

Peoples Development Community (PDC)

Service Rules

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Peoples Development Community (PDC) Service Rules

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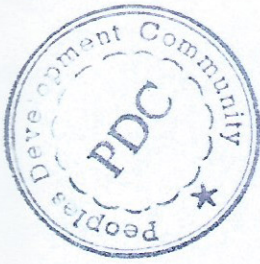
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Peoples Development Community (PDC) Service Rules

SECTION-1

INTRODUCTION

a. **Short Title and Application**

These rules shall be called the Peoples Development Community (PDC) Service Rules, 2003. The Revised Service Rules have been approved by the Executive Committee of the PDC with effect from 15 January 2008.

b. **Extent of Application**

The Rules shall apply

- i) To all employees who are in full time employment of the Peoples Development Community (PDC)
- ii) To employees of the Organization who are employed on contract to the extent no specified in the instrument of their contract;
- iii) To those employees who are deputed to work with the Organization.
- iv) These rules shall not apply to those who are engaged to work at the Organization on daily wages basis.

c. **Interpretation**

Interpretation of any clause, sub clause or any terminology will be determined by the Executive Committee of PDC.

d. **Authority to Amend, Delete or Make Additions to These Rules**

These rules may be amended, deleted or added to, by the Executive Committee as per need of the PDC.

e. **Matters Not Provided For in the Rules**

The decision of the Executive Committee shall be final in all matters not provided for in these rules.

f. **Definitions**

- i) In these rules, unless there is anything repugnant to the subject of context;
- ii) "Organization" and its abbreviation "PDC" shall mean the Peoples Development Community.
- iii) "EC" means the Executive Committee of the Organization.
- iv) "Competent Authority" means the EC or an Officer designated by the EC to exercise the powers/authority under these rules;



- v) "Employee" means all the persons both male and female employees in the Organization on payment;
- vi) "Executive Director" means the Chief Executive elected as such by the EC who shall also act as Head of the Organization;
- vii) "Pay" means the amount drawn monthly by an employee as pay which has been sanctioned for the post held by him/her;
- viii) "Pay Scale" means any pay scale specified in these rules;
- ix) "Contract" means a post sanctioned as such for a specified term or in connection with a project or Activity;
- x) "Special Allowance" means an additional remuneration granted in consideration of specific/additional responsibilities;
- xi) "Allowances" shall mean all kinds of allowances sanctioned by the EC of compensate an employee for satisfactory performance in his/her job to be paid in addition to his/her regular pay; (case by case to be decided by the EC).

All other words and expressions shall have the same meaning as are assigned to them by the EC.

SECTION- 2

RECRUITMENT AND SELECTION

- A. All recruitments shall be on contract basis as per the project/program provision.
- B. For recruitment of staff for a specific post, a detailed job analysis will be made. In job analysis the job description and specification will be mentioned.

Organization should have some Core Staff who will be committed, delegated and loyal.

In job description the following matters will be mentioned:

- i) Name of the post.
- ii) Working area.
- iii) To whom he/she will be reporting.
- iv) Nature of the job.
- v) Working environment.
- vi) Instrument/materials needed for the job.

In job specificity on the following matters will be mentioned:

- i) Qualification of the employee against the post.
- ii) Training.
- iii) Responsibility, etc.



C. **Classification of Staff**

Employee shall mean persons in the employment of the Organization and shall be classified as only one category in PDC staff to be recruited on contract basis as per the project/program provision.

D. **Grade Structure**

Sl. NO.	Designation	Grade
1	Executive Director	I
2	Project Director/Team Leader	II
3	Technical Specialist/Technical Coordinator/ Finance & Administration Specialist	III
4	Project Officer/Area Coordinator/Field Coordinator/Finance & Administrative officer	IV
5	Field Supervisor/Field Organizer/ Accounts Assistant/Administrative Assistant/Receptionist	V
6	Office Helper/Guard/Aya/Cleaner	VI

D. **Procedure for Recruitment**

For recruitment of any employee in any position of the Organization, there should be official notification in the PDC Website or national dailies or local newspaper or displaying notice on the notice board of Own and other organizations whatever is considered feasible by the competent authority.

The notification should contain specific requirement of qualifications, experiences and other relevant skills and salary against each of the positions to be recruited. Notification for positions where women are eligible shall specifically mention "Women are encouraged to apply".

After scrutiny of the application a letter is to be issued or call through over phone for written and viva examination to each of the candidates. The authority may decide to arrange examination at district or divisional level to facilitate more participation.

Appointment of Employees According to Grade

- i) For appointment of post in grade I and II, the appointment shall be made by the Executive Committee on the basis of recommendation made by a Selection Committee consisting of the Director and three other members of the EC. This selection committee will be assisted by an expert/specialist in the relevant field/area. The Executive Committee will nominate the members of the selection committee consisting of both men and women.
- ii) For appointment to other posts in grade III-VI the Executive Director shall form a recruitment committee in consultation with the Project Director of the respective Project.



Employees' Age Limit

Age limit of the regular employees will vary and be decided by the competent authority as per classification and grade of the employees accepted for the organization. In any case the minimum age limit will be 18 years for the employment in any position.

Initial Pay of Employees

All appointments shall normally be made at the initial stage of a prescribed pay scale. However, in exceptional cases the competent authority may allow higher initial start in the prescribed pay scale on the basis of recommendations as made by the selection Committee and accepted by the EC.

E. Policy of recruitment of differently able (disabled) people

Differently able (disabled) people are equally eligible for the position which is considered suitable for them by the competent authority.

F. Equal Opportunity

All Male, Female, Differently able (disabled) People; People living with HIV/AIDS will enjoy the equal employment opportunity. No discrimination will be made based on sex, religion or ethnicity.

