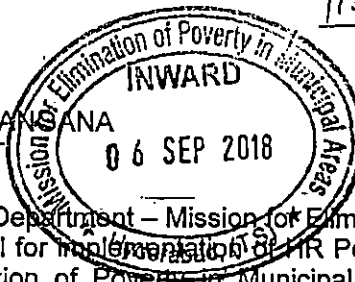


GOVERNMENT OF TELANGANA
ABSTRACT



Municipal Administration and Urban Development Department – Mission for Elimination of Poverty in Municipal Areas (MEPMA) – Proposal for implementation of HR Policy to the outsourced personnel of Mission for Elimination of Poverty in Municipal Areas (MEPMA) and Greater Hyderabad Municipal Corporation (GHMC, UCD wing) – Approved – Orders – Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (UBS) DEPARTMENT

G.O.Ms.No.163

Dated: 01.09.2018

Read the following:

1. From MD, MEPMA, Lr.Roc.No.536/2014/E1, dated 24.09.2014.
2. Govt.Memo No.4451/UBS/2014, dated 07.11.2014.
3. From MD, MEPMA, Lr.Roc.No.536/2014/MEPMA/E1, dated 29.11.2014.
4. Govt.Memo No.4451/UBS/2014, dated 16.03.2016 & 17.08.2017.
5. From MD, MEPMA, Lr.Roc.No.536/2014/MEPMA/E1, dated 01.02.2017 & dated 02.07.2017.
6. Govt.Memo No.4451/UBS/2014, dated 12.01.2018.
7. From MD, MEPMA, Lr.Roc.No.536/2014/MEPMA/E1, dated 18.01.2018.
8. Minutes of the meeting held on 24.08.2018 by the Hon'ble M(MAUD).

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ORDER:

Implementation of HR Policy to the outsourced personnel of Mission for Elimination of Poverty in Municipal Areas (MEPMA) on par with SERP has been under consideration of the Government for the last several years during composite state of Andhra Pradesh. After bifurcation of Telangana State, the employees of Mission for Elimination of Poverty in Municipal Areas (MEPMA) made a representation to the Government for implementation of HR Policy. Considering their request, the Mission Director, MEPMA has submitted proposals to Government for implementation of HR Policy to the outsourced personnel of employees vide reference 3rd read above. The proposal of the Mission Director, MEPMA has been discussed several times at the Government level and as per the deliberations made in the meetings, the Mission Director, MEPMA has submitted final proposal to Government for implementation of HR Policy to the outsourced personnel of MEPMA who have completed 5 years of service vide reference 5th & 7th read above.

2. The Mission Director, Mission for Elimination of Poverty in Municipal Areas (MEPMA), among other things has reported that the employees of Mission for Elimination of Poverty in Municipal Areas (MEPMA) have put in their efforts for successful implementation of various flagship programmes of state and Central Government due to which Mission for Elimination of Poverty in Municipal Areas (MEPMA) has received several rewards and awards for the performance of the employees of Mission for Elimination of Poverty in Municipal Areas (MEPMA). It has also been reported that there has been no hike given to the employees of Mission for Elimination of Poverty in Municipal Areas (MEPMA) from 2009 onwards and that the additional expenditure on account of implementation of HR policy would be Rs.1.33 Crores per annum. The Mission Director, Mission for Elimination of Poverty in Municipal Areas has requested to approve the HR Policy and issue necessary orders.

3. The Government after careful examination of the proposal of Mission Director, Mission for Elimination of Poverty in Municipal Areas, hereby approve the HR Policy to the outsourced personnel of Mission for Elimination of Poverty in Municipal Areas who have completed 5 years of service, as annexed to this order. The expenditure on account of implementation of HR Policy shall be met from the funds of Mission for Elimination of Poverty in Municipal Areas.

Contd...2..

4. This HR Policy of outsourced personnel of Mission for Elimination of Poverty in Municipal Areas is also applicable to the 126 Community Organizers working in Urban Community Development (UCD) wing of Greater Hyderabad Municipal Corporation who completed 5 years of service, and the expenditure shall be met from the general funds of the Greater Hyderabad Municipal Corporation.

5. These orders shall come into force with immediate effect.

6. This order does not require the concurrence of Finance Department.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

ARVIND KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT

To
✓ The Mission Director, Mission for Elimination of Poverty in Municipal Areas,
Telangana, Hyderabad.
The Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad.
The Director of Municipal Administration, Telangana, Hyderabad.
Copy to:
The O.S.D. to Hon'ble M(MA&UD).
The P.S. to Principal Secretary to Government, MA &UD Department.
Sf/sc

//FORWARDED BY ORDER//

12/11/13
ASSISTANT DIRECTOR

HR POLICY TO MEPMA EMPLOYEES

INDEX

Preamble

1. Short title and Commencement
2. Creation and classification of posts
3. Appointments and Tenure of Employment
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5. Record of Employment and Performance Appraisal Report
6. Leave
7. Code of Conduct and Discipline
8. Terms and conditions for control and Appeal of MEPMA Employees
9. Miscellaneous

PREAMBLE

Mission for Elimination of Poverty in Municipal Areas (MEPMA) is established as per the orders of the Govt. of A.P. vide GO Ms.414 MA & UD (UBS) Department, dated 04-06-2007 for addressing urban poverty issues in a comprehensive manner in all Urban Local Bodies (ULBs) of the State and after bifurcation of the erstwhile Andhra Pradesh, the same is registered as a Society under AP Societies Registration Act 2001 with Regd. No.304/2014 in 2014. The activities of MEPMA are implemented in the name of Indira Kranthi Patham – Urban".

Government have constituted the committee at ULB Level, District Level and State Level for effective monitoring and evaluating the performance and implementation of IKP-Urban (MEPMA) activities at ULB, District and State Level vide G.O.Ms.No.393 MA, MA & UD (UBS) Department, Dt. 16-06-2009.

Governing Body is also constituted under the Chairmanship of the Hon'ble Chief Minister to provide policy guidance to all the units and Executive Committee for implementing decisions taken by the Governing Body.

Vide G.O.Ms.No.119, Finance (SMPC) Department, dated 28-4-2008 Government have permitted MEPMA to establish institutional structure sanctioning posts on outsourced basis to implement the activities relating to urban poverty alleviation assigned by the Govt. from time to time. The required man power is engaged by the project through the contract agencies for a period of one year and remuneration being paid through the outsourced agencies.

Government vide GO Ms No.336 MA & UD (UBS) Department, dated 01.03.2009 have issued orders agreeing in principle to implement HR Policy by the MEPMA Society for the personnel engaged in IKP-Urban programs in the State inclusive of the Mission Cities of Hyderabad, Vijayawada and Visakhapatnam on the lines of HR Policy implemented for the personnel working in Rural areas under SERP. Accordingly, MEPMA has prepared a draft HR policy for all the personnel working in MEPMA.

Outsourced / contract persons retired from Government and Government funded organizations and crossed 58 years of age and who got engaged in MEPMA will not come under the purview of this HR Policy.

This document explains salient features of H.R. Policy meant for MEPMA, IKP-Urban personnel at various levels and categories of outsourced / contract personnel, provision of benefits such as Annual Increment, Promotion Policy, Tour Policy, Fixed Travelling Allowance, Mobile, EPF/ESI and Group Insurance, Accident Insurance Policy and also Leave Policy, Performance appraisal and Code of Conduct etc.,

1. SHORT TITLE AND COMMENCEMENT

These terms and conditions of employment of MEPMA Employees shall be called "Terms and Conditions of Employment of Mission for Elimination of Poverty in Municipal Areas and have come into force with

effect from the date of its approval by the Executive Committee of the MEPMA.

Application

These terms and conditions of employment shall apply to the staff of the MEPMA listed in condition 2.2 of these Terms and conditions.

Definitions

- I. 'Government' means Government of Telangana State.
- II. 'MEPMA' means Mission for Elimination of Poverty in Municipal Areas which will be hitherto referred to as MEPMA is an autonomous Society registered under Andhra Pradesh Societies Registration Act, 2001 with Regd. No.304/2014 in 2014.
- III. Executive Committee (EC) means the 'Executive Committee' of MEPMA.
- IV. Mission Director means the Mission Director of the MEPMA.
- V. The District Project Management Unit (DPMU) is the district level unit of MEPMA, established for implementing the activities of the MEPMA in a district.
- VI. Project Director of DPMU is the Head of DPMU who runs the administration and activities of the MEPMA at district level.
- VII. 'Level' – Level is a position in the MEPMA organization where designations with equal status are grouped.
- VIII. 'Competent Authority' is the authority empowered to deal with specific functions prescribed by MEPMA.
- IX. 'Basic Pay' – Basic pay is the pay exclusive of allowances as determined by MEPMA.
- X. 'Gross Pay' – Gross pay is the total remuneration drawn by an outsourced / contract person inclusive of all other allowances.
- XI. 'Period of Employment' – period of employment is the employment in MEPMA, which includes the period on duty as well as on leave sanctioned by the competent authority.
- XII. 'Year' means calendar year.
- XIII. The term MEPMA includes State Project Management Unit (Head office), District Project Management Unit (District Level) and Urban Local Body Level

2. CREATION AND CLASSIFICATION OF POSTS

2.1 Determination of employee strength

i) The Executive Committee shall determine from time to time the employee strength in each level based on the work load, need and financial position. The Executive Committee is competent to fix up their pay structure and other allowances such as Special rent allowance (SRA), medical, traveling etc. The Executive Committee is competent to create new posts/new designations, new levels and abolish the existing ones or rename them.

ii) Mission Director shall fix up the duties and responsibilities of all the members of the staff from time to time with the approval of the Executive Committee.

