelling Allowance on transfer**

- 10.1 For the purpose of these Rules, transfer means the movement of an employee from one Headquarters station to another station, either to join the new assignment or in consequence of the change of his headquarters in the interest of public service and the Meghalaya Basin Management Agency;
- 10.2 Transfer travelling allowance shall be admissible where the change of headquarter station involves the change of residence;
- 10.2.1 Transfer travelling allowance shall include the cost of travelling expenses of the employee and his family members as applicable to him/her as on tour by road and carriage of personal effects by public (road) transport as per actual expenses;
- 10.2.2 Carriage of household goods and personal effects at the expense of the Meghalaya Basin Management Agency shall be limited as under:

Grade of employee	For married employee	For unmarried employee
Grade I	4000 kgs	2000 kgs
Grade II	3000 kgs	1000 kgs
Grade III	2000 kgs	500 kgs
Grade IV	1000 kgs	250 kgs

- 10.2.3 Claim for Transfer travelling allowance shall be substantiated adequately by documentary evidences in respect of the change of residence, including the movement of the family members;
- 10.2.4 Claim for the transfer of personal effects shall be regulated as per the rates of carriage goods by State Transport Authority and adequately substantiated by documentary evidences/vouchers.
- 10.3 However, a transfer at one's own request shall not be taken as a transfer for public interest and no transfer travelling expenses shall be admissible.

## **11. Administrative and Audit functions on T.A. Claims**

### **11.1 T. A. Bill Form**

Travelling Allowance Bill Form for all categories of employees shall be as per Form T.A.1.

### **11.2 T. A. Advance**

11.2.1 Advance of Travelling Allowance to an employee on official tour may be granted by the competent authority on the merit of each case, on the basis of the probable expenditure. The advance granted should be adjusted against the final TA claim.

11.2.2 TA. Advance shall initially be debited to the head "Loan and Advances".

### **11.3 Submission of T.A. Bill claim**

11.3.1 T.A. Bill Claim in TA Form 1 should be submitted on a monthly basis even though one may perform official tour only for a day in the month;

11.3.2 T.A. claim of the month becomes due after the end of the month;

11.3.3 Ordinarily, TA bill should be submitted immediately after becoming due but not later than the end of the financial year; claim not submitted within the same financial year shall lapse.

### **11.4 Duties of Controlling Officer**

11.4.1 A Controlling Officer is required, before signing or countersigning a bill:-

- (i) to satisfy that the claim of travelling expenses is supported by the approval of the Competent authority
- (ii) to satisfy that the mode of journey performed is admissible or authorised;
- (iii) to satisfy that the duration of journeys including halts was authorised;
- (ii) to satisfy the correctness of the distance(s) of the journeys travelled;
- (iii) to satisfy that the claim for actual expenses are admissible, reasonable and not on the higher side;
- (iv) to satisfy that the claim for daily allowance, lodging allowance and mileage allowance are correct and admissible.

### **11.5 Audit of T.A. claim**

Before any T.A. Bill is processed for payment, Finance personnel at the State level and the District level shall conduct the following checks initially:-

- (i) the journeys and halts are as per approved Tour Itinerary in TA Form 2; any change thereof including enforced halts, if any, has the approval of the Competent authority;
- (ii) the mode of the journeys performed other than by the class entitled has the approval of the Competent authority;
- (iii) the distance(s) and duration of the journeys travelled are correct;
- (iv) the claim for daily allowance, lodging allowance and mileage allowance are as per entitlement; any claim otherwise should have the approval of the competent authority;
- (v) in case of employee(s) deputed to attend a training where the cost of boarding and lodging is paid by Meghalaya Basin Management Agency, or when the same are sponsored by the organisation conducting the training, the Daily Allowance shall be limited to one-fourth of the Daily allowance entitled and lodging allowance shall not be entitled additionally;

- (vi) claims for actual expenses in respect of road/ rail/ air journeys are adequately supported by documentary evidences;
- (vii) actual expenses for road journeys are as per entitlement, reasonable and as per prevailing rates of public transport;
- (viii) in case of air journeys, production of Boarding passes are absolutely necessary along with the T.A. Bill claim;
- (ix) transfer travelling allowance claim for the employee and family members are adequately supported by the change of residence and transfer of personal effect;
- (x) transfer of personal effects are supported by documentary evidences issued by the public transporter and the rates are as per the State Transport Authority.