F. Joining Time procedure

After selection of the candidate by the Selection Committee an appointment letter will be issued by the Executive Director mentioning the mutually agreed joining date.

On the date of joining the incumbent will submit his/her joining report by 9.15 A.M. in a prescribed format approval of the joining report by the Executive Director his/her joining date will be effective.

The selected candidate must submit the original certificates to the Executive Director of the Organization. If fails joining shall not be accepted.

G. Probation period and Confirmation

All employees appointed shall be placed on probation for a period of 6 (Six) months. The period of probation may be extended for a further period of another Six (6) months if the competent authority finds the performance of the incumbent unsatisfactory. In such case employee will be informed in writing about the extension of the probation period.

On successful completion of the probation period the service of the employee(s) shall be confirmed for a period as decided by Executive Director as per the project/program provision with effect from the date of joining.

On completion of probation period of an employee, he/she will be informed in writing that he/she has successfully completed the probation period or has not successfully completed it. If no letter is issued within the time stipulated, the employee concerned will be deemed to have successfully completed the probation period.



The services of an employee may be terminated without giving reasons at any time during the period of probation by the competent authority if the work of the employee is considered unsatisfactory.

No probation is required for Project Staff upto one year or less.

H. **Official Hours**

The incumbents will be required to work according to the needs of their functions and exigencies of the requirements of the jobs.

The routine office hour is 8.30 a.m. to 5.00 p.m. from Sunday to Thursday with half an hour lunch break. During the month of Ramadan the Executive Director in consultation with the respective Project Director and staff will decide the office hours.

The employees shall be punctual and maintain discipline about time keeping which will be one of the criteria for evaluation of their performance.

The working hours and the weekly holidays in respect of the projects under the Organization will depend on the nature and character of the work of the projects and may be stipulated in the service contracts of the employees.

The Organization shall observe all Govt. declared public holidays and other holidays as decided by the Executive Order of the government. Unless otherwise decided by the Executive Director to meet exigencies of circumstances.

For lactating mother office time may be relaxed or lactating mother may bring her child to the office in her own arrangement. Mother of children (0-5) will be allowed to bring their children to the Organization with a person to look after the child. The expenses of that person will be the concerned employee.

I. **Attendance Record:**

Employees will sign the Attendance Register daily.

Any employee reporting to work after 15 minutes of the beginning of normal office hour will be marked late. Three unauthorized late attendances in one month will result in one day's absence. Salary of one day's will be deducted.

Whenever an employee intends to undertake any official trip, he/she must fill up the Travel Request Form specifying purpose, destination, time of departure and expected time/date of return with his/her signature and on approval of the proposed trip by the competent authority/Executive Director, he/she will submit the same to the designated person assigned by the Executive Director to record the matter in Attendance Register.



SECTION-3

STAFF DEVELOPMENT and TRAINING

A. **Organizational Orientation**

After joining of each employee, a detail orientation will be provided on the vision mission, goals, structures, objectives and activities of the organization.

B. **Job Orientation**

In addition to organizational orientation, a job orientation will be provided to the incumbent. Special arrangement may be made for both the female/male staff to address the gender issue.

C. **Need Based Training**

If the authority feels the necessity of training for staff to develop his/her skill on a particular subject, the Organization may arrange specific or the employee may be sent to other organization/institutes for such training. The arrangement for staff training shall always be made by the organization itself. Individual arrangement for training shall not be considered official.

The Executive Director after discussion with the concerned Section/Unit In-charge will select the employee for training. At the time of selection, the following factors shall be considered:

- i) That the training is essential for development of the concerned staff.
- ii) That there is availability of fund to support the training cost,.
- iii) That the arrangement for staff training should be made as per staff development plan.

D. **Specialized Training:**

A specialized training might be arranged within the country or abroad to develop the skill of the employees.

The employee who is selected for specialized training for three months or more at the expenses of or the sponsorship of the Organization, shall be required to execute a bond/undertaking to serve the Organization for a period of three years from the date of completion of the training. Selection of employee for such training shall have to be approved following the PDC Policy for attending programmes abroad (mentioned below).

The rules of financial support as mentioned for staff training shall also applicable to the employee who will represent PDC in any Seminar/workshop.



E. **The Criteria are:**

General Principle:

Selection Committee consisting of the Executive Director and Project Director of respective Project will be responsible for finalizing the selection of participants to attend the programs in abroad.

- i) Potential of the candidate to utilize the outcomes of the event for the betterment of PDC should be considered.
- ii) Incase of more than one nomination for the same program in abroad, participation of PDC staff and PDC member should be made balanced.

Criteria for PDC Staff and PDC Members:

1. Relevancy of the subject to the overall goal and objectives of PDC have to be considered.
2. The nominating Member and Staff should be from the relevant program in relation to the programs abroad.
3. The nominating candidate should be skilled in English language in terms of Communication and presentation.
4. Record of good financial and other transaction(s) of the organization/person with PDC (if applicable).
5. Previous record and frequency, performance of attending any program abroad.
6. Contribution of PDC and length of service in PDC (in case of PDC staff).
7. Leave of participants will be decided the basis of the type of program.

F. **Policy for Foreign Training:**

If the authority finds that the needed training facility is not available within the country or if any foreign organization/institute to bear the cost of training wholly or partly, a staff may be sent abroad for training. It will be depending, if fund is available.

G. **Leave for Staff Training:**

An employee who may wish to take up a course of training either within the country or abroad relevant to the functions of the Organization or any of its projects at his/her own cost, may be allowed leave of absence on such terms and conditions as the competent authority may decided.