The State level Executive Committee shall be as follows:

Table - 1

1	Principal Secretary / Secretary to Government & Commissioner, UPA, MA & UD Department	Chairperson
2	Mission Director, MEPMA	Member Convener
3	Commissioner & Director of Municipal Administration	Member
4	Chief Executive Officer, SERP	Member
5	Commissioner of Rural Development	Member
6	Commissioner and Director of Women Development & Child Welfare Department	Member
7	Commissioner of Social Welfare	Member
8	Commissioner of Health & Family Welfare	Member
9	Commissioner of Primary Education	Member
10	Commissioner of Labour	Member
11	Commissioner of Employment & Training	Member
12	The Director of Town and Country Planning	Member
13	Engineer in Chief (Public Health Dept.)	Member
14	Special Commissioner, GHMC	Member

2.2 Classification of Staff

The staff of MEPMA consists of the following levels.

Levels for field functionaries

Table - 2

Sl. No (1)	Level (2)	Designation
1	L5	State Mission Coordinators (SMC) at State Level (Grade: 3, 2 & 1)
2	L4	District Mission Coordinators (DMC) at District Level (Grade: 3, 2 & 1)
3	L3	Town Mission Coordinator at Corporations (GWMC, Nizamabad, Karimnagar, Ramagundum), Special Grade, Selection Grade, SCB, Grade-I, Grade II Municipalities, Grade III Municipalities at Wanaparthy & Kagaznagar (Dist. Head Qtr ULBs) and Mandamarri ULB (Grade: 3, 2 & 1)

Sl. No (1)	Level (2)	Designation
4	L2	Town Mission Coordinator at Grade Grade III Municipalities (except Wanaparthy, Kagaznagar & Mandamarri) and Nagar Panchayaths & Assistant District Mission Coordinators (Grade: 3, 2 & 1)
5	L1	Community Organizers (COs) at ULB level (Grade: 3, 2 & 1)

Categories for other than field functionaries

Table - 3

Sl. No	Category	Designation
1	C3	MIS Manager at State Level (Grade: 3, 2 & 1)
2	C2	Data Entry Operators at State level / District / ULB, Junior Assistants at State Level/ District and Drivers at State level (Grade: 3, 2 & 1)
3	C1	Office Assistants at State Level/ District (Grade: 3, 2 & 1)

3. APPOINTMENTS AND TENURE OF EMPLOYMENT

3.1 METHOD OF APPOINTMENT AND METHOD OF APPOINTING AUTHORITY

Table - 4

Sl. No	Level	Unit Office	Method of Engaging	Selection / Recruitment Authority
1	2	3	4	5
1	L5	State	a. Direct Recruitment through paper notification (or) b. Through promotion from existing eligible employees	State Level Selection Committee
2	L4	District	a. Direct Recruitment through paper notification (or) b. Through promotion from existing eligible employees	District Level Selection Committee
3	L3	Urban Local Body	a. Direct Recruitment through paper notification (or) b. Through promotion from existing eligible employees	District Level Selection Committee
4	L2	Urban Local Body	a. Direct Recruitment through paper notification (or) b. Through promotion from existing eligible employees	District Level Selection Committee

Sl. No	Level	Unit Office	Method of Engaging	Selection / Recruitment Authority
1	2	3	4	5
5	L1	Urban Local Body	a. Direct Recruitment through paper notification (or) b. Through promotion from existing eligible employees	District Level Selection Committee

Table – 5

Sl. No	Category	Unit Office	Method of Engaging	Selection / Recruitment Authority
1	2	3	4	5
1	C3 (MIS Manager at State Level)	State	Through paper notification (preference will be	Mission Director
2	C2 (Data Entry Operators at State level / District / ULB, Jr. Assistants at State Level / District and Drivers at State Level)	State (for state level posts)	given to internal candidates based on their qualification, experience and performance)	Mission Director
		District (For district & ULB level posts)		District Level Selection Committee
3	C1 (Office Assistants at State Level / District)	State (for state level posts)	Through paper notification (preference will be given to service candidates)	Mission Director
		District (For district & ULB level posts)		District Level Selection Committee

State Level Selection Committee:

Table - 6

1	Commissioner & Director of Municipal Administration	Chairman
2	Mission Director, MEPMA	Member Convener
3	Chief Executive Officer, SERP	Member
4	Commissioner of Employment & Training	Member
5	Experts from outside (RCUES / MCRHRDI/CGG)	Members

District Level Selection Committee:

Table - 7

1	Collector & District Magistrate	Chairman
2	Project Director, MEPMA	Member Convener
3	Project Director, DRDA	Member

4	District Employment Officer	Member
5	Experts from outside (RCUES / MCRHRDI)	Members

3.2 Qualifications

The Qualifications and Method of engaging for each Level/Category as specified in column (1) & (2) shall be as indicated against each entry in column (3) of the following table:

Table – 8

Sl. No	Level	Designation of Post	Method of Engaging	Qualification
1	2	3	4	5
1	L5	State Mission Coordinator (SMC)	a. By Direct Recruitment through paper notification	<p>For SMC (Livelihoods) – Must possess MBA (Marketing) with 7 years of experience in relevant field & documentary skills.</p> <p>For SMC (Banking Activities) – Must possess MBA (Finance) or M.Com with 7 years of experience in relevant field & documentary skills.</p> <p>For SMC (M&E) – B.Tech Computer Science or MCA with 7 years of experience in designing and implementation of MIS and ME for large development projects.</p> <p>For SMC (Institution Building, Shelter for Urban Homeless, Street Vendor) - Must possess any PG Degree (preference to be given to candidates with PG in Sociology / Social Work / Anthropology) with 7 years of experience in relevant field & documentary skills.</p>
			b. Promotion from existing eligible employees.	Promotion from Grade1 DMC to Grade 3 SMC
2	L4	District Mission Coordinator (DMC)	a. By Direct Recruitment through paper notification	Must possess any PG Degree (preference to be given to candidates with PG in Sociology / Social Work / Anthropology) with 5 years' experience in relevant field.
			b. Promotion from existing eligible employees	Promotion from Grade-1 TMC of Corporations (GWMC, Nizamabad, Karimnagar, Ramagundum), Special Grade, Selection Grade, SCB, Grade-I, Grade-II Municipalities, Grade-III Municipalities at Wanaparthi &

Sl. No	Level	Designation of Post	Method of Engaging	Qualification
1	2	3	4	5
				Kagaznagar (Dist. Head Qtr ULBs) and Mandamarri ULB to Grade 3 DMC.
3	L3	Town Mission Coordinator (TMC) at L3 Level	a. By Direct Recruitment through paper notification	Must possess any PG Degree (preference to be given to candidates with PG in Sociology / Social Work / Anthropology) with 2 years of experience in relevant field.
			b. Promotion from existing eligible employees	Promotion from ADMC or Grade-1 TMC-L2 Level or Grade-1 CO of Corporations (GWMC, Nizamabad, Karimnagar, Ramagundum), Special Grade, Selection Grade, SCB, Grade-I, Grade-II Municipalities, Grade-III Municipalities at Wanaparthi & Kagaznagar (Dist. Head Qtr ULBs) and Mandamarri ULB to Grade 3 TMC – L3 Level
4	L2	Assistant District Mission Coordinator (ADMC) or Town Mission Coordinator at L2 Level	a. By Direct Recruitment through paper notification	Must possess any PG Degree (preference to be given to candidates with PG in Sociology / Social Work / Anthropology) with 2 years of experience in relevant field.
			b. Promotion from existing eligible employees	Promotion from Grade1 CO of Grade III Municipalities (except Wanaparthi, Kagaznagar & Mandamarri) and Nagar Panchayaths to Grade 3 TMC-L2 level.
5	L1	Community Organizers	By Direct Recruitment through paper notification	Must be a graduate (preference to be given to the candidates with BA) with computer knowledge.

Table – 9

Category	Designation	Qualifications
1	2	3
C3	MIS Manager at State Level	1. MIS Manager : B.Tech (Computer Science)/ MCA / MBA (MIS) with 3 Years of experience.
C2	Jr. Assistants at State Level / District) and Data Entry Operators at State level / District / ULB and Drivers at State Level	1. Jr. Asst. : Graduate with skills in Computer applications. 2. DEO Degree with Diploma in Computer Applications. 3. Drivers 10 th Pass or Fail with LMV Driving Licence+5years experience
C1	Office Assistants at State Level/ District	10 th pass

3.3. Special Representation:

Special representation shall apply to appointment by Direct Recruitment to any post in MEPMA. The order of rotation in a unit of 100 vacancies is specified in Appendix No. 1 the power of modification vests with the Executive Committee.