Sd/-  
(Shantanu Sharma, IAS)  
Additional Project Director,  
Meghalaya Basin Management Agency.

**Appendix 1**

[T.A. Rule 2, 4, 5 &amp; 7]

**List of Competent Authorities**

Rule	Nature of authority	Application of authority	Competent authority
2(1)	Authority to regulate the admissibility of travelling allowances and grant exemption thereof	i) For employees at the State level and District level ii) For employees at the District level	Chief Executive Officer/ Dy. CEO/ Project Director/ Additional Project Director Deputy Commissioner cum Chairman District Project Management Unit
2(2)	Authority to countersign the Travelling Allowance claim	i) For employees at the State level ii) For employees at the District level	Component in-charge District Project Manager
4.4.3	Authority to approve the actual cost of public transport	i) For employees at the State level ii) For employees at the District level	Chief Executive Officer/ Dy. CEO/ Project Director/ Additional Project Director Deputy Commissioner cum Chairman District Project Management Unit
4.4.4	Authority to approve drawal of mileage allowance in lieu of actual fare	i) For employees at the State level ii) For employees at the District level	Respective Component Head District Project Manager
4.4.5	Authority to approve drawal of mileage allowance in lieu of actual fare	i) For employees at the State level and District level ii) For employees at the District level	Chief Executive Officer/ Dy. CEO/ Project Director/ Additional Project Director Deputy Commissioner cum Chairman District Project Management Unit
5.1.3	Authority to approve road journey by other modes of transportation	i) For employees at the State level and District level ii) For employees at the District level	Chief Executive Officer/ Dy. CEO/ Project Director/ Additional Project Director Deputy Commissioner cum Chairman District Project Management Unit
5.2.2	Authority to approve rail journey by the higher class	i) For employees at the State level and District level ii) For employees at the District level	Chief Executive Officer/ Dy. CEO/ Project Director/ Additional Project Director Deputy Commissioner cum Chairman District Project Management Unit
5.3.1	Authority to approve air journey for Grade I/II/III employees	i) For employees at the State level and District level ii) For employees at the District level	Chief Executive Officer/ Dy. CEO/ Project Director/ Additional Project Director
7.5	Authority to approve the actual cost lodging expenses in lieu of admissible lodging allowance	i) For employees at the State level and District level ii) For employees at the District level	Chief Executive Officer/ Dy. CEO/ Project Director/ Additional Project Director Deputy Commissioner cum Chairman District Project Management Unit
11.2.1	Authority to grant advance Travelling Allowance	i) For employees at the State level and District level ii) For employees at the District level	Dy. CEO/ Project Director/ Additional Project Director Deputy Commissioner cum Chairman District Project Management Unit

**Appendix 2**  
[T.A. Rule 2]

List of Controlling Authority

Rule	Nature of authority	Application of authority	Competent authority
2(2)	Authority to approve the tour itinerary of employees	i) For employees at the State level ii) For employees at the District level	Project Director/Additional Project Director Deputy Commissioner cum Chairman District Project Management Unit
2(2)	Authority to countersign the Travelling Allowance claim	i) For employees at the State level ii) For employees at the District level	Component in-charge District Project Manager