H. **Financial Support for the Staff Training:**

If the concerned organization/institute charges any fee for staff training the amount to be paid by PDC if such fund is available and approved by the competent authority.

In respect of the other training cost the employee will get the following financial support during the training period (inclusive of days of departure and days of return) if such fund is available and approved by the competent authority.

Description	Amount of Financial Support		
	Local Training	Foreign Training	Remarks
If the concerned organization/institute does not provide accommodation	Actual cost to be paid by PDC	Regarding the training case by case a decision on PDC's assistance to a selected person for training abroad if any organization is not sponsoring the training.	Accommodation shall be arranged by PDC
Cost of local transport not sponsored by outside agency	Actual cost to be paid by PDC	Actual cost would be paid by PDC if not sponsored by the outside agency	Supporting vouchers must be furnished with the bill.
If the concerned organization does not provide food	Actual food cost to be paid by PDC	The Executive Director will make decision regarding these matters.	Supporting vouchers must be furnished with the bill.
Where the concerned organization/ institute provides food/ accommodation and does not pay any amount as pocket allowance to the participants the employee shall get pocket allowance from PDC	At the rate of Tk. 100.00 per day.	@ \$ 10.00 (if fund is available)	-Do-

I. **Arrangement for Sending Representative to Any Seminar/Workshop**

If any local institute/organization Govt. body informs in writing to PDC to send representatives in any seminar/workshop, the Executive Director himself or a nominated staff will participate to represent PDC in such seminar/workshop. In case of program abroad the selection criteria of PDC will be applicable as mentioned in section 3/E.



SECTION – 4



PERFORMANCE APPRAISAL

a. **Standard of performance**

The Organization shall conduct the appraisal of its staff performance periodically. Standard for appraisal of performance is appended in the Annexure-A & B

b. **System of Performance Appraisal**

Assigned Supervisor for the staff will conduct the performance periodically on the basis of the given job description, actual performance and other related factors by the standard performance appraisal format. One Format will be used after the probation period and a separate format will be used for annual performance appraisal.

Basic Requirement of Staff Evaluation

a) To facilitate staff evaluation, the following basic requirements shall be followed:

i) **Job Description for Each Employee:**

Each supervisor shall provide to his/her supervisee sub-ordinate clear written job descriptions from time to time.

The supervisor may change the job descriptions in accordance with the changing circumstances.

ii) **To set Target/Assignments :**

The supervisor(s) will assign different tasks to their supervisee to be completed within a definite period of time.

iii) **Assessment of Actual Performance/Work:**

The supervisor(s) shall assess the actual performance of their supervisee in relation to assigned targets. Major deviations are to be noted down by the supervisors and explanation may be called for from the concerned employee(s).

iv) **Performance Appraisal Report:**

To evaluate the performance of each employee the concerned immediate supervisor shall fill up the staff appraisal performance which is appended in Annexure-A & B and send the same to the competent authority for final review and further necessary action.

c. **Interim Appraisal**

In case of promotion or special increment the Organization shall conduct an interim appraisal of the staff. Such interim appraisal shall be done by the competent authority.



d. **Yearly Appraisal**

At the close of each financial year or at such occasion as may be decided by the EC, the Organization will evaluate the performance of each of its employees. Such evaluation shall be made such authority as to be decided by the EC. Form in the Annex "B" shall be used for yearly appraisal.

e. **Access to Appraisal report :**

If any inadequacy is found in the performance appraisal report of any employee he/she will be informed in writing to assess himself/herself.

SECTION-5

COMPENSATION

a. **Basic Salary**

Each employee shall be entitled to his/her basic pay as provided in the pay scale of the Organization duly approved by the EC.

Classification of Grades

The posts in the Organization shall be designated as per grade mentioned in Section 2D subject to revision from time to time by the EC.

b. **House Rent Allowance:**

The house rent allowance shall be paid to the employees at the rate of 50% of basic pay per month subject to revision from time to time by the EC.

c. **Conveyance Allowance**

Conveyance Allowance shall be paid to the employees at the rate as mentioned below subject to revision from time to time by the EC:

Grade I	:	TK 4000.00 Per month
Grade II	:	TK 2200.00 per month
Grade III	:	TK 2000.00 per month
Grade IV – V	:	TK 1500.00 per month
Grade VI	:	TK 1000.00 per month

d. **Medical Allowance**

Medical Allowance shall be paid to employees at the rate of Taka 1000.00 per month subject to revision from time to time by the EC.

e. **Special Reward**

The performance of each employee of the Organization shall be evaluated at the close of each financial year by competent authority. For outstanding performance of any employee, the competent authority may recommend for

- i) Special increment, or
- ii) Promotion to higher post, or
- iii) Payment of lump sum grant

f. **Annual increment**

Subject to an employee's service records being satisfactory based on annual appraisal the next annual increment in his/her own pay scale shall accrue on completion of one year of service beginning the date of his/her appointment to the post. Such provision will unless otherwise decided by the competent authority on some stringent special circumstances.

g. **Festival Allowances**

The Organization shall pay festival allowance @ of one month's basic pay in the festival (during Eid-ul-Fitr for Muslims, Christmas Day for christens and Buddha Purnima for Buddhists) to the employees who have completed one year of continuous service.

h. **Provident Fund**

Contributory provident fund shall be available for all employees of the Organization. The employees shall contribute to the fund at the rate of 10% of their basic pay per month and the Organization will make equivalent amount of contribution for each employee.

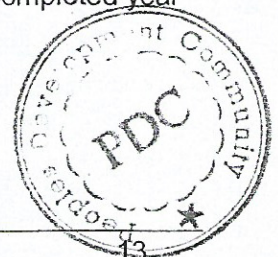
The operation of the fund shall be in accordance with the Rules of PDC staff provident fund.