3.4 Deputation:

Where it is prescribed or necessary to fill up the post on deputation from the employees of State Government on their own pay the Rules of State Government governing the terms and conditions of deputation of their own employees shall be adopted and followed by MEPMA, in addition the Executive Committee may prescribe certain other terms and conditions from time to time depending on the merits of the circumstances. The decision of Mission Director / Executive Committee with regard to filling up of any post by deputation is final.

3.5 Age

No person shall be eligible for appointment by direct recruitment to any post in a level unless he/she is more than 18 years of age and less than 43 years of age as on the first day of July of the year to in which the notification for recruitment is made. Relaxation of age to reservation categories as per the Government Orders from time to time. The Executive Committee is also competent to extend age concessions whenever & wherever it deems necessary.

3.6 Certificate of Physical Fitness

Every person selected to any post in a level by direct recruitment shall submit a Medical Fitness Certificate from a Medical Officer not below the Rank of Assistant Civil Surgeon.

3.7 Tenure of Employment:

1. Fixed tenure (on contract basis) for 5 years on renewal basis till a person attains the age of 58 years / till the completion of the project taken up by MEPMA whichever is earlier.
2. In future, whenever MEPMA undertakes fresh appointment, the candidates will be appointed initially on contract basis for a short term of 2 years and if their performance is satisfactory and there is need they may be given long term employment

contract renewable at a stretch for period of 5 years. The maximum tenure for 5 years on renewal basis till a person attains the age of 58 years / till the completion of the project taken up by MEPMA whichever is earlier.

3. MEPMA reserves the right to recover from an employee whose tenure of employment has expired, for any loss or damage caused by him within the period of three years of the discovery of the said loss or damage.

3.8 Career Advancement Opportunities:

MEPMA employees are eligible for availing career advancement opportunities. For L5 & L4 Levels with prior permission of Government and for L3, L2 & L1 levels with prior permission of Mission Director, MEPMA.

3.9 Resignation

1. A contract person may resign to his post and the engaging authority shall be competent to accept or reject such resignation. The person, who intends to resign to his post, shall give at least three months notice or three months remuneration in lieu thereof. The Mission Director, MEPMA is competent authority to waive the period / remuneration.
2. The acceptance of such resignation by the engaging authority shall take effect from the date of relief, if he is on duty or from the date of communication, if he is on leave, or if the said authority so directs from the date of expiry of leave. Before actually relieving the person, it should be ensured that the amounts due from the individual to MEPMA are fully recovered or the benefits to be provided to the individual are fully returned by MEPMA.

3.10 Removal

- 1 The authority competent to engage may remove a contract person during his/her engagement for sufficient and reasonable cause by giving such person a show cause notice and to provide an opportunity to offer his / her explanation.
- 2 The person so removed shall have the right to appeal within 90 days from the date of receipt of the order to such authority (L1, L2, L3 & L4 to Mission Director, MEPMA and L5 level to Executive

Committee) as is prescribed under these Terms and Conditions of contract persons.

4.1 Pay Structure

The Pay Structure for each Grade in a level is given hereunder in the Table. The Executive Committee is competent Authority to reduce/increase or modify the Pay structure and fix the other allowances depending upon financial resources.

Table - 10

Sl. No	Level	Designation	Basic Remuneration
1	2	3	4
1	L5	State Mission Coordinators Grade: 3	Rs. 33,300/-
2	L5	State Mission Coordinators , Grade: 2	Rs. 36,000/-
3	L5	State Mission Coordinators Grade: 1	Rs. 38,600/-
4	L4	District Mission Coordinators, Grade:3	Rs. 20,200/-
5	L4	District Mission Coordinators, Grade: 2	Rs. 21,900/-
6	L4	District Mission Coordinators, Grade: 1	Rs. 23,600/-
7	L3	Town Mission Coordinator at Corporations (GWMC, Nizamabad, Karimnagar, Ramagundum), Special Grade, Selection Grade, SCB, Grade-I, Grade II Municipalities, Grade III Municipalities at Wanaparthi & Kagaznagar (Dist. Head Qtr ULBs) and Mandamarri ULB, Grade:3	Rs. 16,100/-
8	L3	Town Mission Coordinator at Corporations (GWMC, Nizamabad, Karimnagar, Ramagundum), Special Grade, Selection Grade, SCB, Grade-I, Grade II Municipalities, Grade III Municipalities at Wanaparthi & Kagaznagar (Dist. Head Qtr ULBs) and Mandamarri ULB, Grade:2	Rs. 17,400/-
9	L3	Town Mission Coordinator at Corporations (GWMC, Nizamabad, Karimnagar, Ramagundum), Special Grade, Selection Grade, SCB, Grade-I, Grade II Municipalities, Grade III Municipalities at Wanaparthi & Kagaznagar (Dist. Head Qtr ULBs) and Mandamarri ULB, Grade:1	Rs. 18,600/-
10	L2	Town Mission Coordinator at Grade Grade III Municipalities (except Wanaparthi, Kagaznagar & Mandamarri) and Nagar Panchayaths, Grade : 3	Rs. 12,600/-
11	L2	Town Mission Coordinator at Grade Grade III Municipalities (except Wanaparthi, Kagaznagar & Mandamarri) and Nagar Panchayaths, Grade : 2	Rs. 13,000/-
12	L2	Town Mission Coordinator at Grade Grade III Municipalities (except Wanaparthi, Kagaznagar & Mandamarri) and Nagar Panchayaths, Grade : 1	Rs. 13,500/-
13	L2	Assistant District Mission Coordinator, Grade: 3	Rs. 12,600/-
14	L2	Assistant District Mission Coordinator, Grade: 2	Rs. 13,000/-
15	L2	Assistant District Mission Coordinator, Grade: 1	Rs. 13,500/-
16	L1	Community Organizers , Grade: 3	Rs. 11,100/-
17	L1	Community Organizers , Grade: 2	Rs. 11,600/-
18	L1	Community Organizers , Grade: 1	Rs. 12,400/-
19	C3	MIS Manager, Grade: 3	Rs. 21,500/-
20	C3	MIS Manager, Grade: 2	Rs. 23,300/-
21	C3	MIS Manager, Grade: 1	Rs. 25,000/-
22	C2	Data Entry Operators & Drivers	Rs. 13,700/-
23	C2	Junior Assistants	Rs. 13,700/-
24	C1	Office Assistants	Rs. 10,800/-

4.2 Annual Enhancement

As a general policy all the MEPMA, IKP-Urban personnel (L5, L4, L3, L2, L1, C3, C2 & C1 Categories) are eligible for annual enhancement based on Consumer Price Index (CPI) or @ 6% whichever is higher on their basic remuneration. The enhancement to the 5 levels and 3 categories shall be subject to the satisfactory performance and it will be reviewed on yearly basis. One annual enhancement shall be sanctioned to all the Employees working in MEPMA immediately on approval of HR Policy by the Government on the remuneration they are drawing.

4.3 Competent Authority to sanction annual enhancement

The Mission Director, MEPMA is competent authority to sanction of Annual enhancement at State/ District/ ULB Level.

4.4 Tour Policy

The MEPMA, IKP-Urban contract persons are entitled to the following Tour Policy which is in vogue:

Table – 11

Level & Category	Designation	Lodging & Boarding on production of actual bills subject to a ceiling of			DA			TA
		Mission Cities in T.S. and Places Outside T.S.	Corporations in T.S.	Other Places in T.S.	Mission Cities in T.S. and Places Outside T.S.	Corporations in T.S.	Other Places in T.S.	
1	2	3	4	5	6	7	8	9
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
MEPMA L5	SMC at State Level	1500	1000	350	200	200	150	By train II/ III AC & AC Bus. They can travel by Air in Economy class (Appex Air ticket) with special permission of MD, MEPMA
MEPMA L4	DMC at District Level	1500	1000	350	175	175	125	By Train III AC / AC Bus (seating

								only)
MEPMA L3	TMC at L3 Level	1500	1000	200	125	125	90	By Train 2nd Sleeper / Non-AC Bus
MEPMA L2	TMCs at L2 Level and ADMCs	1500	1000	200	125	125	90	By Train 2nd Sleeper / Non-AC Bus
MEPMA L1	Community Organizers at ULB level	1500	1000	200	125	125	90	By Train 2nd Sleeper / Non-AC Bus
MEPMA C3	MIS Managers	1500	1000	350	200	200	150	By train II/ III AC & AC Bus (seating only). They can travel by Air in Economy class (Appex Air ticket) with special permission of MD, MEPMA
MEPMA C2	Jr. Assistants / DEOs at State and District Level	-	1000	200	125	125	90	

4.5 Fixed Travel Allowance (FTA) :

Contract persons who perform field duties for not less than the days mentioned in table shown below in a month are eligible for FTA. Corresponding deductions shall be made on pro-rata basis. All the eligible persons performing field duties shall only be eligible to draw FTA. Others who are performing duties in head quarters and not making field visits for required number of days shall not be paid any FTA and they should be paid TA & DA as per the Tour Policy mentioned in Table – 11.