**GOVERNMENT OF MEGHALAYA  
FINANCE (PAY REVISION) DEPARTMENT**

No.F(PR) -58/2017/19

Dated Shillong, the 7<sup>th</sup> December, 2017

**OFFICE MEMORANDUM**

**Subject:- DAILY ALLOWANCES.**

The undersigned is directed to refer to Item 3.12 of Government Resolution on the recommendations of the Fifth Meghalaya Pay Commission and to say that in pursuance thereof, the Governor of Meghalaya is pleased to order revision of the rates of Daily Allowance as indicated below:

<b>Grade of Employee</b>	<b>Within the State</b>	<b>Outside the State but within the N.E. Region</b>	<b>Outside the N.E. Region</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
Grade – I	₹360.00	₹600.00	₹900.00
Grade – II	₹270.00	₹450.00	₹700.00
Grade – III	₹240.00	₹400.00	₹600.00
Grade – IV	₹200.00	₹360.00	₹560.00

Formal amendments to the Meghalaya Travelling Allowance, 1985 shall be made in due course.

This order shall take effect from 1<sup>st</sup> December, 2017.

Sd/- (R.V. Suchiang)  
Principal Secretary to the Govt. of Meghalaya,  
Finance (Pay Revision) Department.

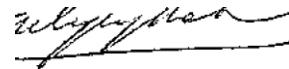
Memo No. F(PR) - 58/2017/19-A

Dated Shillong, the 7<sup>th</sup> December, 2017

Copy to:-

1. Principal Accountant General (Audit), Meghalaya, Shillong for information (Attention: CASS Section).
2. Accountant General (A&E), Meghalaya, Shillong for information.
3. All Administrative Departments.
4. All Heads of Departments.
5. All Deputy Commissioners /Sub-Divisional Officers (Civil).
6. All Financial Advisers/Finance & Accounts Officers/Treasury Officers,
7. Secretary, Meghalaya Legislative Assembly.
8. Secretary, Meghalaya Public Service Commission.
9. Director of Printing and Stationery with a request that the Office Memorandum be published in the Gazette of Meghalaya Extraordinary and supply of 300 copies to this Department.
10. The State Informatics Officer, NIC, Shillong with a request to upload a copy of the Office Memorandum on the website of Finance Department.

By Order etc.,



Deputy Secretary to the Govt. of Meghalaya Finance  
(Pay Revision) Department

GOVERNMENT OF MEGHALAYA  
FINANCE (PAY REVISION) DEPARTMENT

No.F(PR) – 60/2017/20

Dated Shillong, the 19<sup>th</sup> December, 2017

OFFICE MEMORANDUM

**Subject :** Actual Lodging Expenses

The undersigned is directed to refer to Item 3.13 of Government Resolution on the recommendations of the Fifth Meghalaya Pay Commission and to say that in pursuance thereof, the Governor of Meghalaya is pleased to order revision of the rates of Actual Lodging Expenses as follows:

Grade of employee	Kolkata/New Delhi/ Mumbai/ Chennai/ Bengaluru/Hyderabad	Other places	
		Outside the State	Within the State
(1)	(2)	(3)	(4)
Grade – I	₹3,500.00	₹3,000.00	₹2,000.00
Grade – II	₹3,000.00	₹2,500.00	₹1,500.00
Grade – III	₹2,500.00	₹1,500.00	₹ 800.00
Grade - IV	₹1,500.00	₹1,000.00	₹ 600.00

Formal amendments to the Meghalaya Travelling Allowance Rules, 1985 shall be made in due course.

This order shall take effect from 1<sup>st</sup> December, 2017

Sd/- R. V. Suchiang  
Principal Secretary to the Govt. of Meghalaya,  
Finance Department.