Eligibility

All employees who have completed a minimum of one year continuous service with the Organization in the regular grade, shall be eligible to receive a gratuity upon cessation of their employment for any reason other than misconduct/dismissal. No gratuity shall be payable to the temporary employees or those appointed in the projects. Unless such provision of gratuity is mentioned in writing in the contract letter.

Rate of payment

The rate of payment of gratuity shall be one month's basic pay for each completed year of service and service less than a year shall be paid proportionately.





Procedure of Payment

- i) An employee who leaves the service of the Organization shall be paid gratuity at the rate mentioned in the rate of payment clause along with the payment of the other legal dues.
- ii) The basic pay for the purpose of computing the gratuity payable shall mean the average of the last twelve months actual basic pay drawn.
- iii) In case of death of an employee, the amount of gratuity due to him/her shall be paid to the heirs of the deceased upon furnishing a succession certificate.
- iv) No employee shall have any right to claim payment of gratuity while in service and/or in the course of his/her employment. The gratuity shall be payable only in the event of cessation of service or otherwise on dismissal form (if so provided for).

j. Food/Refreshment Allowance:

If any employee is required to undertake any trip to places other than his/her usual working place and returns after 2.00 p.m., he/she will get refreshment allowance @ Tk. 100.00 per day and no such allowance is payable in return before 2.00 p.m.

k. Other Facilities :

The staff who is not entitled to overtime are entitled to the following:

- working in the weekends or holidays actual food cost up to Tk. 75 and actual transport (baby taxi, Rickshaw, Bus etc.) fare from resident to office and back.

l. Telephone :

The Executive Director is entitled to enjoy land phone facilities at home and the organization will bear the line rent including call charges not exceeding tk. 3000.00 per month.

m. Income Tax


All staff would be responsible for his Income tax or any others Government tax pay as per Govt rules.

SECTION-6

MAINTENANCE OF PERSONNEL RECORD

A. General practices on Leave

- i) Except with the prior permission of the competent authority, weekly holidays or any other admissible shall not be prefixed or suffixed to any type of leave. They shall not be counted as part of the leave when so permitted.
- ii) Proper record of all leave shall be maintained in the Service Book personal file of the employee concerned.

- 
- iii) An employee shall cease to earn any leave from the date of notice of termination of service being served on either side.
 - iv) Leave shall not be granted to an employee who is under suspension.
 - v) Employee is entitled to enjoy the privilege of leave as per the provision stated below. When the emergency of circumstances so requires, the authority may refuse to grant leave or cancel leave already granted or change the nature of leave or recall an employee before the expiry of his/her leave.

B. Annual Leave

- Any employee shall be entitled to 24 days annual leave with pay in each calendar year.
- Ordinarily previous permission of the authority shall be necessary for such leave but in special circumstances when it is not possible to do so, authority shall, when practicable, be informed in writing of the absence from duty and of the probable duration of such absence.
- Annual leave cannot be carried over.

C. Medical Leave

- Medical leave shall be granted to an employee only upon producing a medical certificate from a recognized practitioner. Within a calendar year an employee can avail medical leave for 14 days with full pay on the ground of illness.
- Medical certificate is required in case of absence from office more than three (3) days due to illness.
- Unused medical leave will be carried over.

D. Maternity Leave

Female employees with a minimum of six months' services shall be entitled to maternity leave with full pay for four months.

E. Accident and Disability Leave

- Competent authority may grant special disability leave to an employee who is disabled by injury inflicted or caused in or in consequence of his/her official duty.
- Such leave shall not be granted unless the disability manifested itself within three months of the occurrences to which it is attributed and the person disabled acted with due promptitude in bringing it to notice. The competent authority, if satisfied as to the cause of such disability, may grant leave in cases where the disability manifests itself more than three months after the occurrences of its cause.
- The period of leave granted shall be such as is certified by the Medical board constituted by the competent authority. It shall not be extended unless classified by the above Board and shall in no case exceed 03 months.
- Such leave shall be counted as on duty. In case of permanent disability, the competent authority shall decided per case basis according to merit.



F. Paternity Leave

A male employee may be allowed paternity leave not exceeding two week during birth of his child. The presence of the father may provide better support for the mother and the child.

G. Procedure of Applying for and Availing of Leave

- i) All leave of staff will be approved by the concerned departmental head/project Director if recommended by the concerned supervisor.
- ii) All leave of departmental head/project Director will be approved by the Executive Director and Executive Director's leave will be approved by the EC.
- iii) An employee, who desires to obtain leave of absence, shall apply to the competent authority through proper channel before proceeding on leave.
- iv) If the leave is refused or postponed, the reasons thereof shall be recorded and intimated in writing to the employee.
- v) Applications for leave for more than three days should be submitted at least one week prior to the time from which the leave is required except in the cases of illness or emergency.
- vi) An employee before proceeding for leave shall inform the competent authority in writing of his/her address while on leave.
- vii) Application for extension of leave shall be submitted by the employee to the competent authority before the expiry of the leave already granted.
- viii) The application for leave on medical grounds shall be supported by a certificate from any medical person designated for this purpose. Medical certificate from any Medical Doctor may also be accepted.
- ix) An employee who remains absent for more than ten days in excess of the period of leave sanctioned shall be liable to disciplinary action unless he/she is able to explain his/her overstay in a manner satisfactory to the competent authority. Breach of this rule shall be treated as misconduct and the employee shall be liable to disciplinary action.