Fixed Travel Allowance Structure:

Table - 12

Sl. No.	Level	As per SERP	Proposed FTA	No. of days to perform field duty
1	L5	Conveyance Provided	Conveyance to be provided	---
2	L4	Rs. 2500/-	Rs.2,500/-	10 Days
3	L3	Rs. 2500/-	Rs.2,500/-	20 Days
4	L2	Rs. 2500/-	Rs.2,500/-	20 Days
5	L1	Rs. 2500/-	Rs.2,500/-	20 Days

4.6 Mobile Allowance:

The MEPMA, IKP-Urban contract persons are entitled for Mobile Phone allowance as indicated against them.

Table – 13

Level & category	Category / Designation	Present mobile charges in MEPMA	Present mobile charges in SERP	Proposed mobile charges
1	2	4	3	4
L5	SMCs at State Level	625/-	1100/-	1100/-
L4	DMCs at District Level	350/-	800/-	800/-
L3	TMCs at L3 Level	350/-	600/-	600/-
L2	TMCs at L2 Level and ADMCs	350/-	600/-	600/-
L1	Community Organizer at ULB level	350/-	400/-	600/-
C3	MIS Manager at State Level	625/-	800/-	800/-

4.7 Special Rent Allowance (SRA):

Table-14

Level and Category	Category / Designation	SERP	Proposed SRA for MEPMA
1	2	3	4
L5	SMC at State Level	30% for State HQ and RR District, 14.50% at District Head Quarters, 12% at Mandal	Hyderabad (HO) /GHMC 30%, Municipal Corporations 20%, District HQrts., Selection, Spl.,
L4	DMC at District Level		
L3	TMCs at L3 Level		
L2	TMCs at L2 Level & ADMCs		

L1	Community Organizer (CO) at ULB level	Head Quarters	Gr.I Municipalities 14.50% & Others 12% on their Basic Remuneration
C3	MIS Manager at State Level		
C2	Jr. Assistants at State Level/ District) and Data Entry Operators at State / District / ULB level		
C1	(Office Assistants at District / State Level)		

4.8 Employees Provident Fund (EPF)

All MEPMA contract persons covered under this H.R. Policy will be eligible to get covered under the appropriate provident fund (EPF) as per their eligibility, based on the rules in vogue.

4.9 Employees State Insurance (ESI)

All the MEPMA contract persons covered under this H.R. Policy and drawing monthly remuneration upto Rs.15,000/- will be eligible to get benefits under ESI.

4.10 Medical Insurance

All the MEPMA contract persons covered under this H.R. Policy and drawing monthly remuneration of more than Rs.15,000/- per month are eligible for Medical Insurance scheme.

4.11 Accidental Insurance:

All the MEPMA contract persons covered under this H.R. Policy are eligible for Accidental Insurance.

5.1 Record of the Employment and Performance Appraisal Reports:

A record of performance shall be maintained for each contract person engaged against the post of the MEPMA. Every year Performance Appraisal Report (PAR) shall be prepared and it shall contain remarks on the work performance of the contract persons.

a. District / ULB Level

Level	Designation	Counter Signing Officer	Head of the Unit and Custodian
L4	DMC	PD	MD

L3	TMCs at L3 Level	MC & PD	MD
L2	TMCs at L2 Level	MC & PD	MD
L2	ADMCs	PD	MD
L1	Community Organizer (CO)	MC	PD
C2	Data Entry Operator / Jr. Assistant at District Level	PD	MD
C2	Data Entry Operator / Jr. Assistant at ULB Level	MC	PD

b. State Level

Level	Designation	Counter Signing Officer	Head of the Unit and Custodian
L5	SMC	AMD	MD
C3	MIS Manager	AMD	MD
C2	Data Entry Operator / Jr. Assistant at State Level	AMD	MD

5.2 Self-Appraisal Report (SAR)

- a. SAR in the prescribed proforma should be obtained by the reporting officer from the individual employee during the period under report within one month after 25th of every month.
- b. If for any reason, the SAR is not received by the reporting officer within the stipulated period, he may write the Performance Appraisal Report (PAR) without SAR duly reporting the fact of non-receipt of SAR from the officer reported upon.

5.3 Performance Appraisal Report (PAR)

The first reporting officer shall set the performance indicators to the sub-ordinate employees once in a year, keeping in view of the priorities of MEPMA.

6. LEAVE

- 6.1. Leave is earned by duty only and it can't be claimed as a matter of right. Discretion is reserved with the authority empowered to grant leave or to refuse or to revoke leave at any time according to the exigencies of the employment.

The following are the kinds of leave to which employees in all levels are eligible

- i. Casual Leave
- ii. Annual Leave
- iii. Special Casual Leave
- iv. Maternity Leave
- v. Paternity Leave
- vi. Extraordinary Leave
- vii. Study Leave
- viii. Special Disability Leave

i. Casual Leave

Besides Sundays and Public holidays as notified by Government a person can avail 15 days of casual leave in a calendar year, which are lapsable at the end of each calendar year.

ii. Annual Leave

In addition to the casual leave, the employees can avail 15 days of annual leave in a calendar year, which will **(are lapsable at the end of each)** carry forward to the next calendar year.

iii. Special Casual Leave

Special casual leave, not counted against ordinary casual leave, may be granted in the following circumstances.

- a) Any employee who undergoes operation under family planning scheme is eligible for special casual leave on production of medical certificate from Civil Assistant Surgeon / Civil Surgeon / who conducted the operation. Female persons who undergo Tubectomy are eligible for special casual leave for a period of 20 days and male persons who undergo Vasectomy are eligible for six days of Special casual leave. One day special casual leave is eligible for Medical Termination of Pregnancy (MTP).

- b) Persons who undergo operation for re-canalization are eligible for special casual leave upto a period of 21 days or actual period of hospitalization as certified by Civil Assistant Surgeon.
- c) One day special casual leave may be granted to female persons on the date of intro-uterine- contraceptive device.
- d) Female Employees who undergo salpingectomy operation after Medical termination of pregnancy (MTP) are eligible for special casual leave for a period of 14 days.
- e) Special C.L. for the purpose mentioned above shall be sanctioned only after submission of the certificate issued by Civil Assistant Surgeon.
- f) Special CL not exceeding 30 days in a calendar year can be sanctioned to the employees participating in sports / games if it is of National or International importance.

iv. Maternity Leave

- a. Maternity leave on full pay can be sanctioned to the married female persons with less than two surviving children for a period of 120 days / as per latest guidelines issued by the Government.
- b. In case of miscarriage, 6 weeks leave can be sanctioned subject to production of Medical Certificate. The abortion leave also has to be granted for 6 weeks by the competent authority to the married female persons, to those with less than two surviving children.
- c. Leave of any kind may be granted in continuation of Maternity Leave, if the application is supported by a Medical Certificate. Leave of any kind in continuation of maternity leave may also be granted in case of illness of a new born baby, subject to the women producing a medical certificate from the Civil Assistant Surgeon to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.
- d. Maternity leave is not debatable to any leave account.

v. Paternity Leave

Competent authority may grant paternity leave for a period of 15 days on full pay to married male persons who have less than two surviving children. The paternity leave shall be availed by the male person during the period of pregnancy including three months after delivery.

vi. Extraordinary Leave (EOL)

- a) Extraordinary Leave can be granted to an employee in any level, either by itself or in combination with or in continuation of other leave, when no other leave is admissible or when the employee concerned applied for grant of Extraordinary Leave even when other leave being admissible.
- b) No employee shall be granted extraordinary leave for a continuous period exceeding 3 years at any one time.
- c) No pay and allowance are admissible during the period of extraordinary leave and the period spent on such leave shall not be counted for increment and also for qualifying employment.
- d) Extraordinary Leave may also be sanctioned to employee to acquire minimum qualification, which is prescribed for his post.
- e) Extraordinary Leave may be sanctioned to the employees, who desire to undertake higher studies which would be useful for the MEPMA and in performing their duties provided such employees give an undertaking that on completion of the course, they would serve the MEPMA for a minimum period of three years.

vii. Study Leave

The MEPMA may grant leave to the employees in the interest of MEPMA to study scientific, technical or similar issues to undergo special course of training in or outside India for a maximum period of three years on the following terms and conditions.

- a) Employee should undertake the study at his own cost or on scholarships granted by the Government or institution.
- b) Study leave shall not be granted to the employees having less than 5 years of employment in MEPMA or within 5 years before they complete their tenure of appointment.
- c) On return from the study leave, he has to serve the MEPMA for at least a period of five years and he should not resign or leave the employment during the period of study or at any time within the period of five years mentioned above otherwise he will be forfeited all the benefits accrued by virtue of his employment in MEPMA.