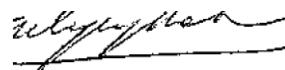
**Memo No. F(PR)- 60/2017/20**

**Dated Shillong, the 19<sup>th</sup> December, 2017**

Copy to:-

1. Principal Accountant General (Audit), Meghalaya, Shillong for information (Attention: CASS Section).
2. Accountant General (A&E), Meghalaya, Shillong for information.
3. All Administrative Departments.
4. All Heads of Departments.
5. All Deputy Commissioners/ Sub-Divisional Officers (Civil).
6. All Financial Advisers/ Finance & Accounts Officers/ Treasury Officers.
7. Secretary, Meghalaya Legislative Assembly.
8. Secretary, Meghalaya Public Service Commission.
9. Director of Printing and Stationery with a request that the Office Memorandum be published in the Gazette of Meghalaya Extraordinary and supply of 300 copies to this Department.
10. State Informatics Officer, NIC, Shillong with a request to upload a copy of the Office Memorandum on the website of Finance Department.

By Order etc..



Deputy Secretary to the Govt. of Meghalaya  
Finance (Pay Revision) Department.

**GOVERNMENT OF MEGHALAYA  
FINANCE (A.F) DEPARTMENT**

**NOTIFICATION**

**No.FEM.56/56/2016/26**

**Dated Shillong, the 28<sup>th</sup> February, 2017**

In supercession of all previous Notifications, the rate of mileage allowance shall be as follows with immediate effect.

Sl No.	Engine Capacity	Class of Vehicles	Allotted Vehicles		Own Vehicles in respect of Grade I & II Government Employees	
			Age of Vehicles 0 – 4 years	Age of Vehicles above 4 years	Age of Vehicles 0 – 4 years	Age of Vehicles above 4 years
<b>PETROL VEHICLES BY MAKE</b>						
<b>1.</b>	<b>Less than 1.0L-1.2L</b>	<b>MARUTI – 800, ZEN, OMNI, A-STAR, WAGON-R, ALTO (STD), ALTO K10, ALTO 800, RITZ, CELERIO,</b>	8.00	9.00	9.00	12.00
		<b>CHEVROLET – BEAT, SAIL</b>	8.00	9.00	9.00	11.00
		<b>RENAULT – KWID</b>	8.00	9.00	9.00	11.00
		<b>HYUNDAI – SANTRO XING, EON</b>	8.00	9.00	9.00	12.00
		<b>TATA – TIAGO</b>	8.00	9.00	9.00	11.00
		<b>DAEWOD – MATIZ</b>	8.00	9.00	9.00	11.00
		<b>FIAT – 1100, PALIO, NE118, UNO</b>	9.00	10.00	10.00	13.00
		<b>OTHERS – POLO (1.2 mpi), MARUTI 1000</b>	11.00	14.00	14.00	17.00
<b>2.</b>	<b>1.3L-1.4L</b>	<b>MARUTI – BALENO, ESTEEM, GYPSY 410, GYPSY 413, SWIFT (STD), SWIFT DZIRE, BREEZA, CIAZ, EECO, RITZ, ERTIGA,</b>	11.00	13.00	13.00	16.00
		<b>CHEVROLET – UVA, ENJOY, SAIL</b>	9.00	11.00	11.00	13.00
		<b>RENAULT-PULSE</b>	9.00	11.00	11.00	13.00
		<b>FIAT-AVENTURA, PUNTO</b>	9.00	11.00	11.00	13.00
		<b>FORD – IKON, FIGO</b>	9.00	11.00	11.00	13.00
		<b>HONDA-AMAZE, BRIO, JAZ</b>	9.00	11.00	11.00	13.00
		<b>HYUNDAI- SANTRO, GETZ, i10. GRAND i10, i20, XCENT</b>	9.00	10.00	10.00	13.00
		<b>MAHINDRA AND MAHINDRA – JEEP ISZ, JEEP (ORDINARY, KUV, VERITO</b>	13.00	15.00	15.00	19.00
		<b>TATA-MANZA, BOLT, MARINA, INDICA, INDIGO, ZEST</b>	10.00	11.00	11.00	13.00
<b>TOYOTA - ETIOS</b>	9.00	11.00	11.00	12.00		
<b>3</b>	<b>1.5L-2.2L</b>	<b>CHEVROLET-AVEO, CRUZE, OPTRA</b>	10.00	12.00	12.00	14.00
		<b>RENAULT-DUSTER, SCALA</b>	10.00	12.00	12.00	14.00
		<b>FORD-ECO-SPORT, FIGO</b>	10.00	12.00	12.00	14.00
		<b>HONDA-AMAZE, BR-V, CITY, MOBILIO</b>	10.00	12.00	12.00	14.00
		<b>HYUNDAI- ELANTRA, VERNA, ACCENT, SONATA, CRETA, SANTE FE,</b>	10.00	12.00	12.00	14.00
		<b>VOLKSWAGEN-AMEO, JEETA, POLO, VENTO</b>	10.00	11.00	11.00	13.00
		<b>TOYOTA – COROLLA ALTIS, ETIOS</b>	9.00	12.00	12.00	14.00
		<b>SKODA–OCTABIA,RAPID, SUPERB, YETI</b>	9.00	11.00	11.00	13.00
		<b>HINDUSTAN–AMBASSADOR (ORD), ISZ</b>	12.00	14.00	14.00	16.00
		<b>DAEWOD - CEILO</b>	10.00	12.00	12.00	15.00
		<b>FIAT - CONTESSA</b>	10.00	12.00	12.00	14.00
		<b>OTHERS – OPEL CORSA, BEETLE, PASSAT, SX4,</b>	12.00	13.00	13.00	16.00
		<b>NISSAN- TERRANO XL</b>	11.00	11.00	11.00	13.00
<b>4</b>	<b>2.3L-3.2L</b>	<b>MARUTI – GRAND VITARA</b>	12.00	14.00	14.00	17.00
		<b>HONDA – CR-V</b>	11.00	13.00	13.00	15.00
		<b>TOYOTA–FORTUNER, CAMRY, INNOVA</b>	11.00	13.00	13.00	15.00

DIESEL VEHICLES BY MAKE						
Sl No.	Engine Capacity	Make & Type of Vehicles	Allotted Vehicles		Own Vehicles in respect of Grade I & II Government Employees	
			Age of Vehicles 0 – 4 years	Age of Vehicles above 4 years	Age of Vehicles 0 – 4 years	Age of Vehicles above 4 years
1.	Less than 1.0L-1.2L	CHEVROLET – BEAT, SAIL	6.00	7.00	7.00	8.00
		OTHERS–TATA TIAGO,MARUTI CELERIO	6.00	7.00	7.00	8.00
2.	1.3L-1.4L	MARUTI – BALENO, CIAZ, ERTIGA, RITZ, S CROSS, SWIFT DZIRE, SX4	5.00	7.00	7.00	9.00
		CHEVROLET –ENJOY, SAIL	6.00	7.00	7.00	8.00
		FIAT –AVENTURA, PUNTO, PALIO	6.00	7.00	7.00	8.00
		HYUNDAI- GRAND i10, i20, XCENT	6.00	7.00	7.00	9.00
		MAHINDRA– JEEP 540, JEEP 550, COMMANDER, MAXX, MARSHAL, JEEP PICK UP, KUV	8.00	9.00	9.00	11.00
		TATA- BOLT, INDICA, INDIGO, ZEST, MARINA, MANZA	6.00	7.00	7.00	9.00
		TOYOTA - ETIOS	6.00	7.00	7.00	8.00
3	1.5L-2.2L	MARUTI – S CROSS	6.00	7.00	7.00	9.00
		CHEVROLET-CRUZE, OPTRA, CAPTIVA	7.00	8.00	8.00	9.00
		RENAULT-DUSTER, FLUENCE, LODGY, PULSE	6.00	8.00	8.00	9.00
		FORD-ECOSPORT,FIGO, ENDEAVOUR	7.00	8.00	8.00	9.00
		HONDA-AMAZE	6.00	7.00	7.00	8.00
		HYUNDAI- CRETA, ELANTRA, SANTE FE,VERNA, SONATA	6.00	8.00	8.00	9.00
		MAHINDRA– NUVOSPORT, TUV, VERITO, ARMADA, XYLO, LOGAN	7.00	8.00	8.00	10.00
		TATA – ARIA. MOVUS	6.00	7.00	7.00	8.00
		VOLKSWAGEN- JEETA, POLO, VENTO	7.00	9.00	9.00	10.00
		SKODA–OCTABIA,RAPID, SUPERB, YETI	7.00	9.00	9.00	10.00
		HINDUSTAN–AMBASSADOR (2000ISZ)	7.00	8.00	8.00	10.00
		FIAT - CONTESSA	5.00	7.00	7.00	8.00
		NISSAN- TERRANO XL	8.00	8.00	8.00	10.00
4	2.3L-3.2L	FORD – ENDEAVOUR	8.00	10.00	10.00	11.00
		MAHINDRA–BOLERO,BOLERO PICKUP, THAR	8.00	10.00	10.00	11.00
		MAHINDRA-SCORPIO	9.00	11.00	11.00	12.00
		TOYOTA–QUALIS, INNOVA, FORTUNER	8.00	10.00	10.00	12.00
		TATA – SAFARI, SUMO	7.00	9.00	9.00	11.00
		OTHERS – VOLKSWAGEN TOUAREG	12.00	14.00	14.00	15.00

For Scooter and Motor Cycle Rs.2,50 per Km, for Auto Rickshaw Rs.2.75 per Km for all grade of Government employees will be admissible only to places/destination not ordinarily connected by MTC/ Private Bus.

#### II. Travel by Meghalaya Transport Corporation Bus

- (1) Grade I and II eligible for journey by Deluxe class
- (2) Grade III and IV eligible for journey by ordinary.

#### III. Travel by Public Transport (other than State Transport Bus)

Claims for travel by Public Transport (other than the State Transport) will be admissible only in places where routes are not operated by Meghalaya Transport Corporation Bus or where travel by Meghalaya Transport Corporation Bus cannot be availed due to time factor. In such cases the rate of mileage allowance shall be the fare of the recognized Public Transport subject to maximum of Rs.0.85 paise per Km for all Grade of Government employees.

IV. The Mileage Allowance admissible for journey performed by Government vehicles shall also be applicable in cases of journeys performed by hired vehicles of like categories.

V. The officer who are entitled to travel by their own cars or allotted cars will be eligible for drawal of Mileage Allowance at the above rates for empty haulage while sending back their cars as also journey of these cars from headquarter to any point to pick up the officers on their return to headquarters on tour and on transfer.



(S. Goyal)

Secretary to the Government of Meghalaya,  
Finance Department.

Memo No.FEM.56/2016/26-A

Dated Shillong, the 28<sup>th</sup> February, 2017

1. P.S. to Chief Minister,
2. P.S. to Deputy Chief Minister/Minister/Minister of State/Parliamentary Secretaries.
3. P.S. to Chief Secretary, Meghalaya, Shillong.
4. P.S. to Additional Chief Secretaries to Government of Meghalaya.
5. All Principal Secretaries/Commissioner & Secretaries/Secretaries to the Government of Meghalaya.
6. The Principal Accountant General (A&E)/(Audit), Meghalaya, Shillong.
7. All Administrative Departments.
8. All Heads of Departments.
9. All D.Cs & S.D.Os.
10. All Treasury Officers.
11. All F.As & F.A.Os
12. Secretary Meghalaya Legislative Assembly, Shillong.
13. Director of Printing and Stationery Government Press Shillong for publication in the Meghalaya Gazette.

By Order, etc.,

Sd/-

Under Secretary to the Government of Meghalaya,  
Finance (A.F) Department.

**GOVERNMENT OF MEGHALAYA  
FINANCE (PAY REVISION) DEPARTMENT**

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No. F(PR) – 60/2017/19

Dated Shillong, the 5<sup>th</sup> December, 2017

**OFFICE MEMORANDUM**

**Subject:- PERMANENT/FIXED TRAVELLING ALLOWANCE.**

The undersigned is directed to refer to Item 3.8 of Government Resolution on the recommendations of the Fifth Meghalaya Pay Commission and to say that in pursuance thereof, the Governor of Meghalaya is pleased to order that the revised rates of Permanent/Fixed Travelling Allowance to certain category of government employees be as follows:

Category of Officials	Recommended amount of Permanent/ Fixed Travelling Allowance
(1)	(2)

**(a) Finance**

(i) Audit Officer	(i) ₹4,800.00 p.m.
(ii) Auditor	(ii) ₹4,300.00 p.m.
(i) Assistant Auditor	(iii) ₹3,740.00 p.m.
(iv) Peon	(iv) ₹2,400.00 p.m.

**(b) Education**

Sub-Inspectors of Schools (Re-designated as Addl. Sub- Divisional School Education Officer)	₹2,000.00 p.m. (Subject to the condition that they perform a minimum of 15 days field duties in a month)
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**(c) Community & Rural  
Development**

Gram Sevak/Sevika	₹2,000.00 p.m.  (Subject to the condition that they perform a minimum of 15 days field duties in a month)
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**(d) A.H. & Veterinary**

Veterinary Field Assistant	₹1,500.00 p.m.  (Subject to the condition that they perform a minimum of 15 days field duties in a month)
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**(e) Sericulture & Weaving**

(i) Sericulture Demonstrator	₹1,500.00 p.m. (Subject to the condition that they perform a minimum of 15 days field duties in a month)
(ii) Weaving Demonstrator (Handloom)	-do-

- (f) **Agriculture**  
Agriculture Demonstrator/  
Fieldman (Both re-designated as  
Assistant Agriculture Inspector) **₹1,500.00 p.m.**  
(Subject to the condition that they  
perform a minimum of 15 days field  
duties in a month)
- (g) **Horticulture**  
Horticulture Demonstrator  
(Re-designated as Assistant  
Horticulture Inspector) **₹1,500.00 p.m.**  
(Subject to the condition that they  
perform a minimum of 15 days field  
duties in a month)
- (h) **Health & Family Welfare**  
(i) Auxiliary Nurse Mid-wife  
(ANM) **₹1,500.00 p.m.**  
(Subject to the condition that they  
perform a minimum of 15 days field  
duties in a month)
- (ii) Lady Health Visitor (LHV) -do-
- (i) **Forests & Environment**  
Forest Ranger **₹1,500.00 p.m.**  
(Subject to the condition that they  
perform a minimum of 15 days field  
duties in a month)
- (j) **Soil & Water Conservation**  
Soil & Water Conservation  
Ranger **₹1,500.00 p.m.**  
(Subject to the condition that they  
perform a minimum of 15 days field  
duties in a month)
- (k) **Labour**  
Inspector of Labour **₹1,500.00 p.m.**  
(Subject to the condition that they  
perform a minimum of 15 days field  
duties in a month)
- (l) **Public Works**  
Section Assistant **₹1,500.00 p.m.**  
(Subject to the condition that they  
perform a minimum of 15 days field  
duties in a month)

Formal amendments to the Meghalaya Travelling Allowance Rules, 1985 shall be made in due course.

This order shall take effect from 1<sup>st</sup> December, 2017.

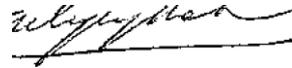
Sd/- R.V. Suchiang  
Principal Secretary to the Govt. of Meghalaya,  
Finance (Pay Revision) Department.

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By Order etc.,



Deputy Secretary to the Govt. of Meghalaya  
Finance (Pay Revision) Department