H. Maintenance of Records and Files

A file for each employee shall be maintained in respect of each employee which will include the following particulars:

- i) Name :
- ii) Father's Name :
- Mother's Name :
- Spouse Name :
- iii) Present Address :
- iv) Permanent Address :
- v) Date of Birth :
- vi) Place of Birth :
- vii) Nationality :

- viii) Religion :
- ix) Academic Qualification :
(Original or Certified copy)
- x) Particulars of previous services, if any:
- xi) Date of post and scale of pay :
- xii) Basic pay :
- xiii) Two copies passport size photo :
impression of the employee
- xiv) Contract Telephone Number :
- xv) Number of Children :

(In case of married staff)



Signature and thumb impression

Besides, individual "Personnel File" a "Service Book" shall be maintained by the organization. Such Service Books should contain, among others, the following:

- a) Recording any commendable work
- b) Leave record
- c) Service Break
- d) Serious warning etc.

SECTION-7

DISCIPLINARY MEASURES

i) Grounds for Disciplinary Action

The competent authority of the Organization may take disciplinary action against an employee if he/she is-

- a) Convicted for an offense involving criminal act or morale turpitude in a court of law or
- b) Is found guilty of misconduct.
- c) Gender issues related violation.

ii) Meaning of Misconduct

- a) Willful insubordination or disobedience, whether alone or in collaboration with other, to any lawful or reasonable orders of a superior;
- b) Theft, fraud or dishonesty in connection with Organization's activities or property;
- c) Taking or giving bribes or any illegal gratification in connection with his/her or any other employee's employment under the Organization;



- d) Habitual absence without leave or absence without leave for more than ten days;
- e) Habitual late attendance;
- f) Riotous or disorderly behavior in the Organization's premises or any of its establishment;
- g) Habitual negligence or neglect of work;
- h) Indulging or reasonably suspected to be indulging in corruption or activities prejudicial to the forum or which tend to create dissatisfaction or disharmony amongst the employees of the Organization or cause disrepute among the allied agencies;
- i) Falsifying, tampering with, damaging or causing loss of official records of the Organization;
- j) Habitual indiscipline;
- k) Leaving work without permission, disappearance from seat or place of work without permission and loitering about during the duty hours;
- l) Sleeping on duty;
- m) Theft of any employee's property inside the premises of the Organization;
- n) Giving false information regarding name, age, father's name, qualification or previous service or any thing relating to previous service at the time of employment;
- o) Unauthorized use of property of the Organization;
- p) Breach of any regulation, standing order or instructions issued by the Organization;
- q) Threatening, intimidating mental and physical harassment of the female employee or assaulting any employee of the Organization;
- r) Disclosing to any unauthorized person (including a co-employee not directly connected with such work) any secret or confidential information including proprietary information in regard to processes, dealings and affairs of the Organization or its affiliates which may come into the possession of the employee in the course of his work or otherwise.
- s) Misbehave/unethical misconduct with women staffs.

iii) **Penalties:**

Considering the circumstances, the competent authority may inflict any one or more penalties mentioned hereunder.



a) **Minor Penalties:**

- Written warning
- Granting leave without pay upto a period of 7 (seven) days
- Withholding increment or promotion for a specific period

b) **Major penalties:**

- Recovery from pay any pecuniary loss caused to the Organization by negligence or breach of discipline/contract
- Reducing salary or demotion to a lower grade/post
- Removal/dismissal from service.

iv) **Procedure for Punishment:**

a) **Issue of Show Cause Notice to the Employee:**

- A show cause notice is to be issued to the concerned employee by an appropriate authority with or without having suspension specifying the offense committed, date and time of its commission, and relevant section of the Service Rules that has been violated.
- The authority depending upon the gravity of the offense may ask for an explanation even within a limit of 24 hours.
- The accused shall also be given personal hearing if such a prayer made by him/her against the said notice.

b) **Consideration of Explanation of the Employee:**

- If the accused admits the charges, the competent authority shall impose punishment commensurate with the gravity of the offense, the previous record, if any, of the employee and any other extenuating or irritating circumstances that may exist.

c) **Holding Formal Enquiry in Absence of any explanation or for Unsatisfactory Explanation:**

- If the employee does not submit any explanation the competent authority may take expert decision.
- If however an explanation is submitted and found unsatisfactory, a formal enquiry shall be conducted as may be decided by the competent authority.
- The enquiry shall be held in the presence of the accused.
- If, however, the employee fails to be present, the enquiry officer/enquiry committee may proceed with the enquiry expert and a provision in this respect must be contained in the notice of the enquiry.



d) **Recommendation of Enquiry Officer/Committee:**

The enquiry officer/committee investigating the case shall submit a report to the authority with recommendations.

e) **Punishment:**

- On the basis of the recommendation of enquiry officer/committee the competent authority shall take decision.
- In case of punishment, a copy of the order inflicting such punishment shall be supplied to the employee concerned.
- If after the enquiry, the accused is found not guilty, he/she should be exonerated from the charges through an official letter.

f) **Exhibition of Notice/Order of the Notice Board of the Organization:**

If an accused refuses to accept any notice, letter, charge sheet, order or any other document addressed of the accused by the competent authority, it shall be deemed that such notice, letter, charges sheet, order or the document has been exhibited on the notice board of the Organization and another copy has been sent by registered post to the address or the employee as available from the records of the Organization.

v) **Authority To Inflict Punishment:**

- a) Minor penalties may be imposed by the immediate superior of the employee concerned.
- b) Major penalties shall be imposed by the following:
 - Punishment of an employee from grade iii and above will be considered by a Committee consisting of the Project Director, one member of the EC and the Executive Director and in case of need this Committee may include any other person/persons in the committee. The committee will be formed by the Executive Committee of PDC. The Executive Director will bring such matters to the notice of the EC. In the situation where the Executive Director himself/herself is involved, he will cease to be a member of the Committee. Action taken will be reported to the EC in its next meeting.
 - For punishment of incumbents below grade iii, the Executive Director concerned supervisor and the Head/Project Director of the relevant department/project or program will consider the case and take decision. Action taken will be reported to the EC in its next meeting.
 - The letter inflicting major punishment shall be signed and issued by the Executive Director on behalf of the PDC and by a member of EC nominated for such by the EC in case of the Executive Director.

vi) **Consideration of Pending Offense:**

Any offense committed earlier by an employee punishable under these rules but no action had been taken by the Organization shall come within the purview of these rules if it has been committed after these rules had come into force.

vii) **Notice and Benefits on Dismissal :**

Any employee dismissed from service for misconduct shall not be entitled to any notice or pays in lieu of notice and thereupon shall not be entitled to any benefits or privileges under these rules or any other benefits or privileges provided by the Organization, except to which the employee is entitled under any statutory provisions.

viii) **Suspension of an Employee:**

- a) An employee charged for misconduct may be suspended pending enquiry into the charges against the employee and unless the matter is pending before any court. The period of such suspension shall not exceed sixty days provided that during the period of such suspension, the employee shall be paid a subsistence allowance equivalent to half of his/her basic pay.
- b) The employee under order of suspension shall forthwith handover charge to any other employee as ordered by the competent authority.
- c) If, on enquiry, the employee is found guilty of any alleged charged and is punished under these rules, the accused shall not be entitled to any pay and allowances for the period of suspension for enquiry but shall be entitled to the subsistence allowance already drawn.
 - If the employee is not found guilty, he/she shall be deemed to have been on duty for the period of suspension for enquiry, if any, and shall be entitled to his/her pay and other benefits for such period of suspension and the subsistence allowance already drawn shall be adjusted accordingly.

Appeal:

Affected Employee has rights to appeal. An appeal submitted by an affected employee shall be submitted to the authority always in writing.

SECTION-8

SEPARATION and DISCONTINUATION

A. **Termination :**

- i) The Organization at any time may discharged or terminate the service of an employee by giving one month's notice or one month's pay in lieu thereof without assigning any reason in the following circumstances, viz.,



- a) On grounds of his/her physical or mental incapacity or continuous ill health or inefficiency or such other reasons which in the opinion of the authority should render an employee liable to be terminated.
 - b) If the post of which the said employee is duly appointed, is abolished.
- ii) The services of temporary employee shall stand terminated on cessation of the term of the temporary appointment or on expiry of the project unless the contract is renewed.

B. **Resignation:**

An employee who has completed his probationary period shall not leave or discontinue his/her service in the Organization without giving one month's pay in lieu thereof. In case where the notice given, falls short of aforesaid prescribed period, the employee will surrender his/her proportionate salary for the days of short fall.

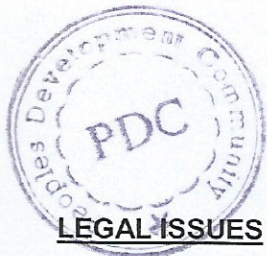
The resignation shall not be accepted if he/she is being proceeded against for misconduct or corruption.

C. **Retirement :**

The forum has no provision for retirement of job. However an employee shall consider as infirm/invalid due to injury through accident or other causes that would be considered by medical examination and decided by the Board. In such cases his/her benefits would be decided as per rules of the Organization.

D. **Job Certificate :**

On completion of stipulated period for specific job requirement, the Organization may issue a certificate of completion of job if desired by the employee.



SECTION-9

Amicable Settlement and Arbitration:

In case of dispute between an employee and the Organization regarding the condition of service the employee may seek for amicable settlement or arbitration by an independent individual, the individual to be acceptable to both the parties.

SECTION-10

TRAVEL and PERDIEM RULES

Travel Allowance:

- i) The Executive Committee members/employees of the Organization when required to travel in connection with their duties and functions shall be entitled to actual travel expenses incurred on public conveyances as per following classification and rates :

Grade of Employee	Class in which entitled to travel				
	Air	Railway	Steamer	Bus	Launch
Executive Committee	Economy	AC	AC Cabin	AC Bus	AC Cabin
I	Economy	AC	AC Cabin	AC Bus	AC Cabin
II	Nil	AC	AC Cabin	AC Bus	AC Cabin
III	Nil	First Class	First class	Chair	Cabin
IV to V	Nil	First class	First class	Chair	Cabin
VI	Nil	Shovon	Second class	Chair	Upper class

- ii) For traveling of official business the employees shall be entitled to actual expenses of hiring such type of transport as may be laid down by the competent authority. Traveling Allowance (TA) claim must have prior sanctioned from the competent authority i.e. Executive Director/Project Director/Department Head with recommendation from immediate supervisor.
- iii) In case of local travel in the city Rickshaw/Auto-rickshaw/Taxi Cab can be used as mentioned below:
- Grade I-V - Auto Rickshaw/Taxi Cab
 - Grade VI - Bus/Tempo/Rickshaw: Exception is accepted with prior approval of the supervisor.



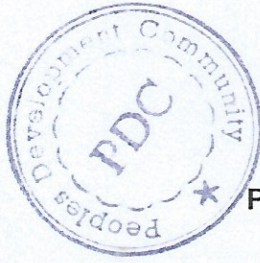
Perdiem:

a. i) If any employee is required to undertake any trip to places other than his/her usual working place shall receive daily allowance at the following rate:

Grad 1	: TK 1000.00 Per day or Actual Needed Giving Full Consideration To Organization benefits and interest
Grade I1 to III	: Tk. 800.00 per day or Actual as needed giving full consideration to organizations benefits and interest.
Grade IV to V	: Tk. 700.00 per day
Grade VI	: Tk. 600.00 per day

ii) In case of overnight halt actual hotel rent will be paid for each night but not exceeding Tk. 1600.00 for Grade I, 1000,00 Grad II, TK. 800.00 for Grade III, Tk. 500.00 for Grade IV-V and Tk. 300.00 for Grade VI.

- b) Twelve hours or more (In continuation with a full day field trip) being regarded as full day and less than twelve hours to be considered as half day.
- c) Field trip to a place at a distance of 30 KM or more for a period of 8 hours or more but not a complete day to be considered as half day.
- d) Any TA and DA claim must have prior sanctioned from the competent authority i.e. Executive Director/Coordinator/Finance & Admin Officer.
- e) The members of the EC shall be entitled to draw actual transport cost and DA and they will be entitled to travel air condition class if such facilities exist.
- f) If and when any staff of lower grade accompanies a staff of higher grade the competent authority may decide to allow different modes of transport and accommodation as may be necessary and safe guarding the organization benefits.
- h) If any staff use PDC's accommodation facilities where available he will pay the prefixed rent and food cost his perdiem.



Peoples Development Community (PDC)
 120/A RS Bhabon, 5th Floor, Motijheel C/A
 Dhaka-1000

STAFF PERFORMANCE APPRAISAL (For grade I-VI)
 (To be used after completion of probation period)

1. Employees particulars:

- i) Employees Name _____ ii) Designation _____
- iii) Section _____
- iv) Educational Qualification _____
- v) Present pay grade _____ Step _____ Grade Salary _____
- vi) Date of joining _____ vii) Date of joining in present position _____

2. Period under review: From _____ to _____

3. Instructions for Weighting and evaluating performance characteristics:

i) **WEIGHTING PERFORMANCE CHARACTERISTICS** (at the beginning of the performance review period)

Indicate the importance of each performance characteristic by circling a number in each upper box. Use the scale below. Discuss the importance of weighting with the employee at the beginning of the performance review period.

IMPORTANCE SCALE			
0	1	2	3
NOT IMPORTANT	MODERATELY	IMPORTANT	VERY IMPORTANT

ii) **EVALUATING PERFORMANCE CHARACTERISTIC** (at the end of the performance review period).

Indicate the level of performance for each characteristic by circling a number in each lower box. Use the scale shown below,. Multiply circled importance numbers by circled performance numbers and enter scoring column Enter comments or examples to describe performance for each characteristic.

PERFORMANCE SCALE			
UNSATISFACTORY	IMPROVEMENT NEEDED	MEETS REQUIREMENTS	EXCEPTIONAL

4. Performance Characteristics Rating :

Rated Factors		SCORE
i) ANALYTICAL ABILITY (Ability to systematically analyze problems, secure proper facts, evaluate and reach sound conclusions)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
ii) JOB KNOWLEDGE (Familiarity with various procedures of work)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
iii) QUALITY OF WORK (Number of assignments completed)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
iv) QUALITY OF WORK (Thoroughness, accuracy and orderliness of completed job)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
v) ORAL COMMUNICATION SKILL, ENGLISH (Ability to express idea clearly and convincingly)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
vi) ORAL COMMUNICATION SKILL, BENAGLI (Ability to write clearly concisely)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
vii) WRITING SKILL, ENGLISH (Ability to write clearly and concisely)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
viii) WRITING SKILL, BENGALI (Ability to write clearly and concisely)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
ix) ATTITUDE TOWARDS THE ORGANIZATION AND LOYALTY	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
x) INITIATIVE (Ability to think and act constructively and to go ahead without having to be every detail)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
xi) RESPONSIBILITY AND DEPENDABILITY (Consider compliance with instructions and to what extent there can be reliable on the right thing being done with a minimum of supervision)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
xii) CREATIVITY	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	



xiii) LEADERSHIP (Ability to motivate subordinate in the interest of the organization and to achieve effective coordination in these efforts).	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
xiv) ATTENDANCE	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
xv) CO-OPERATION and TEAM WORK (Ability to work with others in harmony)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
xvi) DEVELOPMENT OF SUBORDINATE (Ability to utilize the potentialities or subordinates and to development for more responsible job),.	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
xvii) RESPECT FOR AUTHORITY, RULES, PROCEDURES and DISCIPLINE	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
xviii) PLANNING ABILITY (Effectiveness in planning the work to be accomplished both by the supervisor)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
xix) JUDGMENT (Extent to which decisions and actions are based on sound reasoning and the weighting of prospective results and ability to give decisions quickly)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	
xx) ADAPTABILITY (Ability to perform satisfactorily a variety of jobs)	IMPORTANCE 0 1 2 3 ----- PERFORMANCE 0 1 2 3 4 5	

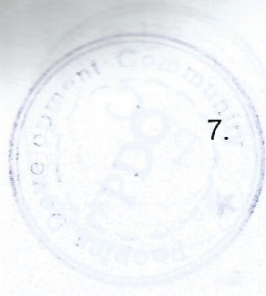
5. DEPARTMENT OVERALL PERFORMANCE LEVEL

i) PERFORMANCE SCORE: Add the number in the score column and enter here.

ii) MAXIMUM SCORE: Add the circled importance

iii) PERFORMANCE CHARACTERISTIC RATING: $\frac{\text{PERFORMANCE} \times 100}{\text{MAXIMUM SCORE}}$

6. RECOMMENDATION OF THE EVALUATOR:



7. IMPROVEMENT PLAN:

Describe specific development areas where employee requires additional skills. Use performance characteristics to indicate position related factors that require improvement. Use additional sheet if required.

DEVELOPMENT AREA _____

(APPROXIMATE DATE FOR ACQUIRING SPECIFIC	TIMING: SKILLS)
_____	_____
_____	_____

8. APPRAISAL COMPLETED BY : _____ Designation _____
Signature with date

9. Review and comment of the Section In-charge _____
Signature with date

10. Review and comment of the Director _____
Signature with date

Review of Performance Appraisal Report by the Authority:

The Authority on the basis of the report of supervisor and such other facts and evidences will take appropriate decision about the incumbent that may include any one or more of the following:

- i) Confirmation after probation
- ii) Promotion or Demotion
- iii) Awarding special increment or withholding normal increment
- iv) Extension of probation
- v) Removal of employee
- vi) Arrangement of training for further improvement of the skill of the employee
- vii) Payment of lump sum grant as incentive to the employee

Signed by order and on behalf of the EC

Date:



Peoples Development Community (PDC)
120/A RS Bhabon, 5th Floor, Motijheel C/A
Dhaka-1000

ANNUAL STAFF PERFORMANCE APPRAISAL FORM

Appraisal Report for the period from..... To :

- 1. Full Name in Block Letter:
- 2. Designation: 3. Date of Joining.....
- 4. Present Salary and Grade.....
- 5. Name of Supervisor.....
- 6. Communication skills (written and oral, Beng. & Eng): Fair.... Good... Excellent..
- 7. performance rating in major duties and responsibility as per job description and annual assignment / performance goal.

a) Quality and Accuracy of work:	1	2	3	4	5
b) Quantity of Work:	1	2	3	4	5
c) Job Knowledge:	1	2	3	4	5
d) Initiative:	1	2	3	4	5
e) Creativity:	1	2	3	4	5
f) Team work:	1	2	3	4	5

8. Remarks of the Supervision:

- a) Recommended Increment:
- b) Non Recommended for increment:
(Justifications)

Date:

(Name & Signature of the Supervisor)

Legend: 1 = Unsatisfactory
 2 = Improvement need
 3 = Meets Requirement
 4 = Excess requirement
 5 = Exceptional / Outstanding.



Peoples Development Community (PDC)
120/A RS Bhabon, 5th Floor, Motijheel C/A
Dhaka-1000

JOINING LETTER

Date:
(For personnel section)

Name:
Father's/Husband's Name
Designation:
Present address:
Permanent address:
Local Relative (For emergency contact):
Telephone No. (s) Date of Joining

Starting Salary

Basic Tk.
House Rent Tk.
Conveyance Tk.
Medical Tk.
Entertainment Tk.
Others Tk.

Employee

Total Tk.

Executive Director/Project Director/Department Head

(For Accounts Section)

JOINING LETTER

Name :
Designation
Joining Date

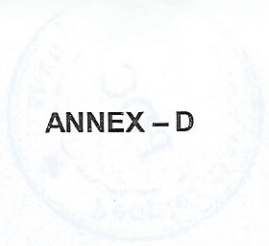
Starting Salary

Basic Tk.
House Rent Tk.
Conveyance Tk.
Medical Tk.
Entertainment Tk.

Employee

Total Tk.

Executive Director /Project Director/Department Head



Peoples Development Community (PDC)
120/A RS Bhabon, 5th Floor, Motijheel C/A
Dhaka-1000

RELEASE ORDER
(Please fill up in triplicate)

Name: Designation:
Place of work: Date of Joining:
Effective date of Resignation/Termination/Retirement/Suspension:
Date of release: Salary paid upto (date).....
Last month of deduction of PF subscription: Last salary Taka.....
Particulars of Loan balance (s):
Special advance:
PF Loan:
Other liabilities (if any):
Leave balance as on (date):

Signature of personnel section
Clearance from Library

May be released

Signature of incharge

Name:
Designation:
Date:

Value of books lying with him/her Tk.

Librarian

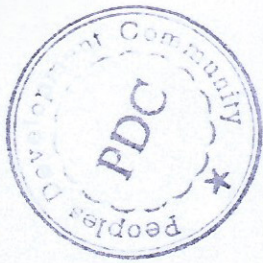
Clearance from H.O.
Finance Section

Released
with effect from (date).....

Finance Incharge

Executive Director

1st copy for Accounts section
2nd copy for personal file
3rd copy for employee



Peoples Development Community (PDC)
120/A RS Bhabon, 5th Floor, Motijheel C/A
Dhaka -1000

Leave Application Form

Name : Designation:..... Date :

Type of leave

* Annual : From to No of day

* Sick : From to No of day

* Maternity : From to No of day

* Paternity : From to No of day

Contact address:

Recommended by Applicants Sign..... Date:.....

Leave position: *Annual *Casual *Sick *Maternity

Leave Balance (in days): Annual..... Casual Sick Maternity.....

Comment (if any)

Date: Verified by:

Leave granted:

* Annual : From to No of day

* Sick : From to No of day

* Maternity : From to No of day

* Paternity : From to No of day

Approved by

LEAVE ADVICE (Personal File Copy)

Name : Designation:.....

Type of leave

* Annual : From to No of day

* Sick : From to No of day

* Maternity : From to No of day

* Paternity : From to No of day

Leave Balance (in days): Annual..... Casual Sick Maternity.....

Date: Approved by

JOINING REPORT AFTER AVAILING LEAVE

To Date:.....

I resume work today after aviating days

EL	CL.	ML.
----	-----	-----

..... day's

EL	CL.	ML.
----	-----	-----

 was granted approved

Executive Director/Project Director/Department Head
Chief/Supervisor

Section