- d) When an employee has been granted definite periods of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty shall be reduced by the excess period of study leave unless he / she agrees to taking it as ordinary leave for which he/she is eligible.

viii. Special Disability Leave

- a. Special disability leave can be granted to a person who is disabled by an injury caused consequent on due performance of his duties in the MEPMA. The period of leave shall be such as is certified by a Civil Assistant Surgeon / Civil Surgeon.
- b. Special Disability Leave should not be debited against the account of any other kind of leave.

6.2 Authorities Empowered to Grant Leave

The appointing authority or an authority superior to him or an officer authorized by the appointing authority shall be competent to sanction all kinds of leave.

6.3 Power to refuse or Recall an Employee on Leave

Leave of any kind cannot be claimed as a matter of right. When the exigencies of employment so require, discretion to refuse or revoke leave is reserved with competent authority except in the case of leave on medical grounds. Power of refusing leave will vest with the sanctioning authorities. In case of exigency MEPMA can cancel the leave other than the medical leave sanctioned to an employee.

6.4 Early Return from Leave

If an employee on leave desires to join duty before the expiry of the period of leave granted to him / her, he cannot do so, unless so permitted or required by the competent authority.

6.5 Leave when not Admissible

An employee under suspension or against whom disciplinary proceedings are pending is not entitled for any kind of leave.

6.6 Absence from Duty

Any employee who remains absent from duty for 12 months, shall automatically cease to be employee of the MEPMA. In all such cases a separate notice to the employee is not specifically required. However, this regulation does not preclude the competent authority to take disciplinary action against the employee if he is absent from duty without leave as per Terms and Conditions for Control & Appeal of MEPMA Employees.

6.7 Prior Notice

An employee who desires to avail himself of EOL shall apply in writing not less than 15 days before the date from which the leave is to commence, provided the sanctioning authority may waive the notice required in urgent and unforeseen circumstances or on Medical grounds.

6.8 Extension of Leave

If an employee on leave desires an extension thereof, he shall make an application in writing so as to reach the office at least seven days before the expiry of the leave. A written reply communicating the sanction or rejection of leave shall be sent to the employee to the address given by him.

6.9 Absence or overstayed

Absence without leave whether in continuation of sanctioned leave or otherwise will constitute misconduct for purposes of these conditions.

6.10 Commencement and Termination of Leave

- a) The first day of an employee's leave will be reckoned from the working day succeeding the day on which he is relieved.
- b) The last day of the employee's leave is the working day preceding the day on which he returns to duty.

6.11 Leave address

An employee shall before going on leave, intimate, in writing on the leave application itself his address while on leave and shall keep the competent authority/ MEPMA informed of any subsequent change in the address.

6.12 Station to which an Employee should Report on Return

An employee on leave shall unless otherwise instructed, return to duty at the place at which he was last stationed. An employee who is availing leave for more than 30 days should obtain reposting orders duly submitting application in advance to the competent authority to issue the same.

7. CODE OF CONDUCT AND DISCIPLINE

- 7.1 Every employee of the SERP shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and sense of ownership.
- 7.2 Every employee of the MEPMA shall have strong faith in the capacities of poorest of the poor and poor, commitment to work, honesty, sincerity, truthfulness, integrity, transparency and committed to the development of poor communities especially deprived communities.

He/She shall have empathy towards the poor, especially towards women issues.

- 7.3 Every employee shall treat his fellow employees, members and staff of Community Based Organizations (CBOs) courteously and respectfully.
- 7.4 No employee shall behave in a manner which is unbecoming of such employee or derogatory to the prestige of the MEPMA or which will place her/his official position under any kind of embarrassment.
- 7.5 He/She shall obey the orders of superiors given in writing. Where it is not practicable to obtain direction in writing, shall obtain written confirmation of the direction as soon thereafter as possible. It shall be incumbent on such official superior to confirm in writing the oral directions given by her/him, and in any event, he/she shall not refuse such written confirmation where a request is made by the employee to whom such direction was given. However this shall not empower the employee to evade her/his responsibility by seeking instructions from, or approval of, an official superior where such instructions are not necessary under the scheme of distribution of powers and responsibilities.
- 7.6 Every employee holding a superior post shall take all possible steps to ensure the integrity and devotion of duty of all employees for time being under her/his control and authority.

Explanation: An employee who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty.

7.7 Prohibition Regarding Employment of Children

No employee shall employ on work, any child below the age of 14 years.

7.8 Prohibition of sexual harassment of working women

- i) No employee shall in performance of her/his official duties act in a discourteous and discriminate manner or indulge in sexual harassment with any woman at work either directly or by implication.
- ii) Every employee who is the in-charge of a work place shall take appropriate steps to prevent sexual harassment. 'Sexual Harassment' includes such unwelcome sexually determined behavior either directly or by implication such as
- a) Physical contact and advances
 - b) A demand or request for sexual favors;
 - c) Sexual colored remarks;

d) Showing pornography;

e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Such conduct which amounts to special offence under the Indian Penal Code 1860 or under any other law for the time being in force.

7.9 Joining of Associations

No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the 'sovereignty and integrity of India' or public order or morality

7.10 Demonstrations and strikes

i) No employee shall engage himself or participate in any demonstrations which is prejudicial to the interests of the sovereignty and integrity of India, security of the state, friendly relations with foreign states, public order, decency or morality or which involves contempt of the court, defamation or incitement to an offence.

ii) No employee shall participate in any strike or similar activities or incitement thereto.

a) Absence from duty or work without permission.

b) Neglect of duty with the object of compelling any superior officer, or Community Based Organization to take or omit to take any official action.

c) Any demonstration fast like 'hunger strike' with the object mentioned in item (b)

d) Concerted or organized refusal on the part of the employees to receive their pay.

7.11 Observance of Secrecy

No employee shall divulge directly or indirectly any official document or any official information or records of confidential nature either to a member of the public or any outside agency or to any other employee who is not authorized to receive the same or to any non-official person or the press.

7.12 Seeking to Influence

i) No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to employment under MEPMA.

ii) No employee shall interfere in Community Based Organizations decision making process and influence/compel them to take decisions in favor of his/her personal interest.

- iii) No employee shall influence/compel Community Based Organizations to take decisions in favor of influential people.

7.13 Absence from duty

No employee shall absent himself/herself from his/her duty or be late in attending office or leave the station without having first obtained the permission of the competent authority.

Provided that in the case of unavoidable circumstances where availing of prior permission is not possible or is difficult, such permission may be obtained later subject to the satisfaction of the competent authority that such a permission could have been obtained.

7.14 Acquiring and disposing of movable and immovable and valuable property

i) No employee of the MEPMA shall, except after prior permission from MEPMA, acquire or dispose of, or permit any member of her/his family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise, either by her/himself or through others. Where prior permission is asked for, the application (in the proforma appended to these Terms and Conditions as appendix - II) should be submitted at least 30 days before the proposed date of the transaction.

Provided also that the employee shall submit the request to MEPMA seeking prior permission duly obtaining acknowledgement of having made such a request and if no permission is received within one month, he/she may go ahead with the transaction.

ii) An employee who enters into any transaction concerning any movable property exceeding (rupees one lakh) in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the MEPMA:

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the prior sanction of the Mission Director of the MEPMA.

iii) Nothing in sub-condition (ii) shall apply to any purchases made by an employee of the MEPMA for the performance of weddings, religious or social functions.

iv) The Mission Director or any authority empowered by him in his behalf may, at any time, by general or special order, require an employee of the MEPMA to submit, within a specified period, a full and complete statement of all immovable property and movable property, of the specified value, held or acquired by him or by any member of his family. Such statement shall, if so required by the Mission Director or by the authority so empowered, include particulars of the means by which, or the sources from which, such property was acquired.

v) Every employee shall submit annual property return in the proforma given as Appendix - (III) duly indicating the movable, immovable properties and cash reserves acquired during the year with detailed financial sources before 15th January of succeeding year.

vi) The Mission Director or any authority empowered by him on his behalf may, by general or special orders require an employee on duty not to keep cash in his possessions beyond Rs.1000/- or a specified sum and to declare the cash in his possession in the manner prescribed.

vii) Acquiring or Usage or disposing of movable and immovable property and funds of the MEPMA.

a) No employee shall use movable or immovable properties and funds of the MEPMA for her/his personal use either directly or indirectly.

b) No employee shall use office premises of the MEPMA for her/his personal use.

c) No employee shall conceal, steal or damage files and documents of the MEPMA directly or indirectly.

viii) Acquiring or Usage or disposing of movable and immovable property and funds of the Community Based Organisations:

a) No employee of the MEPMA shall use the Community Based Organisations movable or immovable properties and funds for her/his personal use either directly or indirectly.

b) No employee shall use Community Based Organisations office premises for her/his personal use.

c) No employee shall take any loan or advance from the Community Based Organisations and deal funds of Community directly or indirectly.

d) No employee shall conceal, steal or damage the books of accounts and documents of Community Based Organisations directly or indirectly.

7.15 Speculation in stocks and shares and Investments

i) No employee shall engage themselves directly or indirectly in any trade or business or undertake any employment for remuneration without sanction of MEPMA. Honorary work of social or charitable nature, artistic or scientific character can be taken up provided it does not interfere with his/her official duties. canvassing by employee in support of the business of Insurance agency, Commission agency and the like owned or managed by spouse, or any other member of his/her family shall be deemed to breach of this condition.

ii) An employee shall report to the Mission Director about the engagement of member of his/her family in trade or business or owning or managing an Insurance Agency or Commission Agency.

iii) No employee shall speculate in any stock, share or securities or commodities or valuables of any descriptions or shall make investments which are likely to embarrass or influence him/her in discharge of his/her duties

iv) No employee shall invest or permit any member of her / his family for making investment, likely to embarrass or influence in his/her discharge of his/her official duties.

v) Without previous sanction of the Mission Director of the MEPMA, no employee shall take part in promotion, registration or management of any bank or other company registered under relevant law for time being in force.

7.16 Indebtedness

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. In case any employee of the MEPMA is involved in any legal proceedings for insolvency, it shall be reported to the Mission Director forthwith.

7.17 Taking up outside employment

i) No employee shall engage her/himself directly or indirectly in any trade or business or undertake any employment for remuneration without sanction of MEPMA.

ii) Honorary work of social or charitable nature, work of literary, artistic or scientific, professional, cultural, educational, religious or social character can be taken up provided it does not interfere with his/her official duties.

Explanation: Canvassing by employee in support of the business of insurance agency, Commission agency and the like owned or managed by spouse or any other member of his/her family shall be deemed to be breach of this condition.

7.18 Lending and Borrowing

i) No employee shall engage her/himself or through others or any person acting on behalf in the business of money lending or lend or borrow money, deposit money as a principal or agent to or from or with any person or firm or private limited company within local limits of her/his authority, or with whom he/she is likely to have official dealings, or otherwise place her/himself under pecuniary obligation to such person or firm; or lend money to any person at interest or in manner whereby return in money or kind is charged or paid.

Provided that nothing in this regulation shall apply to any transaction entered into by an employee with the prior sanction of the Mission Director of the MEPMA.

ii) When an employee is appointed or transferred to a post of such nature as would endeavor or influence her/him in discharge of her/his duties or involve her/him in breach of any of the provisions of this condition he/she shall forthwith report the circumstances to the Mission Director and shall thereafter act in accordance with such orders as may be made by the Mission Director. However this condition shall not apply to -

a) any transaction of the employee with a Cooperative Society registered or deemed to have been registered under the law relating to Cooperative Societies for the time being in force in the State;

b) an employee who lends money while acting as an executor, administrator or a trustee without profit or advantage to her/himself;

c) An employee who belongs to a Joint Hindu family carrying on the business of money lending as an ancestral profession, provided he takes no active share in that business and is not employed in the district in which the said business of the family is carried on.

7.19 Acceptance of gifts :

i) No employee shall accept or permit any member of her/his family to accept, from any person any gift, the receipt of which, or any service the performance of which, will place the employee under any kind of official obligation or embarrassment in performing his/her duties in relation to any person.

ii) If any question arises whether the receipt of a gift or the performance of a service places the employee of the MEPMA under any kind of official obligation or embarrassment, the decision of the Mission Director shall be final.

iii) No employee shall ask for, or accept or in any way participate in raising of, any subscriptions or other pecuniary assistance in pursuance of any object whatsoever, without previous sanction of the Mission Director of the MEPMA.

7.20 Giving Evidence

i) No Employee shall give evidence in connection with any inquiry conducted by any Committee, Commission or other Authority except with the previous permission of the Mission Director, MEPMA;

ii) Where any sanction is accorded under sub-condition (i), no Employee of the MEPMA while giving such evidence shall criticize the policy and activities of the MEPMA.

Nothing in sub-condition (i) shall apply to-

a) Evidence given before a statutory committee, commission or other authority which has power to compel attendance and the giving of answers;

b) Evidence given in judicial inquiries;

c) Evidence given at any departmental inquiry ordered by the Mission Director or any authority subordinate to him.

7.21 Contribution to News papers, Radio etc

i) No employee shall communicate directly or indirectly any official document or any of its contents or any official information to any employee or any other person not authorized (except persons requested as per the Right to Information Act) to receive such document or information.

ii) No employee shall participate in radio broadcast or drama or any Tele-serial or feature film or contribute any article or write any letter in his own name or anonymously, pseudonymously or in the name of any other person, to any newspaper or periodical, without previous sanction of the Mission Director of the MEPMA ;

Provided that no such sanction is necessary if such broadcast, or drama or any tele-serial or feature film or article or letter is of a purely literary, artistic, or scientific character, or if such broadcast relates to a talk arranged under the general or special order of Mission Director of the MEPMA and the employee may accept the remuneration prescribed for such broadcasts, dramas, or tele-serials, or feature film, or articles or letter.

7.22 Vindication of Acts and Character of an employee:

i) No Employee shall, except with the previous sanction of the Mission Director, have recourse to the press or any Court for the vindication of his official stand which has been the subject matter of adverse initiation or an attack on defamatory character in public.

ii) Nothing in sub-condition (i) shall be deemed to prohibit an Employee from vindicating his private character on an act done by him in his private capacity but he should report the action taken to the Mission Director within a period of 2 months.

iii) No Employee shall, except with the previous sanction of the Mission Director, accept from any person or body, compensation of any kind for malicious prosecution or defamatory attack in respect of his official act unless such compensation has been awarded by a competent court of law.

7.23 Bigamous Marriages:

i) No Employee of the MEPMA who has a spouse living shall enter into, or contract another marriage without first obtaining the permission of MEPMA, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him:

Provided that where the personal law provides for second or subsequent marriage, the Employee shall while seeking permission to contract

another marriage, produce documentary evidence in support of "Divorce" in respect of previous marriage and the manner in which the same was secured or pronounced and intimated to the first or former wife.

ii) No female Employee of the MEPMA, whether un-married or widowed or divorced, as the case may be, shall marry any person who has a wife living without first obtaining the permission of the Mission Director of the MEPMA though the parties are governed by the personal law which otherwise permits contracting more than one marriage while the prior marriage is subsisting.

7.24 Consumption of intoxicating drinks and drugs

Notwithstanding anything contained in the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area, no Employee of the MEPMA shall-

i) While on duty, possessing or be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently; or

ii) Appear in a public place in a state of intoxication; or

iii) Consume such drinks or drugs in excess

7.25 Taking part in politics and elections:

i) No Employee shall be a member of, or be otherwise associated with any political party or any organization in respect of which there is slightest reason to think that the organization has a political aspect and takes part in politics, nor shall he participate in, subscribe in aid of, or assist in any other manner, any political movement or activity.

ii) It shall be the duty of every Employee of the MEPMA to endeavor to prevent any member of his/her family from taking part in, subscribing in aid of, or assisting in any manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the State, being prejudicial to national security; and where an employee is unable to prevent a member of his/her family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Mission Director.

iii) No Employee shall canvass or otherwise interfere or use his/her influence, in connection with, or take part in, an election to Parliament or any House of a State Legislative or any local authority or body.

iv) The display by an Employee of the MEPMA on his/her person, vehicle, residence or any of his property, of any election symbol shall amount to using his/her influence in connection with an election within the meaning of sub-condition (iii).

- v) If any question arises as to whether any movement or activity falls within the scope of this condition, the decision of the Executive Committee thereon shall be final.

7.26 Working with or under, near relatives:

i) Every employee of the MEPMA shall inform his/her immediate official superior if an employee, who is his/her near relative, is to work under him/her.

ii) Every employee shall inform his/her immediate official superior if he/she is to work under a member of an All India Service or a State Service who is his/her near relative.

iii) Employment of a member of the family in the Community Based Organisations:

No employee shall compel the Community Based Organizations to appoint his/her relatives as Community Based Organizations staff. If the Community Based Organisations themselves identify and appoint the relatives of employee as Community Based Organisations staff, prior permission has to be sought from the Mission Director of the MEPMA.

7.27 Criticism against MEPMA

No employee shall criticize the activities of the MEPMA.

7.28 Misconduct:

A breach of any of the provisions of these conditions shall be deemed to constitute a misconduct punishable under Terms and conditions for control and appeal of MEPMA employees.

In addition to above, the following acts are also treated as misconduct on the part of the employees of the MEPMA.

i) willful insubordination or disobedience of instructions whether alone or in combination with others or any lawful and reasonable order of a superior;

ii) damage, theft, fraud or dishonesty in connection with MEPMA's business or property;

iii) habitual absence without leave, or absence without leave for more than five consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation;

iv) engaging trade within the premises of the MEPMA;

v) unprovoked misbehaviour with Community Based Organisations, drunkenness, riotous, disorderly or indecent behaviour in the premises of the MEPMA;

vi) habitual neglect of work, or habitual negligence, disclosing any information in regard to the activities of the MEPMA to any unauthorized person which may be prejudicial to the interest of the MEPMA;

vii) gambling within the premises of the MEPMA;

viii) conviction by any Court of Law for any criminal offence involving moral turpitude.

Note: Breach of any of the above acts will also result in initiation of disciplinary action against employee under Terms and condition for control and appeal of MEPMA employees.

8. TERMS AND CONDITIONS FOR CONTROL AND APPEAL OF MEPMA EMPLOYEES.

8.1 Classification

The employees of the MEPMA are classified into five Levels i.e. L1, L2, L3, L4 and L5 all these employees are subject to these terms and conditions for Control and Appeal of MEPMA employees.

8.2 Suspension

i) An employee of the MEPMA may be placed under suspension from employment -

a) where a disciplinary proceedings against him/her is contemplated or is pending, or

b) where in the opinion of the authority competent to place the employee under suspension, he/she is engaged in activities prejudicial to the interest of the security of the State, or

c) where a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.

d) An employee may be placed under suspension from employment even if the offence for which he/she was charged does not have bearing on the discharge of his/her duties assigned by the MEPMA.

ii) An employee of the MEPMA shall be deemed to have been placed under suspension by an order of the authority competent to place him/her under suspension-

a) with effect from the date of his/her detention, if he/she is detained in custody, whether on criminal charge or otherwise for a period exceeding forty-eight hours;

b) with effect from the date of his/her conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment

exceeding forty-eight hours and is not forthwith removed consequent to such conviction.

Explanation:

The period of forty-eight hours referred to in sub condition (b) of this condition shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

c) The order of suspension ceases to be operative as soon as the criminal proceedings, on the basis of which the employee of the MEPMA was arrested and released on bail, are terminated.

iii) Where a penalty of removal from employment imposed upon an employee under suspension is set aside in appeal or on revision under these terms and conditions and the case is remitted for further inquiry or action the order of his/her suspension shall be deemed to have continued in force on and from the date of original order of removal, and shall remain in force until further orders.

iv) (a) An order of suspension made or deemed to have been made under this condition shall continue to remain in force until it is modified or revoked by the authority which made or is deemed to have made the order or by an authority to which that authority is subordinate

b) Where an Employee of the MEPMA is suspended or is deemed to have been suspended, whether in connection with any disciplinary proceeding or otherwise, the authority competent to place him/her under suspension, may, for reasons to be recorded by him in writing, direct that the Employee shall continue to be under suspension until the termination of all or any of such proceedings.

c) An order of suspension made or deemed to have been made under this condition may, at any time, be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority which suspended is subordinate.

v) Orders of suspension shall be reviewed at an interval of every six months, as indicated below.

a) Level 1, 2 and 3 employees:

1) The first review of the order of suspension after six months from the date of issue of orders shall be by the Project Director, DPMU. The 2nd subsequent review shall be by the Mission Director of the MEPMA.

2) The level 3 employees who are working at SPMU level, the Mission Director is the Competent Authority to review the suspension.

b) Level 4 & 5 Employees:

1) The Mission Director of the MEPMA shall review the order of suspension at an interval of every six months.

2) If the disciplinary proceedings are not finalized till two years from the date of suspension, the employee may be reinstated without prejudice to the proceedings being pursued. However in exceptional cases, considering the gravity of the charges the employee may be continued under suspension beyond a period of two years, especially in cases where there is deliberate delay caused due to non-cooperation of the employee concerned.

vi) Subsistence Allowance:

The suspended employee shall be paid subsistence allowance during the period of suspension subject to the following terms and conditions.

a) Subsistence allowance at an amount equal to the 50% of the remuneration he/she was drawing at the time of suspension. The amount of subsistence allowance may be enhanced to 75% after 6 months, if the disciplinary proceedings could not be completed because of administrative reasons not attributable to the accused employee.

b) Subsistence allowance shall not be denied to the suspended employee on any ground unless the suspended employee is unable to furnish a certificate that he/she is not engaged in any other employment etc., during the period for which the claim relates.

c) There is no need to withhold the subsistence allowance even if the review is pending with higher authority.

vii) Authorities competent to suspend the employees

1) The Project Director, DPMU is the competent authority to place any of the employees of Level 1, Level 2 and Level 3 working in DPMU under suspension. The Mission Director of the MEPMA is competent to place any of the employee of the MEPMA under suspension.

2) Notwithstanding anything contained in these rules, the Executive Committee may place any employee of the MEPMA under suspension.

8.3 Penalties:

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an Employee of the MEPMA, namely:-

(i) Minor penalties:

a) written warning.

b) Withholding of career advancement.

c) Recovery from pay of the whole or part of any pecuniary loss caused by him/her to the MEPMA, by negligence or breach of orders.

d) withholding of increments of pay without cumulative effect.

e) Suspension, where a person has already been suspended under condition 8.2 to the extent considered necessary.

(ii) Major penalties:

a) Withholding of increments of pay with cumulative effect. b) Reduction to lower grade or post.

c) Removal from employment which shall ordinarily be a disqualification for further employment under MEPMA.

Explanation:

The following shall not amount to a penalty within the meaning of this condition, namely:-

1) not considering an employee of the MEPMA for career advancement, after consideration of his/her case on merit, to a higher level to which he/she is eligible.

2) reversion of career advancement of an Employee of the Society working in a higher level to a lower level, on the ground that he/she is considered to be unsuitable for such higher level on an administrative ground unconnected with his/her conduct.

3) withholding of increments of pay of an Employee of the MEPMA for his/her failure to pass any prescribed examination in accordance with the terms and conditions governing the employment to which he/she belongs to

4) removal of an Employee engaged under contract, in accordance with the terms of his/her contract.

8.4 Disciplinary Authorities:

i) The Project Director, DPMU for any employee of Level 1 to 3 who are working at district level may impose any of the penalties specified under condition 8.3 (i)

ii) The Mission Director may impose on any employee of the MEPMA any of the penalties specified under condition 8.3 (i) and 8.3 (ii).

iii) The Executive Committee's power to impose penalties on employees of the MEPMA:

Not withholding anything contained in these conditions, the Executive Committee may impose any of the penalties specified in 8.3 (i) and 8.3 (ii) on any of its employees.

8.5 Procedure for imposing major penalties:

i) Any of the major penalties specified above shall be made except after an inquiry held, as far as may be, in the manner provided in these terms and conditions.

ii) Whenever the Disciplinary Authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehavior against an Employee of the MEPMA, it may itself inquire into or appoint under this condition, as the case may be, an authority to inquire into the truth thereof.

Explanation:

Where the Disciplinary Authority itself holds the inquiry, any reference to the Inquiring Authority shall be construed as a reference to the Disciplinary Authority.

iii) Where it is proposed to hold an inquiry against an Employee under these terms and conditions the disciplinary authority or the controlling authority who is not designated as disciplinary authority and who is subordinate to the appointing authority can draw up or cause to be drawn up:-

a) The substance of the imputations of misconduct or misbehavior into definite and distinct articles of charges;

b) a statement of the imputations of misconduct or misbehaviour in support of each article of charge, which shall contain:-

1) a statement of all relevant facts including any admission or confession made by the Employee ;

2) a list of documents by which, and a list of witnesses by whom, the articles of charges are proposed to be sustained

iv) The disciplinary authority shall deliver or cause for the delivery to the Employee a copy of the articles of charge, the statement of the imputations of misconduct or misbehavior and a list of documents and witnesses by which each article of charge is proposed to be sustained and copies of the said documents and statements of the said witnesses and shall require the Employee to appear before the disciplinary authority on such day and at such time not exceeding ten working days and submit a written statement of his/her defense and to state whether he/she desires to be heard in person.

v) a) On the date fixed for appearance, the Employee shall submit the written statement of his defense. The Disciplinary Authority shall ask the Employee whether he/she is guilty or has any defense to make and if he/she pleads guilty to any of the articles of charge, the disciplinary authority shall record the plea, sign the record and obtain the signature of the Employee thereon. The disciplinary authority shall record findings of guilty in respect of those articles of charge to which the Employee pleads guilty. Where the Employee admits all the articles of

charge, the disciplinary authority shall record its findings on each article of charge after taking such evidence as it may think fit and shall act in the manner laid down.

b) Where the Employee appears before the disciplinary authority and pleads not guilty to the charges or refuses or omits to plead, the disciplinary authority shall record the plea and obtain the signature of the Employee thereon and may decide to hold the inquiry itself or if it considers it necessary to do so, appoint an inquiring authority for holding the inquiry into the charges.

vi) The inquiring authority shall give an opportunity to answer charge and permit him/her to produce witnesses in his/her defense and cross examine any witness on whose evidence the charge rests.

vii) The Inquiring Authority may, after completion of the production of evidence, hear the Employee, or permit him/her to file written briefs, if they so desire. After the conclusion of the inquiry, the Inquiring Authority shall prepare a report which should contain the articles of charge and the statement of the imputation of misconduct or misbehavior of the Employee in respect of each article of charge, an assessment of the evidence in respect of each article of charge, the findings on each article of charge and the reasons therefore.

viii) The Inquiring Authority, where it is not itself the Disciplinary Authority shall forward to the Disciplinary Authority the records of inquiry which shall include:-

- a) The report prepared by it
- b) the written statement of defense, if any, submitted by the Employee;
- c) the oral and documentary evidence produced in the course of the inquiry;
- d) written briefs, if any, filed by the Employee and the orders, if any, made by the Disciplinary Authority and the Inquiring Authority in regard to the inquiry.

ix) Disciplinary Authority after receipt of the enquiry report from the Inquiring Authority shall examine the report and if agrees with the findings of the Inquiring Authority it shall communicate the same to the Charged Officer to offer his / her remarks. In case it disagrees with the findings of the Inquiring Authority he remit the same to the Inquiring Authority for further inquiry or he order enquiry denova.

x) The Disciplinary Authority shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the Disciplinary Authority to the charged Officer to submit written representation or submission to the Disciplinary Authority within fifteen days, irrespective of whether the report is favorable or not to the Employee.

xi) The Disciplinary Authority shall consider the representation, if any, submitted by the Employee and record its findings before proceeding further in the matter.

xii) If the Disciplinary Authority having regard to its findings on all or any of the articles of charges is of the opinion that any of the penalties specified in condition 8.3 (ii) should be imposed on the Employee of the MEPMA. It shall make an order imposing such penalty and it shall not be necessary to give the Employee any opportunity of making representation on the penalty proposed to be imposed.

8.6 Procedure for imposing minor penalties :

In the case of minor punishments the disciplinary Authority shall inform the employee in writing the proposal to take action against him/her and of the imputation of misconduct or misbehavior on which it is proposed to be taken and giving him/her a reasonable opportunity of making such representation as he/she may wish to make against the proposal within 15 days. After examining the representation with reference to material available the disciplinary Authority shall issue orders imposing any of the minor penalty specified in 8.3 (i)

8.7 Special procedure in certain cases :

Notwithstanding anything contained in terms and conditions where any penalty is imposed on an Employee of the MEPMA on the ground of conduct which has led to his/her conviction on a criminal charge or where the Disciplinary Authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these Terms and conditions the Disciplinary Authority may consider the circumstances of the case and make such order there on as it deems fit.

8.8 Waiver of procedure in certain cases :

i) All or any of the terms and conditions relating to procedural aspects in conditions 8.5 and 8.6 in exceptional cases and for special and sufficient reasons to be recorded by the Disciplinary Authority in writing, be waived, where there is a difficulty in observing fully the requirements of these Terms and condition and those requirements can be waived without causing any injustice to the Employee of the MEPMA charged.

ii) If, in respect of any Employee of the MEPMA charged, a question arises whether it is reasonably practicable to hold such inquiry or give such opportunity as is referred to in these terms and conditions the decision thereon of the Disciplinary Authority competent to impose any of the penalties specified in condition 8.3 (ii) on the Employee of the MEPMA concerned shall be final.

8.9 Appeals:

(i) An employee of the MEPMA may prefer an appeal to the Appellate Authority prescribed in these terms and conditions of the employees on the following orders.

a) An order of suspension made or deemed to have been made under condition 8.2.

b) An order imposing any of the penalties specified under condition 8.3 (i) and 8.3 (ii) by the disciplinary authority

(ii) The Mission Director is the Appellate Authority in respect of the orders issued by the Project Director, DPMU in respect of the employees in Level 1 to Level 4. The Executive Committee is the Appellate Authority in respect of the orders issued under these terms and conditions by the Mission Director in respect of employees in Level 5 and other categories / levels who are working in SPMU.

(iii) No appeal preferred under these terms and conditions shall be entertained unless such appeal is preferred within three months from the date on which a copy of the order appealed against is delivered to the applicant

(iv) Form and content of Appeal:

a) Every person preferring an appeal shall do so separately and in his / her own name.

b) The appeal shall contain all material statements and arguments relied on by the appellant and shall be complete in itself, and shall not contain any disrespectful or improper language. It shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against.

c) The authority which made the order appealed against shall, on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority, without any avoidable delay and without waiting for any direction from the appellate authority.

8.10 Revision

The Appellate Authority may revise any order passed under these terms and conditions by the Discipline Authority and

i) Confirm, modify or set aside the order; or

ii) Confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or

iii) Remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case; or

iv) Pass such other orders as it may deem fit.

9. MISCELLANEOUS

9.1 Provident Fund

MEPMA will follow the Employee Provident Fund provisions as per EPF and miscellaneous provision act 1952.

Following are the rates of contribution on basic remuneration of each member.

EPF employee's contribution-----	12%
EPF employers' contribution-----	12%
EPF administrative charges-----	1.1%
Employees deposit linked insurance scheme-----	0.5%
Administrative charges on EDLIS-----	0.01%

9.2 Gratuity

The payment of Gratuity Act 1972 will be applicable to Employees of the MEPMA.

9.3 Interpretation

The power to interpret all these terms and conditions vests in the Executive Committee of MEPMA and it is empowered to issue such instructions as may be necessary to give effect to and carry out the provisions of these terms and conditions of employment of MEPMA employees.

9.4 Power to amend and to issue new terms and conditions and subsidiary instructions.

The Executive Committee shall have the powers to amend or modify these terms and conditions and to frame and issue new terms and conditions and subsidiary instructions as it may consider necessary to secure effective management of the employees.

9.5 Savings clauses

These terms and conditions of employment of MEPMA employees, 2009 shall be in addition to and not in derogation of any other terms and conditions or orders of the MEPMA.

9.6 Compensation Appointment:

If the employee is expired while in service, the legal hire is eligible for appointment based on the qualification to the eligible post

Appendix – I

1. Open Competition – Women
2. Scheduled Castes – Women
3. Open Competition
4. Backward Classes (Gr.-A) – Women
5. Open Competition
6. Open Competition Women (PH -Visually Handicapped)
7. Scheduled Castes
8. Scheduled Tribes – Women
9. Open Competition
10. Backward Classes (Gr.-B) – Women
11. Open Competition
12. Open Competition – Women
13. Open Competition Ex-Servicemen
14. Backward Class (Gr.-C) – In every third cycle of 100 point roster, this point shall be reserved for women belonging to BC – C category].
15. Open competition
16. Scheduled Castes
17. Open Competition – Women
18. Backward Classes (Gr.-D) - Women
19. Open Competition
20. Backward Classes (Gr.-A)
21. Open Competition
22. Scheduled Castes – Women
23. Open competition – Women
24. Backward Classes (Gr. –B)
25. Scheduled Tribes
26. Open Competition
27. Scheduled Castes
28. Open Competition
29. Backward Classes (Gr.-A)
30. Open Competition – Women
31. Open Competition (PH - Hearing Handicapped)
32. Open Competition
33. Scheduled Tribes
34. Open Competition - Women
35. Backward Classes (Gr.-B)
36. Open competition
37. Open Competition Ex-Service men
38. Open Competition - Women
39. Backward classes (Gr.-D)
40. Open Competition
41. Scheduled Castes
42. Open Competition
43. Backward Classes (Group-D)
44. Open Competition - Women
45. Backward Classes (Group-A) -Women
46. Open Competition
47. Scheduled Castes – Women
48. Open Competition
49. Backward Classes (Gr.-B) –Women

50. Open Competition - Women
51. Open Competition
52. Scheduled Castes
53. Open Competition
54. Backward Classes (Gr. -A)
55. Open Competition - Women
56. Open Competition (PH - Orthopedically Handicapped)
57. Open Competition
58. Scheduled Tribes - Women
59. Open competition - Women
60. Backward Classes (Gr. -B)
61. Open Competition
62. Scheduled Castes
63. Open competition
64. Backward Classes (Gr. -D) - Women
65. Open competition - Women
66. Scheduled Castes - Women
67. Open competition
68. Backward Classes (Gr. -D)
69. Open competition
70. Backward Classes (Gr. -A)
71. Open competition - Women
72. Scheduled Castes
73. Open competition
74. Backward Classes (Gr. -B)
75. Scheduled Tribes
76. Open competition
77. Scheduled Castes
78. Open Competition - Women
79. Backward Classes (Gr. -A)
80. Open competition
81. Backward Classes (Gr. -B) - Women
82. Open competition
83. Scheduled Tribes
84. Open competition - Women
85. Backward Classes (Gr. -B)
86. Open competition
87. Scheduled Castes - Women
88. Open competition
89. Backward Classes (Gr. -D)
90. Open competition - Women
91. Scheduled Castes
92. Open Competition
93. Backward Classes (Gr. -D)
94. Open competition
95. Backward Classes (Gr. -B)
96. Open Competition - Women
97. Scheduled Castes
98. Open Competition
99. Backward Classes (Gr. -B) - Women
100. Open Competition

ARVIND KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT