

# **Human Resource Policies**



**Centre for Mass Education in Science (CMES)**  
House # 61 (old 823), Road # 9/A (old 19), Dhanmondi  
Dhaka-1209

## **Preface**

CMES has been working for a long time for developing, harnessing and ensuring the education, skills and empowerment of the disadvantaged adolescents and youths so that they can make their strong and robust presence in the human resource of the country. In this work the role and contribution of the dedicated staff of CMES is to be mentioned first. These staff members are the greatest assets of CMES and CMES had taken all possible measures from its very inception so that their work can run smoothly with transparency, good governance, joyfulness and non-discrimination. The Human Resource Policy of CMES had been developed based on these principles. It has been revised from time to time, to make the policy more proper and relevant in the light of current reality. In the recent years a thorough review of the policy has been done through wide consultations resulting in a comprehensive policy document so that all the details of the policy can be made very transparent to all concerned.

It is my belief that this newly approved and introduced Human Resource Policy will arouse more enthusiasm and momentum in implementing the activities of the organization. This policy has already been enacted from 27th March 2014 and I do hope that, all the members of the staff of the organization will enjoy the benefits of this policy equally.

Muhammad Ibrahim  
Chairman and Founder  
CMES

30th March 2014

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# CMES Human Resource Policies

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# **CHAPTER 1**

## **ORGANIZATION AND HUMAN RESOURCE POLICY**

### **1.0 Introduction**

#### **1.1 Organization**

CMES was registered in 1978 under the Societies Act 1861 to improve the quality of life of the common men by imparting technical education along with the general education. It was later registered from the NGO Bureau in 1981. In order to improve the life and the quality of life of the deprived youth / adolescents the nation through appropriate education, appropriate technology and gender awareness.

#### **1.2 Vision and Mission**

##### **Vision**

- i. All adolescents and young people can pursue an education, effective in their life and livelihood, irrespective of their gender, economic situation of the family, or any other special situation. In case some of them have to discontinue in the formal system for some reason, they can always avail an alternative opportunity for a meaningful continuation.
- ii. At the same time, all adolescents and young people, irrespective of their gender, and of any disadvantage they might suffer from, should be empowered to assert their rights and avail equal opportunities for pursuing a decent quality of life.
- iii. Appropriate existing and emerging technologies can be adapted by the rural young people, to practice at the market level for the betterment of their life and livelihood.

##### **Mission**

- i. To provide alternative and diverse options to young people so that they can make best for themselves according to their circumstances, aptitude and wishes. The options should come in terms of education, skill training, livelihood opportunities etc. These should be user-friendly, participatory effective and sustainable for all concerned.
- ii. To connect the disadvantaged young people with the wider market where they can profitably operate, and also to connect them with the appropriate emerging technologies to their benefit.
- iii. To empower the young people to assert their rights, to develop their personalities and self esteem as useful and contributing citizens of the country; with especial attention to gender equity and gender empowerment of adolescent girls and young women.

#### **1.3 Human Resource Policy**

The HR policy document of CMES shall be used as guide in the human resource management and human resource development activities. This policy document shall reflect the vision, mission and employment rules of the organization.

#### **1.4 Review of the HR Policy**

The Executive Director, subject to the approval of the Executive Committee, may make alteration, modification and addition to this policy document as and when required.

## **CHAPTER 2**

### **SHORT TITLE AND APPLICATION**

**2.1 Title:** This policy shall be known as CMES Human Resource Policy.

**2.2 Application:** This policy shall be applicable to all categories of employees employed by CMES in Bangladesh. However, employees, for whom this policy shall not be applicable, may have as their employment conditions applicable when specifically stated in this policy.

**2.3 Definitions:**

2.3.1 In this Policy unless contradicts with any subject or context shall mean:

- (a) “Authority” shall mean the General Committee, Governing Board, Chairman, Executive Director, Executive Committee or any authorized Officer or any Committee constituted.
- (b) “Employed” shall mean an employee employed by CMES.
- (c) “Employee” shall mean all permanent and temporary Officers and Employees of CMES
- (d) “Board” shall mean the Governing Board of CMES.
- (e) “Chairman” shall mean Chairman of the Executive Committee or the Governing Board of CMES.
- (f) “Executive Director” shall mean the chief executive of CMES.
- (g) “Salary” shall mean the consolidated monthly salary of an employee.
- (h) “Probationer” shall mean an employee employed for the purpose of permanent employment and is under training / on probation.
- (i) “Service Centre” shall mean the head office of the CMES.
- (j) “SC” shall mean the Service Centre.



## CHAPTER 3

### Recruitment and Selection

#### 3.0 Recruitment and Selection

All employees of CMES shall be employed / hired using the procedure laid down in this Policy.

#### 3.1 *Classification of positions.*

All the jobs and the positions shall be classified according to the need and the activities of the organization. A list of classified jobs and positions shall be maintained by the organization. If necessary, the Executive Director (ED) may, subject to the conditions stated in section 3.3.1 reclassify jobs and positions.

3.1.1 Jobs and their current descriptions of all positions of CMES is seen in Annex 1.

#### 3.2 *Based on the nature, type of work and terms of employment, five types of employee exist in CMES.*

- Regular Employee
- Project Employee
- Badli (alternative) Employee
- Contract Employee
- Part Time Employee

3.2.1 **Regular Employee** – A regular employee is employed against permanent position and has successfully completed the period of probation. Such employee shall be entitled to all the allowances and benefits of the organization.

3.2.2 **Project Employee** – Project employee shall mean an employee employed for the project. A Project employee shall be employed during the tenure of the project. Such employees shall be entitled to benefits according to the project rules and conditions stipulated in the appointment letter.

3.2.3 **Badli Employee** – An employee in the absence of the regular employee, employed from the panel / list maintained at the CMES, shall be known as Badli employee. Period of employment for a Badli employee shall depend on the contract period and shall be entitled to benefits according to the terms laid down in the contract and shall be entitled to allowances on basis of work days.

3.2.4 **Contract Employee** – Period of Employment shall depend on the contract period and shall be entitled to benefits according to the terms laid down in the contract.

3.2.5 **Part Time Employee** – Temporary or Part time employee is employed by hourly or daily basis. Besides daily allowances, they shall be entitled to benefits stated in Annex 2.

### **3.3 Recruitment Procedure**

#### **3.3.1 Initiating Employment**

To initiate employment for a new position, the Department Head / Unit Organizer shall fill up the Personnel Acquisition Form (PAF), shown in Annex 3, and submit it to the HRD Wing/Administration. The HRD/Administration shall obtain approval of the Accounts and Finance for budget allocation. Finally, HR Wing / Administration shall submit the proposal, along with their comments, to the authority for approval. On the basis of the approval of authority, the proposed position shall be classified into the list of CMES positions.

### **3.4 Recruitment Process**

3.4.1 The Executive Director (ED) shall be employed by the Governing Body. All employment in the organization shall be hired at the Service Centre (Central Office). However, in some circumstances, the ED may relax this provision and authorize the local Unit to employ some people in those positions.

3.4.2 The appropriate authority shall determine education and other qualifications requirements for hiring in those positions and also determine the terms and conditions of employment.

3.4.3 Hiring authority shall determine the number to hire directly and how many shall be hired through promotion in employment in different positions.

3.4.4 All employment in CMES shall be given by the Executive Director or an Officer nominated by him/her by virtue of the authority granted by the Governing Body.

3.4.5 An individual or individuals coming from other organizations on deputation for a specific assignment may be employed as fulltime or part time on a monthly basis for a specific period, subject to the conditions stated in Annex 2 of this Policy.

3.4.6 There shall be provisions for employment of Badli Teachers for Basic School (BS), Advanced Basic School (ABS) and Rural Technical Centre (RTC), subject to conditions stated in section 3.5.

3.4.7 Based on the need for and providing opportunity for securing application for employment, (a) advertisement in the newspaper (b) Web Advertisement (c) soliciting CV for appropriate candidate through the employees of the organization

(d) limited display of notice at the appropriate places and (e) contacting different organizations and people - one or more of these processes may be selected. Usually employment may be given from among the applications sought through process. However, in urgent need, the ED may without collecting application from candidates select someone for employment.

- 3.4.8 The ED or a person nominated by the ED shall determine one or more of the following - (a) written examination (b) Oral interview / viva (c) practical examination in the selection of candidates. They shall, in this respect, take necessary action and persons involved in the selection process determine the details.

### **3.5 Recruitment of Badli (alternative) Teachers**

In the selection of candidates, the ED or a person nominated by the ED shall follow one or more of the processes like written examination, Oral interview / viva or practical examination. Details of the recruitment process are shown in Annex 4.

### **3.6 Short listing of Applications.**

- 3.6.1 A list of selected candidates shall be prepared using the process. They may be immediately employed or a panel of selected candidates may be maintained for future employment.
- 3.6.2 The Executive Director(ED), or a person nominated by the ED, shall offer employment by issuing an appointment letter.

### **3.7 Joining of New Staff / start of employment**

- 3.7.1 The day, an employee joins his / her new work place at the direction of the appropriate authority, shall be treated as the day of starting employment. When job begins with training, joining shall be treated on the day the training starts. Candidate shall be initially informed of the selection and final appointment letter shall be issued on successful completion of training.
- 3.7.2 All permanent staff must, at the time of joining, sign a “Statement of Confidentiality and Secrecy” shown in Annex 5.

### **3.8 Placement of New Staff**

- 3.8.1 All probationer or regular employee shall be willing to serve in stations within Bangladesh, where CMES activities are carried out or are planned to establish new units or activities.
- 3.8.2 In the case of male employees, posting may be given to any district besides his own home district, subject to availability. However, in special circumstances there may be exceptions.

- 3.8.3 In the case of female employees, consideration for posting may be given to a station close to her family home, subject to availability. If not possible, she must be willing to serve at any place in the interest of the organization.

### **3.9 Probation Period and Confirmation**

- 3.9.1 Unless otherwise stated in the appointment letter, an employee appointed to any position shall be placed under a period of probation for six months.

Provided that the period of probation of the employee on probation may be extended or employment terminated if the authority considers probation period has not been successful.

- 3.9.2 If an employee has successfully completed the period of probation, his / her employment may be regularized and the employee shall be informed in this respect. This regularization shall be effective from the date of first joining.

### **3.10 Promotion**

- 3.10.1 Promotion cannot be claimed as a right. Promotion shall be given on the basis of merit / skill. An employee cannot claim promotion only on the basis of seniority.

- 3.10.2 The authority, if considered necessary, may use different selection devices like selection test, interview, etc similar to that used in fresh employment, while selecting candidates for promotion.

## **CHAPTER 4**

### **Employment Conditions**

#### **4.1    *Full Time Service***

- 4.1.1    Employment at CMES is a full time employment and no employee, while employed at CMES no one can work in any other organization. Without the permission of the ED, no paid employment in any other organization can be accepted. However, for the Part-Time Teachers mentioned in section 3.2.5, the conditions stated in Annex 2 shall be applicable.

#### **4.2    *Working Hours***

- 4.2.1    For the Service Centre working days shall be from the second half on Saturday through Thursday. Full day on Friday and first half of Saturday shall be the weekly holiday. Office timing shall be 10:00 AM to 6:00 PM every day. This shall include a 30 minutes break at midday.
- 4.2.2    At the Unit level working days shall be Saturday through Thursday. Friday shall be the weekly holiday. Office timing shall be 9:00 AM to 5:00 PM every day. This shall include a 30 minutes break at midday.
- 4.2.3    The authority may, if necessary alter or modify weekly holiday timing and working hours for the Service Centre and Unit Offices.

#### **4.3    *Record of Attendance***

The following shall be the rules for office attendance for all employees.

- 4.3.1    Arriving and attending office regularly is mandatory.
- 4.3.2    Each employee shall attend office in time on all working days.
- 4.3.3    Lack of availability of transport, personal inconvenience, etc cannot be cited as a reason for arrive office late.
- 4.3.4    All employees at the Service Centre and Unit offices shall sign the Attendance Register maintained at their workplace. If an employee is engaged elsewhere on official duty it must be ensured that it is recorded in the Attendance Register.
- 4.3.5    All employees must attend office at the designated time. If an employee does not attend office within 10 minutes of the designated time, a late attendance shall be considered.

#### **4.4 Movement Register**

- 4.4.1 Movement register shall be maintained at the Service Centre and the Unit Offices. Permission from the senior officer must be sought for going out of office for official or personal business and that must be recorded in the register.
- 4.4.2 In the register, record of the name of the employee, name of the approver, time out, expected time of return, Actual time of return, purpose of going out, etc. must be recorded.

#### **4.5 Training**

- 4.5.1 Basic training for all newly hired employees must be arranged.
- 4.5.2 Considering the need, newly hired employees shall be given field training and / or will acquire skills through on the job training.
- 4.5.3 Trainer's Training (TOT) will be arranged for all Trainers.
- 4.5.4 Management training at the Service Centre and Unit offices will be arranged for all management staff.
- 4.5.5 If necessary, training on different trades must be arranged for the relevant staff.
- 4.5.6 Appropriate trainings for the senior officers will be arranged at the Unit level for their skill development.
- 4.5.7 Refreshers training shall be arranged for the Unit level employees.
- 4.5.8 Midterm trainings will be arranged for the employees, who will be identified as weak through performance appraisal.

#### **4.6 Transfer**

- 4.6.1 At the Unit level, an employee may be transferred to any project or program area in the interest of the organization. Based on the changed duties and responsibilities of the employee, the organization may change the designation and terms of employment. Employee under transfer order must join the new workplace.
- 4.6.2 **Transfer Rules.**
  - a. At the Unit level in the interest of the organization and in view of the demand and necessity of the Department or Wing, or at the request of the employee, the higher authority may approve the transfer of an employee on the recommendations of the HRD Wing.
  - b. In urgent circumstances, and on the approval of the ED, an immediate transfer can be made without due process. However, a formal approval of the higher authorities based on the recommendations of the HRD Wing must be obtained within seven days.

- c. To facilitate the work of the Unit at the Unit level, the Unit Organizer may make inter-transfer of BS and ABS employees. Such transfer order shall be in writing. Copy of the Transfer Order, along with the reasons, must be sent to the HRD Wing at the Service Centre.

#### **4.6.3 Handover of Responsibilities and General Conditions of Transfer.**

- a. Employee on Transfer shall handover his / her responsibilities, files / documents, properties, stores to the relieving employee or to the individual directed by the Service Centre.
- b. The employee on transfer shall submit the joining letter to the Unit Head at the new work station. Copy of the joining letter with the signed endorsement of the Unit Head must be sent to the HRD Wing at Service Centre. The copy of the joining letter shall be maintained in the personal file of the transferred employee.
- c. Employee on transfer shall obtain a release order together with the record of leave at the previous work station and ensure that a copy of it is sent to the HRD Wing at the Service Centre.

#### **4.6.4 Salary and Travelling Allowances for Employee on Transfer.**

- a. An employee transferred at any date in a month, salary for the month shall be received from the new work station.
- b. Travelling bill in connection with the transfer shall be received from the new work station.
- c. Inter project transfer shall preferably be made from first day of the month.

#### **4.6.5 Leave on Transfer.**

When an employee is transferred from one station to another, he/she shall be given transit leave to join, in the following manner.

- a. A maximum of 4 days for preparation. Usually the preparatory leave shall be less than this.
- b. A maximum of 2 days for travel. This will be given considering the actual circumstances.
- c. A maximum of 2 days to settle down at the new location.

#### **4.6.6 Transfer / Appointment at the Service Centre**

A Unit level employee, possessing a particular skill, may be transferred or given employment at the Service Centre. An oral Interview / Viva or written examination

may be taken in this respect. For the particular position, his/her salary and other benefits shall be determined according to the rules of the organization.

#### **4.6.7 Deputation**

In view of the multifunctional activities of CMES, an employee may be deputed to any of the CMES stations. The following rules shall be applicable during the deputation period:

- a. While on deputation, rules applicable for the program, where the employee is deputed, shall be applicable.
- b. Employee's service continuity, seniority and promotion related benefits shall remain effective during the period of deputation.

#### **4.7 Performance Appraisal**

- 4.7.1 Appraisal of employee performance shall be made annually. Consideration for annual salary increment shall be based on it. The Unit Organizers shall, by 31<sup>st</sup> October, appraise the performance of all the employee at the Unit level and send them to HRD Wing for consideration in the month of January. The appraisal period shall be from November of the previous year to October of the current year.
- 4.7.2 Annual salary increment during the month of July shall be considered for those who have completed one or more years of service as on 30<sup>th</sup> June. The performance of an employee completing one year of service will be appraised and sent to HRD Wing by 30<sup>th</sup> of April for consideration in the month of July. In this respect, the appraisal period shall be from May of the previous year to April of the current year.
- 4.7.3 Unit heads or the relevant program heads shall appraise the performance of employees of the Unit in the prescribed Form and send them to the HRD Wing at the Service Centre. "Annex 6"
- 4.7.4 Department or Wing Heads or relevant Program Heads of the Service Centre shall appraise the performance of employees using the specific Forms according to time mentioned in section 4.7.1 and 4.7.2 and send them to the HRD Wing at the Service Centre.
- 4.7.5 When serious weaknesses are observed in an employee's performance or when there is an adverse finding about the employee, those must be recorded, and he / she must be informed of it for information and correction.
- 4.7.6 Appraising Officers shall, using the FORM and instructions shown in "Annex 6", appraise the performance of an employee working under them during the period of one year. As far as possible, while evaluating the performance of the employees under them, the employee being appraised should be allowed a discussion.



- 4.7.7 Prior to the evaluation period, the Appraising Officer, using the 2<sup>nd</sup> part of Annex 6 - "Employee Responsibility and Actual Work Result", shall, in consultation with the employee determine 5 principal responsibilities forming the duties of the employee in that period, and that will be the basis of evaluation.
- 4.7.8 Employee appraisal records must be preserve in their personal file.
- 4.7.9 An employee shall be given reasonable time for correction. Despite efforts of correction within the given time period, if no improvement is observed, proceeding shall be drawn against him / her under Chapter 7 of this Rule.

#### **4.8    *Service Record***

- 4.8.1 Service record for each employee shall be maintained separately.
- 4.8.2 Administrative Wing at the Service Centre shall maintain, for each employee separately, his / her personal information, verified qualifications, employment related information, Leave records, performance information, etc.
- 4.8.3 Administrative Wing at the Service Centre shall, at the end of year, collect Unit level leave record register from the Units and maintain them.
- 4.8.4 Administrative Wing at the Service Centre shall maintain local (Dhaka) addresses of all Service Centre employees and keep them updated.
- 4.8.5 No employee shall, without the permission of the Authority, be allowed to receive or see his / her own or anyone else's personal file.

## **CHAPTER 5**

### **Salary, Allowances and Service Benefits**

#### **5.1     *Salary and Allowances***

5.1.1 All regular employees of CMES shall be eligible for salary according to the salary structure. Each position shall have a salary scale. It will have a fixed lowest, highest and annual salary increase. Starting salary shall be fixed within the salary scale on the basis of qualification. For special performance / success salary, within the scale, may be re-fixed from time to time. On reaching the highest stage of the salary scale and if no promotion is given, annual salary increase shall continue, subject to the crossing of Efficiency Bar (EB). Salary scale for different positions may be re-fixed as necessary. Current salary scale / structure is given in Annex 7.

In the case of some specific positions, a part of the salary may be attached as commission and payment made on the target achievement thereof. However, in such case the other specified part shall be paid according to the stated rules.

5.1.2 Half of the total gross salary shall be treated as basic salary.

5.1.3 Unless there are problems due to processing delay with the Donor Agency, NGO Bureau, etc, all employees shall be paid salary by the last week of the month.

5.1.4 While making salary payments, only approved deductions like contribution to Provident Fund, monetary value for the services provided by the organization, fines dually imposed if any can be made and the balance / remaining shall be paid to the employee. This provident fund may be implemented subject to its commissioning.

5.1.5 In consideration of overall situation and inflation, the ED may, subject to the approval of the Executive Committee, alter or modify the CMES salary structure.

5.1.6 In determining salary for all employees, at the time of first appointment, be fixed at the initial stage of the salary scale for that position. However, the ED may re-fix the salary in the appropriate circumstance.

5.1.7 Appropriate authority may put in hold the annual salary increment if disciplinary action has been initiated under Chapter 7 of this Rule.

#### **5.2     *Annual Salary Increment***

5.2.1 Every year, in the months of January or July, annual salary increase shall be considered. Anyone who has completed one or more years of service during that period salary increase shall be considered. Subsequently, they will come under the salary increase in those months. Annual salary increment rate is 5%. But in case of some exceptional cases like- for individual person or any particular project the annual increment rate may exceed 5% if the authority thinks it logical.

- 5.2.2 Authority may grant one or more additional salary increases or grant monetary honorarium in recognition of the particular employee's exemplary / praiseworthy work.

### **5.3 Part Time Staff Allowance:**

- 5.3.1 Badli (alternative) Teachers of ST, ABS-T & ATs, shall receive Tk. 300 (Taka Three Hundred) and CT/NG-RTC shall receive Tk. 200 (Taka Two Hundred) for one whole day's work as Badli Allowance. Only on the Unit Organizer's acceptance of the discharge of his responsibility, payment of allowance shall be considered else not.
- 5.3.2 Badli Teachers of BS, PL, TA, CT/NG-ABS shall receive Tk. 100 (Taka One Hundred) for one whole day's work as Badli Allowance.
- 5.3.3 Badli Gender Teachers (GT) shall receive Tk. 300 (Taka Three Hundred) for one whole day's work as Badli Allowance.
- 5.3.4 Every Unit shall, at the end of each month, prepare a Badli Teacher allowance demand sheet / list according to the prescribed format. The Unit Organizer and the Senior Teacher (Accounts) shall sign the list and send a copy of the list / Sheet to HR / Administration at the Service Centre. The Unit shall disburse the allowances when fund is place from the Service Centre according to the demand of the unit.
- 5.3.5. The amount of Badli allowances given above can be revised from time to time, by the authority, if necessary.

### **5.4 Festival Allowance**

- 5.4.1 On successful completion of three months of work period, from the date of joining, eligibility for Festival Allowance shall be considered. However, for serious negligence or disciplinary reasons, festival allowance may be held up or cancelled.
- 5.4.2 All regular employees of CMES and all other employees, whose eligibility of festival allowance is stated in their terms of employment, shall be entitled to ONE / TWO Festival Allowance in a year as may be decided.
- 5.4.3 Usually a full month's pay shall be paid as festival allowance in a year.
- 5.4.4 As decided by the authority, this allowance shall be paid in ONE / TWO religious festivals.
- 5.4.5 This festival allowance shall also be eligible during Maternity Leave or any approved leave.

### **5.5 Staff Income Tax Payable**

If the salary and allowance paid by the organization is taxable, the appropriate office shall determine the tax on the basis of annual income and deposit it to the government treasury. This income tax shall be borne from the salary account.

However, if an employee has any additional income beyond the income from the organization and if, for that reason, tax is increased or moves to the higher tax slab, that additional tax shall not be paid by the organization.

#### **5.6 Remote Area Allowance and female allowance.**

- 5.6.1 In special cases some non local employees working in some of the Units, in the far reaching remote southern coastal areas, or any other such area approved by the authority may be given a special allowance every month on the basis of the following positions. When possible, it will be given from the salary account. Positions eligible for this are – Unit Organizer, ST, OG, OT, OS and Accountant.

At the Unit level, arrangement of special allowance for the Senior Organizer level non local female employees (Unit Organizer, OG, OT, and Accountant) may be made. At the Unit level, arrangement for residential accommodation, free of cost, for all non local female employees may be made. If a female employee is already receiving Remote Area Allowance, this special benefit as a female, shall not be applicable.

#### **5.7 Overtime.**

Only on completion of specified working hours, the following rules for Overtime shall be applicable for certain employees approved by the authority and shall only be entitled when working in Dhaka Metropolitan area or own working area.

- 5.7.1 At the Computer Department (For Computer work) hourly rate of entitlement shall be Tk. 35/- (Taka Thirty Five) only. If the overtime work exceeds two hours at a time, Tk. 60/- (sixty taka) shall be entitled as Tiffin allowance. During the holidays, members of the Computer Department shall be entitled to Tk.50/- (Fifty Taka) as conveyance allowance.
- 5.7.2 In view of the organization's needs, hours for the drivers shall be set differently. During holidays, hours for the drivers shall be set accordingly. During holidays and on special additional work, they shall be entitled to food allowance at the following rate:

a. If duty performed from 7 AM to 2 PM

- |                 |   |          |
|-----------------|---|----------|
| • For Breakfast | - | Tk. 30/- |
| • Midday Lunch  | - | Tk.60/-  |
| • Total         | - | Tk. 90/- |

b If duty performed from 7 AM to 10 PM

- |                 |   |           |
|-----------------|---|-----------|
| • For Breakfast | - | Tk. 30/-  |
| • Midday Lunch  | - | Tk.60/-   |
| • Dinner        | - | Tk. 60/-  |
| • Total         | - | Tk. 150/- |

c If duty performed from 10 AM to 10 PM

- Midday Lunch - Tk.60/-
- Dinner - Tk. 60/-
- Total - Tk. 120/-

d If the drivers be present in the Service Centre by 7 AM in the morning for the purpose of official duty and leaves from office for home after 10 PM they will be entitled to get Tk. 50 and Tk. 50 respectively as conveyance bill.

5.7.3 Other than the employees of the Computer Department and the Drivers, employees not entitled to overtime, shall be entitled to the following benefits for additional working beyond office hours.

a. Conveyance bill Working a minimum of 2 hours of additional duty shall be entitled to Tk.50/- for going to home from office.

b. Entitlement for Food and Conveyance bill on holidays.

- Conveyance - Tk. 100/-
- Food bill for work exceeding six hours. - Tk. 120/-

Employees using the office vehicle shall not be entitled to conveyance allowance.

Prior approval of the Supervisor shall be required for all overtime work.

## **5.8 Staff Security Benefits**

5.8.1 When an employee meets an accident while on official duty, CMES shall arrange and pay for his / her primary medical care. However, it shall not exceed Tk. 5000/- (Taka Five Thousand) only.

5.8.2 If accident related treatment is prolonged and / or exceeds a cost of Tk. 5000/- , total / partial cost shall be borne by the Insurance Company under section 5.12 of the Rules. This will be applicable subject to implementation of the insurance coverage.

## **5.9 Travelling, Accommodation and other Allowance.**

5.9.1 When an employee travels within Bangladesh for official work or on transfer, an employee shall be entitled to specified rates of travelling and haltage allowance as stated in the Accounts Rules of the organization. Visa, Travel Tax, Embarkation Fee, etc on actual basis shall be paid when travelling abroad on official duty or on training purposes.

5.9.2 Drivers, General Assistants and Caretaker-cum-Night Guards of the organization shall be annually provided with Uniform Allowance (Pant, Shirt, Shoes). This fixed amount of allowance, considering the current market, shall be given from the salary accounts.

### **5.10 *Gratuity***

Every regular and permanent employees shall be entitled to one month's basic pay (in this respect half of gross salary) for every completed year of service with the CMES, calculated on the basis of last pay drawn.

- 5.10.1 Gratuity shall be applicable for employees with more than 3 (three) years of continuous service. This benefit may also be entitled during the project period, provided there is opportunity for this in the project budget and provision has been made for it.
- 5.10.2 Instead of retiring according to the rules, anyone resigning early to avoid punishment on disciplinary grounds or the organization suffers financial loss or incurs other severe damage due to someone's misconduct or gross negligence; the authority may deprive him / her from this benefit.

### **5.11 *Provident Fund***

All regular, permanent and also those employees in whose employment conditions it is stated, can be a member of the provident fund, if such a fund is introduced by the organization.

- 5.11.1 In order to become a member and propose the name of nominee(s), qualified employees shall have to apply to the Trustee of the Provident Fund.
- 5.11.2 This Fund shall be created with the contribution, equivalent to 10% of the basic pay, of the member employee and with equivalent amount from the CMES.
- 5.11.3 The Fund shall be operated by the members nominated by the CMES and by Trustee nominated by the representatives of member employees.
- 5.11.4 A member employee, dismissed on disciplinary grounds, shall only be entitled to his / her own contribution together with interest on the amount at the end of service and shall not be entitled to contribution of CMES. All other member employees shall be entitled to their contribution including interest on it and CMES contribution with interest.
- 5.11.5 Subject to the budget and receipt of fund, the Provident Fund shall be implemented.

### **5.12 *Group Life / Accident Insurance***

- 5.12.1 There shall be, subject to the availability of fund, a Group Life / Accident Insurance for all employees working in CMES.
- 5.12.2 This system shall be initiated through a contract with any insurance companies of Bangladesh. CMES shall pay the premium for this insurance. However, this shall be implemented subject to the receipt of fund for the organization.
- 5.12.3 This system shall be applicable only during an employee's employment period with the CMES.
- 5.12.4 The Insurance company shall bear all accident related life insurance and total or partial cost of treatment.

## **CHAPTER 6**

### **Leave and Leave Procedure**

#### **6.1    *Classification of Leave***

All regular employees whose employment conditions states of leave entitlement shall enjoy following leave.

- a.   Casual Leave
- b.   Earned Leave
- c.   Maternity Leave
- d.   Paternity Leave
- e.   Leave without pay

#### **6.2    *General conditions of Leave:***

- 6.2.1   Leave cannot be claimed as a right. An employee can only enjoy leave subject to the fact that the organizational works will not be unduly hampered, and upon approval of the appropriate authority.
- 6.2.2   The authority may approve, reject or change the period of leave applied for.
- 6.2.3   An application for leave shall be made to the appropriate authority through his / her supervisor.
- 6.2.4   An employee must join the duty immediately on expiry of period of leave else disciplinary proceedings under this rules may be initiated.
- 6.2.5   No employee shall accept any other employment or a profitable engagement during the period of his / her leave.
- 6.2.6   An employee, before proceeding on leave, must handover his / her duties to another employee.
- 6.2.7   All approved leave shall be treated as period on duty.
- 6.2.8   No leave, except leave without pay, shall be more than 10 days at a time. But, the authority may, on medical grounds or such other emergent reasons, approve leave beyond that period.
- 6.2.9   Prior to proceeding on leave, the employee's last monthly salary rate shall be the rate of his/ her leave salary.

### **6.3 Casual Leave (CL)**

- 6.3.1 Failure to attend office for reasons of sudden illness/ sickness or urgent personal need, casual leave can be availed.
- 6.3.2 All CMES employees shall be entitled to 20 (twenty) days of casual leave (CL) with full pay in a calendar year and if, for some reason, the said leave is not availed; they cannot be accumulated and availed in the following year.
- 6.3.3 Casual leave may be taken in continuation with weekly holiday (Friday) and festival holiday. If casual leave comes in between the weekly holiday and festival holiday, the entire period, including the period of holidays, shall be treated as casual leave. If this period is more than the available casual leave, it may be converted into other available leave and if no leave is entitled, the entire period shall be converted into leave without pay.
- 6.3.4 Casual leave cannot be taken at the time of joining.
- 6.3.5 Without sufficient reasons, any extension of casual leave shall be considered as punishable offence.

### **6.4 Earned Leave (EL)**

Employees of CMES, subject to the following conditions, will be entitled to earned leave.

- 6.4.1 On completion of one year of service, an employee shall be eligible for earned leave.
- 6.4.2 An employee of CMES shall earn leave at the rate of 1 day for 20 days of work, which amounts to 18 days per year. Normally these earned leaves will be enjoyed within the year. However, these leaves can be accumulated up to a maximum of 60 days during the entire period of an employee's employment with CMES. If the staffs do not enjoy the earned leave voluntarily, the earned leave in excess of 60 days shall be lapsed.
- 6.4.3 New policy of Earned Leave will be active from 1st January 2016 and the staffs will be entitled the Earned Leave benefits till 31st December 2015 in accordance to the present human resource policy.
- 6.4.4 The monetary value of Earned Leave benefits till 31st December 2015, payable to the staffs will be paid to the respective staffs gradually.
- 6.4.5 Maximum sixty days (60) from the available earned leave of the staffs till 31st December 2015 will be automatically transferred. This will be included in the new policy from 1st January 2016. The rest of the available Earned Leave (if any) on 31st December 2015 will be preserved in the separate leave register. The staffs will be entitled to enjoy the preserved leave for education, pilgrimage, long term medical treatment or illness or any type of emergency.



## **6.5 Maternity Leave.**

- 6.5.1 A pregnant woman employee can avail 120 days of Maternity Leave. The leave can be availed from the dates before and after the delivery of the child.
- 6.5.2 No CMES female employees shall be entitled to maternity leave with pay for her third and subsequent children.
- 6.5.3 A pregnant woman, who have served at least 1 year with CMES (Service Center or Units), shall be entitled to a maximum of 120 days of Maternity Leave with pay.
- 6.5.4 A female employee, who has served the organization less than two years, but more than one year must join the duties at the end of the Maternity Leave and serve the organization for at least 6 (six) more months if she wants to be entitled for a Maternity leave with pay.

## **6.6 Paternity Leave.**

- a. A male employee where job has been confirmed, who have served at least a year with the CMES, shall be entitled to 7 (seven) continuous days, including weekly holiday, as paternity leave with pay. This leave shall be applied for in the prescribed form. This leave can be availed anytime within a month of the birth of the child.
- b. This leave can be availed only twice during the tenure of his job.
- c. If a regular CMES male employee, who does not have a child of his own, decides to adopt a child of 1 year or less, in such case, the employee shall be entitled to paternity leave for 7(seven) days inclusive of weekly holiday in order to establish a closer bond / ties with the child. This leave shall only be applicable for one child.

Despite the above policy, the employee's surviving children falls below 2(two) and even if the employee have availed maternity / paternity leave earlier, shall be eligible for such leave with pay. In case of adoption, this rule shall also be applicable for adoption.

## **6.7 Leave without pay (LWP).**

If an employee requires leave for self education, urgent medical treatment, etc but has no leave at his / her credit, the ED/Delegate may approve LWP. Except in the case of urgent medical treatment, such LWP will be applicable if organizational work is not seriously hampered by this.

## **6.8 Leave Entitlement.**

Leave entitlement shall come in the following manner.

- 6.8.1 **Casual Leave:** A specific number of casual leave is the only solution when unplanned need, such as sudden illness or family need, arises. Since the need for such kind of leave arises of-and-on in the year, they must be preserved for the whole year. If all leave is used up, leave cannot be availed for those reasons. Thus, leave must be used very cautiously. There shall be a quota of CL assigned for each quarter of the year. Leave application in that

period must come from that quota. At the time of making leave application, mention have to be made of casual leaves used in that three months period and the total number of casual leave availed for the year; Administration Department shall confirm that.

- 6.8.2 **Earned Leave:** Provision for earned leave has been kept to accommodate requirement for relatively longer period of leave. In it are such reasons as leave for long treatments, required rest or recreation, foreign travel, marriage, examinations or study leave, etc. It is not necessary that such kind of leave may be required every year. Thus, they may be accumulated. When such kind of leave is required, application must be made well in advance, discussions should be held and to remove any difficulties in work, alternate solution must be made in advance. Whenever possible the time for such leave must be decided upon after discussion with the authorities and at their convenience.
- 6.8.3 **Leave without pay:** Though it is leave without pay, the right for its approval or non-approval rests with the authorities. This cannot be requested or availed at any time. Besides, availing leave without approval is an anti disciplinary act. Since organization suffers, such kind of leave cannot be approved unless in exceptional grounds (like exhausting of all kinds of leave after prolonged illness).

## **6.9 Leave application procedure**

### ***Leave procedure at Service Centre:***

- 6.9.1 Leave application, with the recommendation of the Department Head / Wing Head, must be submitted, at least 3 days before, on any working day by 12:00 noon, to the Administration. Applicant can proceed on leave only after confirmation of approval by the Executive Director. In urgent case, leave application must be submitted giving an explanation of the urgency. Any deviation will amount to leave being rejected.
- 6.9.2 Leave for full day / half day cannot be approved at anytime over the telephone. In most urgent circumstances like sudden accident, death, sudden illness of own children, spouse, parents, or very urgent family business (proved by detail information), inform any one of the – ED, DGM, DPC over the phone. In such case the matter may be considered with compassion. However, if anyone, with the exception of ED, was informed, the employee on the first day on return from leave, must make a leave application wherein the name of the authority informed over telephone must be stated and obtain his / her recommendation (If ED was informed, recommendation need not be taken). In all cases, appropriate proof /record must be submitted and only then leave shall be approved. Such kind of leave is discouraged and all leaves taken in this manner of each employee shall be recorded and such leave application shall not be approved if asked for repeatedly.
- 6.9.3 If an employee arrives at office late by half an hour for three days in a week, his / her 1 day of CL / EL or deduction from salary shall be made. Habitual late coming throughout the month though not three days a week, will also be similarly punished. However, in exceptional circumstances, if an employee, while coming to office, is caught up in an unexpected situation and is very late in arriving office, he/she shall first explain the

reasons for such delay to the Department Coordinator. Later, he / she shall explain to the higher authorities in person or over the telephone. At the same time he/she will give a written reason for being late to the Administration for record. Such kind of late attendance is discouraged and each shall be recorded and repeated late attendance shall not be allowed.

- 6.9.4 Habit of taking leave for the part of the day, after coming to office, is also discouraged. Verbal permission from the coordinator not more than once a week may be taken for leave for less than an hour. If it is more than an hour, or more than once a week such type of leave may be given on the basis of written application (with the recommendation of the Department Head / Coordinator) but such kind of leave without prior approval cannot be given more than three times in a month. In all circumstances, for every 8 hours of such leave taken in a month, a day of Casual / Earned leave deducted or deduction of salary may be made.
- 6.9.5 Using the records of late attendance in a month, quarterly and annually, the employee's casual leave / earned leave/leave without pay shall be deducted. Besides, if the issue of being late is more than 5 days in a month, authority may take appropriate action.
- 6.9.6 For the convenience of administrative management, the procedure followed in approving regular leave, the same may be followed in approving two hourly leave.

***Leave procedure at Units:***

- 6.9.7 Unit Organizers shall, before leaving the Technology Centre, get the leave approved from the Service Centre.
- 6.9.8 If leave is required urgently and obtaining prior approval may not be possible, in that case primary approval from the appropriate authority in the Service Centre may be taken over the phone. The employee on the first day, on return from leave, must make a leave application wherein the name of the authority informed over telephone must be stated. However, that the need for leave was urgent must be proved.
- 6.9.9 Other employees of the Unit may take a maximum of 3 days leave from the Unit Organizer or in his / her absence an authorized employee of the Unit. Leave for any additional period must be sanctioned from the Service Centre and only then leave can be availed.
- 6.9.10 Approval for the inability to come to office due sudden illness must be obtained later from the Unit Organizer stating appropriate reason for the said absence and information regarding inability to come must be sent ahead to the Unit Organizer by any means.
- 6.9.11 Leave records of the Unit employees must be preserved / maintained and for this a registered shall be maintained.

6.9.12 Every month, along with the monthly report, information of the leave availed by the employees must be sent to the Administration in Service Centre.

6.9.13 If the office is kept open for urgent works at the direction of the authority and an employee remains absent on those days, appropriate action against the employee may be taken by the authority. However, if an employee wants leave during that period due to extreme urgent grounds, approval from the Service Centre must be obtained submitting relevant proof in his / her favour.

**6.9.14 *Leave procedure for General Assistants:***

Though the general leave rule is applicable for all the employees of CMES, the following few exceptions to the rules shall be applicable for the General Assistants only.

- a. When there are no regular official functions on different holidays including Eid, presence at the campus and security duties shall continue. Station cannot be left.
- b. For this, on different Eid and festivals, rotation duty, in some case leave on alternate days and arrangements for festival allowance shall be there for remaining at the office during the period.

## **CHAPTER 7**

### **Conduct, Discipline and Disciplinary Procedure**

#### **7.1 *Conduct and Discipline***

#### **7.2 *Conduct - Every employee shall:***

- a. Abide by this rule
- b. Follow and discharge duties and orders given to the employees.
- c. Work diligently and honestly duties of the organization.
- d. Try utmost to upheld and develop the interest of the organization. Do not do anything that goes against the interest of the organization.
- e. Preserve and maintain the secrecy of any information or document that the employee, as an member of the organization, comes in contact.

7.2.1 Shall not remain absent from duties or leave duty station without the permission of the appropriate authority.

7.2.2 No employee shall exhibit meanness, partiality, exploitation or willfully permit or allow misuse of his / her position. No employees shall permit deviation from gender policy of CMES and gender sensitivity in their dealings with the female colleagues and subordinates. Similarly no employee will permit deviation from the Child Protection Policy of CMES.

7.2.3 Shall not publish in his /her own name or using any other name in any national or international newspaper any information or article that is against the interest of the organization. Nor will they make any misrepresentation or make derogatory remarks about the organization to any person or forum.

#### **7.3 *Disciplinary Action***

7.3.1 In awarding punishment, anyone of the following offenses shall be applicable for taking disciplinary action against an employee.

- a. Violation of any of the conduct and discipline mentioned in section 7.1 of the HR policy of the organization.
- b. Violates the rules of the organization or found guilty of misconduct or corruption.
- c. Found to be corrupt.
- d. Gross violation of duties and refusal to perform any assigned duty.

#### **7.3.2 *Types of Punishment***

An employee may be given one or more of the following punishment for offences under sub-rules 7.1 and 7.2.1.

### **7.3.3 Minor Penalties**

- a. Warning and reprimand.
- b. Fine /Pecuniary damage (including financial damage)
- c. Stoppage / cancellation of promotion or increment for a specific period of time.
- d. Transfer to a similar position or equivalent position (as a punishment).

### **7.3.4 Major Penalties**

- a. Demotion to a lower post.
- b. Forced removal.
- c. Dismissal from service.
- d. Dismissal from service with appropriate legal action and notice to relevant persons.

### **7.3.5 The following acts and omissions shall be treated as “misconduct” under this chapter.**

- a. willful insubordination or disobedience, whether alone or in combination with others, any lawful or reasonable order of a superior;
- b. falsifying or dishonesty with organization’s activities.
- c. theft, fraud or dishonesty with organization’s property;
- d. riotous or disorderly behavior on duty, initiate quarrel-fighting, etc, indulge in conspiracy or undertake an act of conspiracy, alone or in combination with others, both from inside or outside, against fellow employees, authorities or the organization in order to cause damage to organization.
- e. Collect money within the premises or propagate for collection of money for causes not approved by the authority.
- f. Resort to work stoppages, create obstruction in the works of the organization within the premises of the organization or elsewhere, and for this incite others to do so, undertake picketing and causing tension by any other means.
- g. Distribute or exhibit hand-bills, pamphlets, posters without the permission of the authority.
- h. Hold meeting with the premises of the organization without the permission of the authority.
- i. Habitual late attendance, habitual departure before the office closing hours or returning late to office after break.

- j. Absence from duty without permission.
- k. Habitual absence without leave or abandoning work while on duty without permission, disappearance from place of work.
- l. Use organization's property or let other unauthorized persons to use it without authorization.
- m. Willfully delay in work completion or resorting to go-slow.
- n. Violate of instructions or directions including all rules of the organization.
- o. Fail to show required performance in subsequent year's performance. Appraisal.

#### **7.4 Suspension**

- 7.4.1 If under this sub rule charges against an employee is preliminarily proved, he/ she may be placed under suspension pending enquiry and final award of punishment, or refrain him / her from duties while still in service.
- 7.4.2 During this period, an employee cannot leave the duty station without the permission or accept any employment or undertake business. Whether he /she will be made sign attendance register regularly and given any official duty, will be decided by the authority.
- 7.4.3 During the period of suspension, an employee shall not receive any allowance or benefits except half of his salary. However, the authority may place someone on temporary off duty but pay full salary and allowances if the authority so desires,
- 7.4.4 If an employee is honorably acquitted, in such case he/ she will receive full salary due to him /her, and shall be given all the previous allowances vide an order. Otherwise, the authorities, in consideration of gravity of the offence, give direction to pay proportionate salary and allowances and will be paid accordingly.

#### **7.5 Procedure for Punishment:**

- 7.5.1 In order to initiate disciplinary action against an employee, charges brought against him / her are first communicated in writing and opportunity shall be given to present his / her case. In this respect, the HR Wing / Administration, with the approval of the Executive Director, shall constitute an enquiry committee. Subsequently, after necessary investigation / enquiry to determine merit /gravity of the case, the enquiry committee shall submit a report.

On the recommendations of the enquiry committee, the Executive Director under chapter 7, award punishment or show mercy.

- 7.5.2 At the Unit level, the Unit Organizer shall take action on minor misconduct and minor penalties. However, offences having financial penalties, he / she shall inform and seek approval of the appropriate authority at the Service Centre.

- 7.5.3 In case of charges for all offences and penalties at the unit level, they must be submitted to the enquiry committee constituted by the HRD Wing / Administration, through the appropriate authority (Unit Organizer, Department Head, and others). In case of charges at the Service Centre, the same shall be followed.

The enquiry committee shall submit the report after following necessary procedure. HRD/ Administration shall implement the decision with the approval of the Executive Director/Chairman, Executive Committee.

- 7.5.4 In order to conduct enquiry and take necessary action against the Senior Officers of the organization included in CS the Committee, the Executive Director shall take necessary action him / her or by an officer, not below the rank of the accused officer, nominated by him / her.

## **7.6 Review**

Punishment given by the Executive Committee / Executive Director shall generally be considered final. Under special circumstances, if anyone makes a prayer for review, he / she shall have to apply to the Chairman, Executive Committee.

On the basis of the application by the employee awarded punishment, the Chairman may, in consideration of past services, activities and upon giving him / her a personal hearing, exonerate him / her from the charges or the lessen his / her penalties or upheld the penalties awarded.



## **CHAPTER 8**

### **Termination of Employment, Resignation, Redundancy and Retirement**

#### **8.1 *Termination of Employment***

- 8.1.1 With the approval of the Executive Director, the employment of any employee of the organization may be terminated without showing any cause and by giving One month's notice or advance pay in lieu of notice. However, this shall not be applicable for probationary employee.
- 8.1.2 In the case of probationary employee, employment may be terminated by giving 15 days notice or equivalent pay.
- 8.1.3 The organization has the right to remove, dismiss or retire an employee of the organization as a measure of discipline after following the procedure stated in section 7 of this rule. In such case, conditions as stated in sub rule 8.1.1 and 8.1.2 shall not be applicable.
- 8.1.4 In case of death of an employee of the organization, his / her nominated person or persons, declared in lifetime, or his / her legal heir successor, shall be paid all regular dues as soon as possible.

#### **8.2 *Resignation***

- 8.2.1 A written application to Executive Director shall be made for resigning.
- 8.2.2 An employee of the Unit intending to resign shall apply through his / her Unit authority. The Unit authority shall, along with the comments (with final accounts / accounts clearance), sends the application to the Service Centre. It shall only be effective upon acceptance of the resignation by the authorities.
- 8.2.3 When an employee of the Unit resigns or he/she is released, concerned employee shall handover his / her responsibilities to the Unit authority and obtain clearance (with final accounts / accounts clearance) in the prescribed FORM (Annex: 8) and arrange to deposit or send it to the Administration Department on his / her own. The Administration Department shall examine the employee's files and finalize accounts with him / her. The employee shall receive any amount of money receivable from the Service Centre by cheque.
- 8.2.4 When an employee of the Service Centre resigns or he/she is released, the employee shall obtain clearance (with final accounts / accounts clearance) from every relevant Department and Wings of the Service Centre and deposit it to the Administration Department.

- 8.2.5 For resignation, the applicant employee shall have to submit his / her application one month before the date he / she intend to resign. Otherwise, he /she shall have to give one month's equivalent salary as notice pay to the organization.
- 8.2.6 An employee, placed under suspension or against whom disciplinary proceedings have been initiated, cannot submit letter of resignation until the matter has been finalized. However, the Executive Director, in this case, may allow an employee to resign under special conditions.
- 8.2.7 If any staff of the organization resigns or he/she is terminated or laid off, his/ her current salary and benefits can be withheld. The respective staffs will have to apply to the authority to get the salary and benefits payable to him/her. In some cases the organization can pay all the payable payment after proper calculation, to the respective staffs without even the application from the staffs themselves.

### **8.3 Redundancy**

- 8.3.1 The services of an employee or employees may be retrenched on grounds of redundancy for the following reasons.
- a. Program for which the employee / employees were appointed have been discontinued or abandoned.
  - b. The employee / employees is / are considered redundant during the continuation of the program,
  - c. For reasons of physical incapacity,
  - d. Position the employee hold is abolished.
- 8.3.2 All regular employees, on being considered redundant, shall be entitled to benefit mentioned in this rules such as Gratuity, Provident Fund, Leave encashment, etc. However, employees employed under a project, shall be entitled to benefits according to the terms of the project.

### **8.4 Retirement**

- 8.4.1 As long as the employee is capable to work or physically and mentally healthy, he / she shall be considered eligible to work in the organization.
- 8.4.2 A retired project employee shall be eligible, subject to terms & conditions of the project, for retirement benefits, provided he / she has completed 3 years or more service with the project.
- 8.4.3 A retired regular employee shall be entitled to benefit mentioned in this rules such as Gratuity, Provident Fund, Leave encashment, etc.
- 8.4.4 The authority may on compassionate grounds give a regular employee, if his / her period of employment with the project is 3 years or more, his retirements benefits with a maximum of the due up to that time, while he / she is still on employment, in consideration of special and very urgent need of the employee and upon his application. In that case this amount will be deducted while paying the retirement benefit later.

## **Chapter 9**

### **Office Security**

#### **9.1 Service Centre.**

- 9.1.1 There shall be a Security Guard (SG) engaged through an established Security Company for the purpose of maintaining office security.
- 9.1.2 The Security Guard shall maintain a register and record the name, address and the purpose of visit for all the incoming visitors in the register.
- 9.1.3 The Security Guard shall check, against the issued gate pass, at the time when goods are going out of the Service Center and keep / maintain the gate pass.
- 9.1.4 The Security Guard shall verify the goods coming into the office from outside and inform the relevant department or person.
- 9.1.5 Responsibility for shutting the main gate in each floor during the opening and closing of the office rests with the General Assistants.
- 9.1.6 Designated General Assistants shall remain whole time / fulltime at the Service Center. The General Assistants shall remain in the place designated by the office beyond the working hours.
- 9.1.7 If a staff remains in the office premises for official purposes beyond the working hours, Department / Wing Head must be informed. If anyone desires to enter the Service Center, for official duty, on any holiday, prior permission from the Executive Director or Head of the Establishment Wing must be sought and Security Guard must be informed.
- 9.1.8 At each floor of the Service Center, there shall be an effective / workable Fire Extinguisher.
- 9.1.9 At the Service Center, there shall be a fire drill once in a year during the month of December.
- 9.1.10 If there is a Hartal / blockade, because of the unstable political situation, the organization's program activities shall be managed in consideration of the prevailing situation. Necessary measures must be taken in order to ensure the safety and the security of the people and property of the organization.
- 9.1.11 Necessary early precautionary must be taken in case of forecasted natural calamities like cyclone, tidal surge, flood, etc.

#### **9.2 Unit:**

- 9.2.1 Keys of the offices of the Technical Center at the Unit level shall be kept with the Unit Organizer or Unit Head. Similarly, keys of the offices of the ABS shall be kept with the Head Teacher. In their absence, this responsibility shall be performed by a Senior Staff.

- 9.2.2 Prior written approval from the Unit Head and in the case of ABS, Head Teacher, must be sought to enter the RTC, ABS premises to work on holidays or after closure of the office.
- 9.2.3 The Night Guard- cum-Caretaker shall be responsible for the overall security of the RTC and ABS.
- 9.2.4 Fire Extinguisher shall be kept functional / workable. Guidelines provided by Service Center shall be followed in this respect.
- 9.2.5 If there is a Hartal / blockade, because of the unstable political situation, the organization's program activities shall be managed in consideration of the prevailing situation. Necessary measures must be taken in order to ensure the safety and the security of the people and property of the organization.
- 9.2.6 Necessary early precautionary measures must be taken in case of forecasted natural calamities like cyclone, tidal surge, flood, etc.

# **List of different Positions and their jobs Descriptions**

## **Executive Director**

- Discharge duties as Chief Executive Officer of the organization and shall be the chief coordinator of all program activities. In this role, he / she will be liable for all the responsibilities of the organization to different authorities and organizations.
- Be responsible for overall management responsibilities of the organization.
- ED will negotiate agreement on behalf of the organization with different partner organizations, donor agencies, and other organizations. He /she will represent organization to them.
- He / she will exercise all the power and authorities give to him / her by the rules and the regulations of the organization.
- Discharge responsibilities as chief financial officer of the organization.

## **Deputy Project Coordinator:**

- Discharge those duties / responsibilities as delegated by the ED. They may include both program and financial management responsibilities.
- Supervise the functions and achievement of targets of different departments, wings and units that have been entrusted to him / her.
- Discharge duties as assigned by the ED in fulfilling responsibilities entrusted by different authorities and organizations and ensure completion of those responsibilities.
- Plan and implement organization's different programs and ensure achievement of their objectives / targets.

## **Deputy General Manager:**

- Work as Chief Coordinator of Administrative Structure and HR - Establishment to assist te Chief Executive Officer in discharging his / her role as chief staff officer.
- Discharge duties as Chief Manager of all physical facilities of the organization.
- Work as a Principal Operating Executive in matters of legal relationship, contract, disputes, etc of CMES with different authorities, organizations, other organizations and persons.
- Be responsible as the Chief Manager in field level internal audits of the organization.

## **Program Manager:**

- Discharge duties as the Principal Manager in some of the special programs of the organization.
- Play an important role in fulfilling responsibilities to different authorities and organizations for those programs related activities and ensure fulfilling those responsibilities.
- Provide leadership in planning, implementing, conducting research in those program areas and ensure achievement of all the objectives / targets.
- Be responsible for performance, achievement of target, training and administration of all program staff, and perform all responsibilities in this respect.

**Program Organizer:**

- Discharge all the functions / responsibilities similar to the Program Manager. In case where PM is present, provide assistance in the discharge of his / her duties and in other case, discharge those responsibilities wholly by himself / herself.
- As member of a department or wing, plan, implement, research, documentation for the achievement of target of the department / wing within its scope of work.
- Discharge duties as a frontline employee in achieving the desired target of the organization and policy implementation and through this motivate and show path to all the Centre and Units level employees.
- Responsible for developing appropriate strategies to solve problems that arise time to time in the work place in implementing program objectives / targets.
- Provide overall assistance, as a specialist, to the organization in some areas – support may need to be extended beyond the perimeter of his / her own department.
- Serve as member of different task forces, committees, etc in the greater interest of the organization.

**Program Assistant:**

1. Provide all out support in the job of the Program Organizer in different program activities and perform responsibilities similar to the Program Organizers in almost in all respect.
2. In their own area of practical work, perform duties / job using the wisdom / talent of a specialist.
3. Perform as PO, with similar responsibilities and approach, all those assigned activities of the relevant department / wings by planning, implementing, research and documentation.

**Senior Assistant - Office and Computer:**

- Perform various duties of general office and computer department.
- Responsible for various secretarial and computerization related jobs.
- Responsible for the electronic communication and maintenance of software and hardware related jobs.
- Responsible for the preparation of various files, graphics, publication, etc.
- Work in the general and electronic filing and data recovery.
- Be responsible for the development of organization's database and MIS.

**General Assistant:**

- Provide support as GA to different activities of the Service Centre.
- Work to maintain neatness the get up, work environment and facilities of SC campus.
- In the interest of the departments and wings, exchange documents and files for the purpose of communication and connections.
- Make necessary efforts to keep safety and security inside the SC campus.
- Undertake different responsibilities for the overall establishment functions.

**Driver:**

- Responsible for driving vehicle of the organization and when required, work as a messenger.

### **Departmental Coordinator (Gender):**

- Review and develop continuously adolescent girls program activities, syllabus, teaching methods, program strategies, background knowledge and data, and evaluate the effectiveness of those areas mentioned.
- Implement adolescent girls program totally in all Units and for this ensure smooth management in all areas. The program includes group formation, gender session, convention, social works – income generation activities, business, etc shall be included.
- Determine the success of the program by focusing on each member of adolescent through evaluation, research and different measuring mediums. At the same time ensure actual implementation of all the objectives of the adolescent girls program.
- On the basis of the program implementation, research result and case studies, undertake documentation, networking and mass communication on this issue.
- Provide leadership to all gender related programs of the organization and act as a specialist on this issue.

### **Departmental Coordinator (Construction and Establishment):**

- Ensure creation, receipt, making them habitable and the maintenance of all the physical assets of the organization.
- Manage store at the Centre and Unit levels for the preservation of goods.
- Distribution and maintenance of accounts / records of goods at the Centre level, and supervise distribution and maintenance of accounts / records at the Unit Level.
- Maintenance of inventory of all the assets and goods and update those on regular basis.
- Collect data on, regular basis, on the status of all types of assets and goods of the organization, and their use.
- Planning, designing, estimating cost, completion and evaluation of any construction work (building, infrastructure, furniture etc.)
- On completion of construction and evaluation, hand it over to the Establishment Wing and recording it.
- Plan and complete those maintenance works that are partially completed but fall under the construction category.

### **Departmental Coordinator (Education)**

- Development of Various Aspects of Basic School:
  - Syllabus, module and lesson plan, teaching methods and materials, evaluation, teachers standard, teaching standard, effectiveness of education in practical life, technical education and skills, school campus, community support, rate of progress in education system.
- Continued Management of Basic School:
  - Student admission, attendance, retention, routine, workshop, development of module-lesson plan and teaching materials and supply & use of those, supervision, campus, appropriate use of methods, progress of learning and skills, interaction between learning and skill acquisition on time, completion of home to home work properly and fruitfully, student tuition fee and their participation, identify problems or irregularities and solve them quickly, Staff management, yearly student admission and graduation as per prescribed number and rule, follow up of graduate students, involvement of students in production oriented economic activities and income earning, pleasing environment,

assurance of students and parents interest and encouragement, personality development, etc.

- Regular Evaluation of Education System:
  - Examination at different levels, evaluation of teachers, evaluation of technical skills, evaluation of home to home work, success evaluation of graduate students, and take appropriate actions based on evaluation result.
- Data Collection, Preservation, Use and Reporting:
  - All data related to education are included, particularly full database of students.
- Provide leadership as team leader to all programs related to education and act as a education specialist.

### **Departmental Coordinator (Accounts)**

- Management of accounts for the organization: Maintenance of Central Accounts and preparation of accounts.
- Financial Management of the organization: Along with the central financial management, there shall be separate financial management for each project and Unit. Control of expenditure in compliance with the budgetary and other financial rules. Appropriate and timely collection of income, preservation, investment and necessary effort for its use. Reconciliation of income and expenditure.
- Present income and expenditure data to the decision making authority in such a way that will help them to take transparent right decision.
- Arrangement of banking facilities for all activities of the organization.
- Control and maintain accounts correctly in case of staff salary, TA, DA and other transactions and similarly in case of transactions with other parties.
- Check and ensure appropriateness of expenses and advance adjustment complying with policy document. Take initiative for disciplinary actions if there is any deviation or not done according to financial rule and policies.
- Calculate profit and loss of all production and service oriented income earning initiatives of the organization and provide advise to move ahead accordingly thereby help organization achieve possible financial sustainability.
- Prepare financial report and submit to executive committee, donors, and concerned government departments on time as required.
- Prepare financial plan & practical budget for various programs desired to run by the organization.
- Keep available and up to date all accounts related documents with necessary explanations for review by the audit firm. Provide explanations to the various queries of executive authority, Board of Directors, and auditors and ensure development in the financial management based on their instruction and advise.
- Make efforts for continuous development in accounting management system and methods.
- Arrange internal financial audit for all the activities of the organization and explore all financial irregularities/problems and take necessary measures for solution.
- Provide leadership as team leader to all finance and accounts related matters and act as a specialist in accounts and finance.



### **Departmental Coordinator (Technology)**

- Explore and identify of appropriate and profitable technology. Initiate necessary arrangements to make the technology suitable and adoptable through study and experimentation.
- Development and preparation of necessary of books and other necessary materials for adopted education, training, practice.
- Arrange Training for central and Unit level staff on technology.
- Develop appropriate syllabus and their management for technology education and practice in the schools.
- Practice technology based on profitability of business and management of production. Ensure appropriate planning and management for production and services, identification of employees needs, assessment of production based on demand or needs and its fulfillment, quality control, research and development, supply management are all included in this.
- Make marketing arrangement that is suitable for every production and services both at Central and Unit levels and also areas beyond the Unit level. It includes demand assessment, survey on marketing, marketing advertisement and promotion, work strategies, steps to increase demand and order, assurance of regular supply on time, assurance of profit maximization, fixation of the price level of the product, money withdrawal, payment to student workers, deposit income and expenditure, etc.
- Conduct continuous research on each technology and on its business practice through study and experimentation and bring development thereby. Add new technology(s) to it.
- Development in both production and marketing putting continues efforts thereby make arrangement for increased income.
- Technology collection, internalization, impart teaching and training, use of it from business motivation, and create ways for student and graduate students to use technology for profit maximization. Provide leadership to all these programs and act as a subject matter specialist.

### **Departmental Coordinator (Documentation and Dissemination)**

1. Planning for regular news bulletins, easy writing, collection of articles, editing, drawing and arrangement for publications. Distribution of all these and in some cases to make arrangement for business dealing.
2. Take initiative for publications on programs and achievements of the organization having involved in different journalism.
3. Take initiatives to prepare publication materials to communicate and caste those through electronic media.
4. Make necessary arrangements for documentary films on various programs, preserve those and use as necessary.
5. Take various initiatives for networking and publication of all the programs run by the organization (Seminar, workshop, exhibition, postering, photography, video presentation, visit, documentation, etc.)
6. Development and execution of rural based science centres.
7. Preservation of all research documents, publications, record of publication program activities, records & registers, lists and catalogues etc.
8. Make necessary arrangements for presentation of all program activities of the organization through local and national print and electronic media and through all other forums as well.
9. Provide leadership to all team involved in publication and documentation and take responsibility as specialist on these areas.

## **Secretariat, Monitoring and Implementation (SMI) Wing Coordinator**

1. Keep informed continuously the central authority of the organization about status of programs, present all data that are necessary to make decision and take main initiative to implement the decisions on time that are taken.
2. According to plan and design of all projects when what to be done is to identify, make detail plan with time table and by presenting those for necessary decision – arrangement to be made for needful implementation.
3. Receive routine and special reports from all departments, wings, task forces, units and others, and analyze reports and accordingly inform concerned authority.
4. Receive instructions and suggestions of higher authorities and having processed those send to all departments, wings, task forces, units and others, for program implementation and also for the interest of the program discipline.
5. Keep constant liaison with government, donor organizations, NGOs, organizations and others whom we have working relationship and accountable to and send reports to them.
6. Coordinate activities of all departments, wings, task forces, units and staff members and provide facilities as necessary to accomplish their activities. Request them to prepare various rule, regulations, reports, memorandums if these are seemed necessary thereby make arrangement to get approval from concerned authority.
7. Carry out scheduled evaluation and audit according to work plan and set target of all departments, wings, task forces, units and other programs and take measures to correct and solve where necessary for development.
8. Conduct research to assess appropriate plan and work strategies to avail long term program and scope of funding and make recommendations accordingly.
9. Observe constantly the program situation of the units and take quick initiative to bring the situation (if negative) to the attention of concerned authority for its remedy and development.
10. Constant evaluation and development of follow up methods, work strategies, and materials.
11. Investigation of real work accomplishment of departments, wings, task forces and units according to work schedule and follow up recommendations and informed the authorities accordingly.
12. Investigate how rightly and appropriately staffs are performing their job at unit level and bring recommendations for solutions for the problems identified.

## **Administrative Wing Coordinator**

1. Staff recruitment and staff information:  
Process for hiring staff, preparation of personal files from beginning to date, preservation of staff up to date information, and communicate of various information to the right place at the right time for the management.
2. Accomplishment of activities related to staff posting, transfer and service rules.
3. Processing of controlling staff leave.
4. Collection and preservation of information related to work discipline and send to HRD committee for necessary actions.
5. Receive and present complaints that are related to staff discipline, and according to suggestions of HRD committee, undertake necessary investigation, take decision and implementation.

6. Preserve and use database of all staff of the organization.
7. Constant evaluation and development of administrative rules and policies, work strategies and the materials.
8. Information collection in relation to conflict among staff and staff with outsiders and place those to the authority and based on the suggestions of HRD carry out investigation and do necessary steps for conflict resolution.
9. Staff evaluation and based on the evaluation result, help HRD making necessary arrangement for its implementation.

### **Training Management Wing (TMW) Coordinator**

1. Responsible for Primary planning, organizing and management for all training.
2. Development and necessary modifications in training schedule, module, supplies, handouts, and materials.
3. Preparation, development and necessary modifications in the training manual of those training programs that are conducted regularly.
4. Discover training methods and implement those that are practically effective, participatory in nature, and delightful for participants. Take necessary preparation and arrangement for incorporation of improved training methods.
5. Get feedback on over all training program and evaluate the feedback given and also about the effectiveness of training methods and take necessary steps for future development.
6. Development, maintenance and management of training activities and training centres at the field and at the SC.
7. Maintenance and management of all equipments, supplies and training materials that are used in training.
8. Start arrangement for every training program well ahead of time and ensure all the necessary logistic supports and arrangements during training period as appropriate.
9. Supervision and management of training participants and resources persons in terms of their travelling, accommodation and abiding by other rules.
10. Preservation of record of success of each participant and their progress related data and preparation of report training report.

### **General Office (GO) Wing Coordinator**

1. Provide secretarial support to Executive Director, Co-ordination Secretariat and the management of the organization.
2. Receive, dispatch, and distribution of letters and make arrangement to record those. Keep record and register of all documents for quick retrieval.
3. Manage all communication system nicely and excellently (telephone, fax, e-mail, written message, letter, file, exchange of records etc.)
4. Perform as organizer to help organizing and arranging various initiatives taken by Centre of the organization.
5. Management of photocopy and library.
6. Information communication and distribution.

## **Computer Wing Coordinator**

1. Provide necessary computer services to the organization.
2. Provide computer to different departments where urgently needed based on the approved policy of the authority.
3. Maintain filing system (Hard and soft copy) preserving of essential record and data of central office of the organization and also to use those record and data by quick retrieving. In this case, work has to do jointly with GO wing.
4. Make arrangement so that various letters, documents, reports, books and charts of the organization can be done through computer and in special cases things can be displayed nicely with graphic design.
5. Create, preserve and manage various database of the organization.
6. Develop computer hardware and software and related things to these and do proper care and make arrangement for repairing.
7. Collect computer spare parts, take care of and make arrangement for repairing as required.
8. Arrange training to train on computer technology at field level and take initiative for its business and use in development work.
9. Continue constant efforts to develop hard and software so that more skillfully computer can be used for various work of the organization.

## **Members of Different Department and Wing**

The description of responsibilities given to Departmental Coordinators and Wing Coordinators are applicable for the members of the concerned Departments and Wings. They, as a team member or based on work responsibilities, will perform their duties and responsibilities dividing into departments and wings.

## **Taskforce Convener and Member**

Provide leadership in all program activities of Taskforces that are formed permanently or for time being and accomplish job.

## **Monitoring Taskforce**

Monitor various activities of the organization and by working directly make arrangement for correction in case of any problem. At the same time inform concerned authority and the management people about the gained monitoring information.

## **Training Taskforce**

Perform responsibility as subject matter specialist trainer of various subjects. In the same role develop appropriate modules, materials, and prepare overall training plan.

## **Research Taskforce**

Accomplish activities as member of various research team.

## **Purchase Committee Taskforce**

Undertake purchasing according to the purchase policy of the organization.

## **Documentation Taskforce**

Arrangement for photography, Audio-visual materials development, exhibition, seminar, etc.

## **Unit Organizer**

Take responsibility as chief of the unit and perform as main coordinator of all program activities. UO will be responsible for overall management, administration, and taking legal action as necessary.

Unit Organizer, as main implementer, shall be responsible for implementing all program activities of the unit. General education, Technical education, gender education, trade practice, production, product marketing all these types of activities under his responsibility to accomplish about which detail explanation is given below:

General Education:

- a. Arrange admission of appropriate target group of right age for the basic school's 'Angkur' and 'Bikash' and for the Advance Basic School's 'Agrosor-1', 'Agrosor-2', and 'Agrosor-3' and in Technology Centre.
- b. Ensure 100% student attendance in each school.
- c. Take necessary steps to ensure that drop-out of student do not take place from the school.
- d. Implement according to the routine, practice of National Anthem along with basic school song and relevant subjects in each of the basic schools.
- e. Implement classes in a participatory method (such as presentation, discussion, activity, evaluation and sign).
- f. Ensure taking of CEBE during the last week of every month for all students admitted.
- g. Conduct general class by self and ensure others staff to conduct according to the routine.
- h. Ensure workable work-sample at end of the each session/class.
- i. Help to progress both weak and strong students equally in a same manner.
- j. Monitoring basic school as well as advance basic school.

Technical Education:

- a. Admit age appropriate target group of right age in each trade class and distribute trades among the students.
- b. Implement technical class(s) in a participatory method.

- c. Implement technical classes ensuring availability and equally distributing all types of equipments and materials in the classes.
- d. Having present in the class Unit Organizer will take technical class and ensure attendance of all senior teachers in the technical class(s).
- e. Separate learning and production section.
- f. Keep separate accounts of raw materials used for learning technology and raw materials used for production.
- g. Implement technical class with assistant teachers in the presence of senior teachers.
- h. Measure students' skill at the end of every lesson.
- i. Take CSLT examination after every three months.
- j. Provide job to each student separately and check them.

#### Diversified Education:

- a. Initiate short course(s) based on the demand of the locality.
- b. Enroll students in the short course after every three months according to set target.
- c. Evaluate them at the end of the training course.
- d. Provide certificate after completion of the course successfully.
- e. Keep properly income and expenditure accounts of the course.

#### Technology and Business:

- a. Procure necessary equipments for each basic school, advance basic school, and technology centre well in advance and keep the trades update.
- b. Keep the learning section and the production section separate.
- c. Produce products with the skilled graduates in the production program.
- d. Keep separate all equipments for learning section and production section.
- e. Implement business according to agreement signed.

#### SEY-WO-SE:

- a. Implement decentralized business at unit level.
- b. Implement CSE.
- c. Help to achieve business target and its expansion.
- d. Help in market promotion at different areas/localities.
- e. Provide business target on weekly basis and take account of it.
- f. Install quality circle in SEY-O-SE and keep it active.

#### Gender:

- a. Enroll male and female adolescents according to target in each samity.
- b. Implement effective gender session(s).
- c. Ensure 100% attendance of adolescent (male &female) in the gender session.
- d. Implement improved business.

#### CWC:

- a. Make CWC workable and effective.
- b. Form workable committee.
- c. Involve committee in different programs.
- d. Make arrangements for student attendance, admission, production of goods, product selling, program advertisement and also help in different programs along with all these.
- e. Arrange organizing CWC workshop(s).

#### Student Government:

- a. Activate different departments of student government.
- b. Hold election for student government in the month of January.
- c. Keep student government register update.

#### Home to Home Work:

- a. Implement home to home work as per routine.
- b. Keep the register of home to home work update.

#### Training:

- a. Teach guest teacher and solve problems immediately.
- b. Identify strong and weak staff.
- c. Implement CP meeting and build up staff capacity.
- d. Implement refresher training.
- e. Identify problems in CP meeting and arrange solving them.
- f. Identifying the weak staff in specific trade and arrange training accordingly.

#### Campus, Assets and Development:

- a. Keep campus of basic school, advance basic school and technology centre neat and clean.
- b. Grow flowers and arrange flower tubs for beatification of the campus.

- c. Take care and management of all assets, trees and other resources of the campus.
- d. Keep vigilant eye on boundary along with gate for security of the campus.
- e. Tree plantation for green forestation in the campus.
- f. Prepare list of old outdated assets and materials and take steps to sell those having approval of SC.
- g. Renovate basic school houses with the help of CWC.

#### Staff Evaluation and Development:

- a. Prepare profile of all staff.
- b. Grading them based on their skill.
- c. Arrange different training for weak staff.
- d. Bring development through on job training.
- e. Evaluate staff, who have completed probation period or those who have completed one year, on a regular basis.

#### Material and Development:

- a. Keep all syllabus and curriculum class wise update.
- b. Gain skill in developing teachers' guide and curriculum for the teachers.
- c. Prepare materials for new subjects and ensure their use.

#### Networking:

- a. Participate in different fairs such as in graduate fair, mobile fair, and in GO &NGOs fair.
- b. Highlight the organization while participating in monthly coordination meeting arranged by TNO and DC.
- c. Participate in various workshops.
- d. Receive training from different organizations and give training to different organizations.
- e. Highlight CMES to Union and Upozila Parishads and also in different forums.

#### Reporting and Files/records:

- a. Submit report regularly to SC.
- b. Keep files and records properly and update.
- c. Preserve all memorandums and implement as required.
- d. Implement and follow directions from the departments.
- e. Marking files and records for proper implementation.
- f. Prepare matrix report after every three months and do the necessary for dispatching.



#### Store Management:

- a. Ensure entry of all incoming and outgoing materials in the register.
- b. Keep the stores tidy.
- c. Keep the materials orderly in the rack(s) of the store.
- d. Ensure supply of the materials according to the demand of basic schools, advance basic schools and technology centres.
- e. Prepare list of old outdated assets and materials and having team meeting steps to be taken to sell those.

#### Expenditure Issues:

- a. Make all expenditures properly.
- b. Bring transparency in the expenditure.
- c. Make staff responsible for buying based on their skill.
- d. Often undertake audit of purchases made.
- e. Keep cash and ledger books update.

#### Joint Monitoring:

- a. Conduct joint monitoring of the programs run by basic school, advance basic school and technology centre.
- b. Take immediate steps to solve the problems that are identified through monitoring.
- c. Document the problems identified during monitoring in the register so that the others observer can follow up subsequently.
- d. Observe a class personally first during monitoring and if any problem is identified, make necessary corrections.
- e. Ensure joint monitoring of senior education supervisor, supervisor, and senior teachers according to routine.
- f. Monitoring the basic school and advance basic school once in a week as per routine.

#### Gender Organizer:

- a. Organizer Gender shall be the chief implementer of all gender programs in the unit.
- b. He / she will plan and implement all components of gender program and based on the target of each component. He/she will also be responsible for its evaluation, achievements and development.
- c. According to business target of gender program, s/he will fully responsible to implement business activities and also act as a focal person.
- d. Be responsibility for implementation of all the indicators of gender programs.
- e. Play role as one of the senior managers for program implementation in the unit.

- f. Take main responsibility to convert every problem into scope for business establishment thereby bring economic empowerment. Distribute loan to run business properly.
- g. Distribute responsibilities to all staff engaged in gender program in the Unit, check their performance and make them accountable for the job specifically assigned for.
- h. Play main role to identify weakness of all the staff of the Unit through evaluation, training them for adopting participatory approach, and developing their skill through in-service training.
- i. Control expenditure of gender programs of the Unit; approve bill and vouchers (according to budget and other rules) and sign on check as one of the common signatories.
- j. Keep all gender programs in order and keep close watching regularly for over all development of the programs and take necessary steps to solve problems identified through observation within the specific timeframe.
- k. Present the gender programs appropriately to the community, local government and other organizations and make those programs acceptable to them.
- l. Represent CMES programs related to gender in the working area of the unit.
- m. Responsible for reporting on programs, preparing case study document, photography and also responsible for presentation of those appropriately.
- n. Measure empowerment of the members of the gender program(s), find out the weak points, and take measures and ensure for their desired empowerment.
- o. Preserve all gender related information properly in the register and keep those data update.
- p. Implement business with own members of the gender program, and provide help and cooperation to the members to implement their business properly. Organizer Gender will be responsible for credit program.
- q. Take responsibility of samity's programs and conduct gender sessions of the groups.
- r. Conduct survey for holding election with members of gender programs, form samity and select venue to implement gender session of samity.
- s. Ensure 100% attendance in gender session and play main role in implementing gender session properly.
- t. Organize various seminars, exhibitions, workshops and necessary steps to implement their main objective.
- u. Record information about the progress of enlisted members and use advance members as peer leader. Take actions for slow members to make them advance.
- v. Help members to plan social actions/initiatives and provide leadership to implement them properly.
- w. To motivate guardians of the members, organize guardian contacts and record all the decisions in the resolution book and ensure their implementation.
- x. Enroll supportive group members in the program, and motivate and help them to participate in the implement the program.

- y. Organizer Gender will be the focal point of gender programs. Take responsibility for the implementation of all the components of the program, and be responsible for ensuring their quality.
- z. Implement activities of school gender program, 'Charon Dal', AGP graduate and advance samity. Document those programs regularly for highlighting to others.
- aa. Perform any other duties / responsibilities properly as and when assigned by the authority.

### **Senior Teacher:**

A senior teacher shall be responsible for the implementation of the technology centre education, technical education, trade practice, production and product marketing. The details of those are given below:

#### **General Education:**

- a. Admit age appropriate target students in each basic school, advance basic school and technology centre.
- b. Ensure 100% attendance of students in the school.
- c. Take steps ensure that the students do not dropout from the school.
- d. Implement according to the routine, practices of National Anthem along with basic school songs and relevant subjects in each of the basic schools.
- e. Implement classes in a participatory method (such as presentation, discussion, activity, evaluation and sign).
- f. Ensure taking of CEBE for all students admitted during the last week of every month.
- g. Conduct general class by self and ensure others staff to conduct according to the routine.
- h. Ensure workable work-sample at end of the each session/class.
- i. Help to progress both weak and strong students equally in a same manner.

#### **Technical Education:**

- a. Admit age appropriate target group of right age in each trade class and distribute trades among the students.
- b. Implement technical class(s) in a participatory method.
- c. Implement technical classes ensuring availability and equally distributing all types of equipments and materials in the classes.
- d. Having remaining present in the class the Unit Organizer will take technical classes and ensure attendance of all senior teachers in the technical class.
- e. Separate learning and production section.

- f. Keep separate accounts for Technology exercise and raw materials, and production fund and raw materials.
- g. Implement technical class with assistant teachers in the presence of senior teachers.
- h. Measure student's skill at the end of every lesson.
- i. Take CSLT examination after every three months.
- j. Provide job to each student separately and check them.
- k. Keep the trades up to date by collecting in advance different types of equipments necessary for the trades in the BS, ABS and TC.

#### Diversified Education:

- a. Initiate short course(s) based on the demand of the locality.
- b. Enroll students in the short course after every three months according to set target.
- c. Evaluate them at the end of the training course.
- d. Provide certificate after completion of the course successfully.
- e. Keep properly income and expenditure accounts of the course.

#### CWC:

- a. Make CWC workable and effective.
- b. Form workable committee.
- c. Involve committee in different programs.
- d. Make arrangements for student attendance, admission, production of goods, product selling, program advertisement and also help in different programs along with all these.
- e. Arrange organizing CWC workshop(s).

#### Student Government:

- a. Activate different departments of student government.
- b. Hold election for student government in the month of January.
- c. Keep student government register update.

#### Home to Home Work:

- a. Implement home to home work as per routine.
- b. Keep the register of home to home work update.

#### Training:

- a. Teach guest teacher and solve problems immediately.
- b. Identify strong and weak staff.
- c. Implement CP meeting and build up staff capacity.
- d. Implement refresher training.
- e. Identify problems in CP meeting and arrange solving them.
- f. Identifying the weak staff in specific trade and arrange training accordingly.

#### Networking:

- a. Participate in different fairs such as in graduate fair, mobile fair, and in GO &NGOs fair.
- b. Highlight the organization while participating in monthly coordination meeting arranged by TNO and DC.
- c. Participate in various workshops.
- d. Receive training from different organizations and give training to different organizations.
- e. Highlight CMES to Union and Upozila Parishads and also in different forums.

#### Reporting and Files/records:

- a. Submit report regularly to SC.
- b. Keep files and records updated and properly.
- c. Preserve all memorandums and implement as required.
- d. Implement and follow directions from departments.
- e. Marking files and records for proper implementation.
- f. Prepare matrix report after every three months and do the necessary for dispatching.

#### Store Management:

- a. Ensure entry of all incoming and outgoing materials in the register.
- b. Keep the stores tidy.
- c. Keep the materials orderly in the rack(s) of the store.
- d. Ensure supply of the materials according to the demand of basic schools, agrosor basic schools and technical centres.
- e. Prepare list of old outdated assets and materials and having team meeting steps to be taken to sell those.

#### Expenditure Management:

- a. Make all expenditures properly.
- b. Bring transparency in the expenditure.
- c. Coordinate and involve staff in buying job.
- d. Often undertake audit purchases made.

#### Joint Monitoring:

- a. Conduct joint monitoring of the programs run by basic school, advance basic school and technology centre.
- b. Take immediate steps to solve the problems that are identified through monitoring.
- c. Document the problems identified during monitoring in the register so that the others observer can follow up subsequently.
- d. Observe a class personally first during monitoring and if any problem is identified, make necessary corrections.
- e. Ensure joint monitoring of senior education supervisor, supervisor, and senior teachers according to routine.
- f. Monitoring the basic school and advance basic school once in a week as per routine.

#### Campus, Assets and Development:

- a. Keep campus of basic school, advance basic school and technology centre neat and clean.
- b. Grow flowers and arrange flower tubs for beatification of the campus.
- c. Take proper care and management of all assets, trees and other resources of the campus.
- d. Keep vigilant eye on boundary along with gate for security of the campus.
- e. Tree plantation for green forestation in the campus.
- f. Prepare list of old outdated assets and materials and take steps to sell those having approval of SC.
- g. Renovate basic school houses with the help of CWC.

#### Staff Evaluation and Development:

- a. Prepare profile of all staff.
- b. Grading them based on their skill.
- c. Arrange different training for weak staff.
- d. Bring development through on job training.

#### Material and Development:

- a. Keep all syllabus and curriculum class wise update.
- b. Gain skill in developing teachers' guide and curriculum for the teachers.
- c. Prepare materials keeping consistency with new subjects and ensure their use.

### **Senior Education Supervisor (SES):**

- The main responsibility is to raise the standard of general and technical education through supervision and implementation of Technology centre, advance basic school, and basic school. The most important of them is to ensure that whether students are benefiting in their practical life what they supposed get through our education and technical skill development.
- The day ABS / BS will be monitored, spend the whole day looking into every aspect of general and technical education and keep them up to date.
- Solve the problems that are identified in the school being monitored and solve them immediately. Those that cannot be resolved must be solved on return to the RTC with the help of senior teachers.
- Take the monitoring format book before going for inspection and use it for the purpose of collecting data.
- On arrival in the basic school, take the attendance of students, check class routine, sitting arrangements according to VEMP group system, method of conducting sessions according to daily lesson plan, following of syllabus and curriculum, implementation of general and technical classes through participatory methods, signs that are left on the walls at the end of the class and proper grading of those, and entry of work samples in the register by the teachers.
- Supervise whether teachers are conducting sessions according to curriculum in the technical classes, arrange technical classes of agrosor -2 and agrosor-3 in separate places and by no means it should in same place and also supervise so that the production class and technical class area not conducted at the same time.
- Senior education supervisor will observe the class first, and find out the problem(s) then rightly demonstrate himself/herself having class in participatory method.
- If there is no raw material in the technical class, ensure that it is being supplied before hand to keep the class operational and whether level of skill of the students is at desired level or not that has to be ensured.
- Make entry of all raw materials of technical class in separate register.
- Ensure through class lessons that all students will get 'A' grade in CEBE, CSLT. Check whether CEBE and CSLT are being taken appropriately and the standard of questions are appropriate. Ensure these through regular cross checking of the grades given to the students.
- Ensure CEBE for all students every month and CSLT every after three months, and ensure that no students are left out. Also ensure whether CSLT is done properly and are based on the work sample.
- Make sure that student can tell the grade they received in the recent examination and encourage improving their grade.
- On the basis of monitoring data, provide on the job training to ABS & BS teachers and bring all teachers together at RTC to provide in-service training to them.
- Ensure so that every teacher complete their lesson plan one month before.

- The day, according to the routine when home to home visits are scheduled, all the students of BS, ABS and all the students of RTC after completing their classes visit home to home working in a groups. On completion of their work, each group shall give entry of their work in the register and the Sr. ES shall ensure that.
- Keep student government, CWC and other programs active and ensure regular entry of their activities in the register.
- Ensure writing of case story through follow up of graduate students according to set target every month and provide cooperation to them.
- In every school, after monitoring, give entry of the collected data in the register and discuss with their principal employee.
- Ensure that through this system of good education and acquiring skill, ensure that student's mentality and expectations for higher earning, first as a advance student and later as graduates prevails. They must be motivated and prepared accordingly.
- Ensure admission of diversified students every quarter according to the target.
- Keep record of collection of Tk. 5.00(Five) from each student as their financial participation and ensure its deposition in the bank.
- Senior education supervisor will send report to SC regularly on all aspects related to general and technical education.
- Senior education supervisor will discuss in the weekly CP meeting at the technology centre all about the collected information.
- Bring all students of BS, ABS and RTC under gender programs.
- Provide special attention to students of agrosor-3 class so that no one gets dropped-out and take steps to qualify them appearing in the final examination.
- Update and preserve all types of documents of general and technical education at RTC.
- Keep all the departments of student government active and cooperate in their work.
- Enroll CWC members in the work and having them enrolled provide all assistance to them in their development works.
- Prepare map, physical location and the distance (mileage) of basic schools, advance basic schools from RTC to know the geographical location.
- Keep the in-coming and out-going register of the schools active and use properly.
- Preserve and ensure supply of all necessary materials for the interest of school and operation.
- Ensure all types of security for trade classes and take necessary measures to avoid any possible accidents.
- Take necessary steps so that all students those who pass Bikash from BS can get admission in ABS and RTC, meaning they can be full cycle graduate.
- Give entry of the findings of the monitoring in the register and later motivate observer to follow up and document new findings in written.
- Senior Education Supervisor shall share experiences of daily monitoring information with all and take necessary arrangement for new steps/actions.
- Add new activities in the lesson plan and prepare lesson plan for next one month on the same day.



## Education Supervisor (ES)

- a. The main responsibility of ES is to ensure effective education, technical education and its implementation, and development of standard of education at the basic school. The most important issue is to see whether the students are getting benefit in their practical life of what they supposed get and ensure them through success indicators. In this respect, follow the indicators and take necessary action along with the teachers.
- b. Plan for guest teachers on monthly basis to monitoring, supervise and support basic schools and get help and cooperation from them.
- c. The day ABS / BS will be monitored, spend the whole day looking into every aspect of general and technical education and keep them up to date.
- d. Take 1 / 2 Guest Teacher Format book before going for inspection and use them.
- e. Solve the problems that are identified in the school being monitored and solve them immediately. Those that cannot be resolved must be solved on return to the RTC with the help of senior teachers.
- f. Admit age appropriate target students in each basic school and ensure 100% attendance of the students in each school.
- g. On arrival in the basic school, take the attendance of students, check class routine, sitting arrangements according to VEMP group system, method of conducting sessions according to daily lesson plan, following of syllabus and curriculum, implementation of general and technical classes through participatory methods, signs that are left on the walls at the end of the class and proper grading of those, and entry of work samples in the register by the teachers.
- h. Monitoring whether lessons are conducting according to technical curriculum in the technical classes. During technical class by no means there will be production class. These must be observed.
- i. Observe the class first, and having identified problem(s) he/she rightly demonstrate himself/herself a participatory manner.
- j. If no raw material is available in the technical class ensure its supply before hand to keep the trade operational. Ensure whether the level of skill that are imparted to students is at desired level or not.
- k. Ensure through lessons in the class that all students get 'A' grade in CEBE, CSLT. Ensure whether CEBE and CSLT are being taken the standard of questions are appropriate, etc. Ensure through regular cross checking of the grades given to the students.
- l. By the end of the last week of the month prepare with the assigned teachers of BS lesson plan for the following month. Ensure that a new activity of participatory classes is added.
- m. Ensure CEBE for all students every month and CSLT every after three months, and ensure that no students are left out. Also ensure whether CSLT is done properly and are based on the work sample.
- n. Make sure that student can tell the grade they received in the recent examination and encourage improving their grade.

- o. Ensure that through this system of good education and acquiring skill, ensure that students' mentality and expectations for higher earning, first as a advance student and later as graduates prevails. They must be motivated and prepared accordingly.
- p. Make arrangement to bring all BS students under gender programs.
- q. The day, according to the routine when home to home visits are scheduled, all the students of BS, ABS and all the students of RTC after completing their classes visit home to home working in a group of 10. On completion of their work, each group shall give entry of their work in the register and the Sr. ES shall ensure that.
- r. Enroll CWC members in the work and having them enrolled provide all assistance to them in their development works.
- s. Prepare map, physical location and the distance (mileage) of basic schools, advance basic schools from RTC to know the geographical location. And steps for enrolling 100% students those who have passed examination from 'bikash' of BS to RTC and agrosor-1 of ABS.
- t. Keep the in-coming and out-going register of each school active and use properly.
- u. Preserve and ensure supply of all necessary materials for the interest of school and operational.
- v. Keep record of the collection of Tk. 5.00 (Five) from each student as their financial participation and ensure its deposition in the bank.
- w. Make arrangement to ensure total security for trade classes.
- x. Take necessary steps so that every student becomes full cycle graduate.
- y. Undertake improvement of physical facilities if BS such as – beatification of houses, renovation of houses with the help of communities, installation of toilet and arrangement for pure drinking water.
- z. Perform duties of ES in Zones established by equal distribution of BS.
- aa. Bring overall development in the education methods in BS through monitoring in the morning hours between 9:00am to 2:00pm and work with the teaching methodology on return to the technology centre in the afternoon.
- bb. Two days in a week work with the student groups of BS on home to home; later on return to the RTC work on the teaching methodology.
- cc. Remain present in the RTC on the day of CP meeting, present the developments undertaken in BS and explain the strategies of work set for the following week.

### **Accountant (Unit)**

- a. Keep every day's cash book update.
- b. Give entry in the ledger book according to the expense heads and keep them up to date.
- c. Send monthly accounts report to the accounts department of service centre.
- d. Prepare employee salary sheet and send salary cheque to the bank every monthly.
- e. Prepare monthly badli (Part time) teacher allowance sheet for and send to service Centre of the administration wing.
- f. Regular banking functions.
- g. Deposit vat, tax through chalan in the bank.

- h. Prepare monthly contingency bill and send to the accounts department of Service Centre for fund requirement.
- i. Check local TA and DA bills.
- j. Give in-coming and out-going entry in the stock register and keep it update.
- k. Entry stationeries register and keep update.
- l. Check stock register of trades and give corrected entries.
- m. Give entry of the asset items of the Units in the Asset Register and keep it update.
- n. At the time of adjustment of the expenses check all expense bills, cash memo, price quotation, work order, and evaluation papers/documents.
- o. Collect sale proceeds of produced trade items and deposit them in the bank.
- p. Assess students wage rate and distribute.
- q. Collection of student's financial participation fees and deposition in the bank.
- r. Give entry in the leave register, keep it update and send monthly leave records to the administration wing.

### **Assistant Teacher (Trade)**

The responsibilities of a Assistant Teacher (trade) are to provide technical education of trades at the technology centre, trade exercise, production and marketing to develop skilled worker. Detail descriptions are given below:

- a. Admit students according to set target in each trade.
- b. Implement trade classes in participatory methods.
- c. Implement classes ensuring all equipments and materials in the technical class.
- d. Prepare lesson plan before taking the class.
- e. Conduct lesson according to curriculum.
- f. At the end of the class grade the work sample and make entry in the register.
- g. Separate learning and production section.
- h. Give separate entry to the goods used in the technical exercise.
- i. Measure the skill of the students at the end of lesson.
- j. Take CSLT after every three months.
- k. Assign separate work to each student and take account of it.
- l. Start short course (s) based on the demand of the locality.
- m. According to target, admit students in the short course after every 3 months.
- n. Evaluate and award certificate at the end of the training course.
- o. Keep income and expenditure accounts properly for the short courses.
- p. Participate in weekly CP meeting.
- q. At the end of the technical session and on completion of short course, involve in production work at TMC.
- r. Help and cooperate graduates in business.
- s. Produce quality products with the graduates at TMC.

## Gender Teacher

- a. A gender teacher will responsible for 10 groups/samities. He / she will be responsible for empowering a total of 300 members taking a minimum of 30 members in each group / samity.
- b. Conduct survey to enroll members for the gender program, and select appropriate members according to the target and form samity with the members.
- c. Prepare Plan, set target and implementation for all the components of the gender program and evaluate them appropriately according to the specified indicators. Undertake implementation, achievement, evaluation and development of all the components on the basis of the set target every quarter.
- d. Highlight gender programs appropriately to communities, various organizations and local government for well acceptance the programs to them.
- e. Provide over all help to organizer gender for successful implementation of unit's gender program.
- f. As a program facilitator he/she will conduct gender sessions in the groups for which he/she is responsible and evaluate sessions using indicators.
- g. Keep regular contact with parents of their assigned samity and inform the parents of all aspects of programs.
- h. Involve group members based on specific target with promising trades and undertake regular follow up and supervision thereby to help them self supported financially.
- i. Organize various workshops, seminars, and exhibition and ensure implementation of those properly.
- j. Keep detail GEI information of every member belonging to the gender program of the Unit. Take steps to develop those members lacking behind (identified through SED analysis) and preserve all these data in the Unit through various formats and in the form of case study and send them to service Centre.
- k. Record and preserve all inform of the programs properly.
- l. Help members to plan for social initiatives and participate regularly for its proper implementation.
- m. Keep document of progress information of enrolled members and implement the activities by selecting advance members as peer leader.
- n. To motivate the guardians of the members, implement the guardian contacts and meetings properly.
- o. Enroll supportive group members, motivate them to implement programs, and provide necessary help and cooperation.
- p. Ensure help and cooperation in implementation of business of members, and in marketing the business assist the use of diary.
- q. Will responsible for all kinds of program related reporting, preparing case-story, documentations, and photography and take responsibility to highlight those in a appropriate manner.
- r. Will be responsible to implement loan program in every facilitator's samity and be responsible for the preservation of files and records.

- s. Implement regularly the activities of school gender program, 'Charon Dal', AGP graduate and advance samity and play an important role in its development.
- t. Implement activities of school gender program, 'Charon Dal', AGP graduate and advance samity regularly. Document those programs regularly for highlighting to others.

Perform properly any other duties / responsibilities as and when assigned by the authority.

### **Program Manager, Gender**

- A. Program Manager is responsible for managing. The PM plays the role in connection of with the entire project related communications and reporting.
- B. Be responsibility as the principal manager in the special programs of the organization.
- C. Play the principal role in fulfilling project related responsibilities towards different organizations and establishments and ensure discharging those responsibilities.
- D. Provide leadership in planning, Implementing and research with respect to project related activities and ensure for the achievement of all the set targets.
- E. Responsible for job performance, achievement of targets and publications of all the staff of the assigned program, and undertake all the responsibilities in this respect.
- F. Contribute to central management of the organization by discharging activities of various committees when included in the coordination secretariat.
- G. Implementation of the assigned projects/programs at the field level – responsible for the preparation of its policy, alters, modify and develop its structure.
- H. Highlight the activities of the project/program at all levels including various organizations, gender, agency, and local government and the community.
- I. Responsible to control expenditures of project/programs (according to budget and other policies), accomplishment of expenditure, and reporting within the time specified.
- J. Responsible to Headquarter for the assigned project/programs and keep them informed with all data according to their need.
- K. Responsible for implementation of one or more components of the project / program and be accountable for all these to Headquarter.
- L. Measure the success/failures of the assigned project/programs, undertake planning and reporting within the designated time and send it to the donors and the Headquarter.
- M. Evaluate specific program / project staff and develop them through training and motivation.

Besides, be responsible for discharging any duties assigned by CMES immediately.

### **Program Organizer, Gender**

- A. Discharge all the functions / responsibilities similar to the Program Manager. In case where PM is present, provide assistance in the discharge of his / her duties and in other case, discharge those responsibilities wholly by himself / herself

- B. Prepare plan and implement gender related activities as a PO of gender department.
- C. As a member of the department and focal point person of a specific component, ensure measurement of the component, its development and expansion.
- D. Discharge duties as a frontline employee in achieving the desired target of the organization and policy implementation and through this motivate and show path to all the Centre and Units level employees.
- E. Analyze report received from the Unit, provide proper instructions/guidelines to Units based analysis and undertake responsibility in all areas of research and documentation are included as the part of the responsibilities of a Program Organizer.
- F. Provide solution to the problems that arise regularly while implementing objectives by innovating appropriate work strategies.
- G. Work as a member of various Taskforces and committees for the greater interest of the organization.
- H. Provide over all help and cooperation to the organization, in some areas, by being a subject matter expert. This may go beyond the boundaries of own department.
- I. Take responsibility for the implementation of all programs of a specified unit as Management Associate and play main role in the management of that unit.
- J. Undertake performance evaluation of the assigned employees of the unit/project/programs and if necessary ensure their development through training.
- K. Responsible for joint monitoring and implementation of the program.
- L. Responsible for the implementation of the projects/programs at field level, prepare policy, change and modify structure and bring development as necessary.
- M. Measure success/failures of the assigned project/programs, undertake planning and report to donor and Headquarter within time frame.

Besides all of these, be responsible for discharging any duties assigned by CMES immediately.

### **Program Assistant, Gender**

1. Provide all out support in the job of the Program Organizer in different program activities and perform responsibilities similar to the Program Organizers in almost in all respect.
2. In their own area of practical work, perform duties / job using the wisdom / talent of a specialist.
3. Perform as PO, with similar responsibilities and approach, all those assigned activities of the relevant department / wings by planning, implementing, research and documentation.
4. Undertake responsibility as Program Assistant for program planning and implementation for his/her own component.
5. Accomplishment of various activities of department such as – report analysis, communication with unit, and give instructions and guidance as necessary.
6. Provide solution to the problems that arise regularly while implementing objectives by innovating appropriate work strategies.
7. Work as a member of various Taskforces and committees for the greater interest of the organization.

8. Take responsibility for the implementation of all programs of a specified unit as Management Associate and play main role in the management of that unit.
9. Responsible for joint monitoring and implementation of specific programs of the unit.

## **Basic School Teacher**

The responsibilities of a Basic School Teacher are to provide general and technical education of basic school, exercise of trades, implementation of production and production related activities. Detail descriptions are given below:

- a. Admit students in the classes of 'Angkur' and 'Bikash' in basic school. While admitting ensure scrutiny of appropriate age and target group.
- b. Ensure 100% student attendance in each school.
- c. Take necessary steps to ensure that drop-out of student do not take place from the school.
- d. Start work according to pre plan schedule by remaining present at the BS by 9:00am in the morning.
- e. Practice every day National Anthem along with basic school songs and relevant subjects in basic school.
- f. Ensure sitting arrangements and teaching materials for general and technical classes before starting the classes.
- g. Divide students in each trade class according to set target.
- h. Divide students equally in each trade.
- i. Conduct session according to lesson plan and implement classes in participatory method.
- j. Ensure availability and use of curriculum of general and technical courses.
- k. Take CEBE of all students monthly and CSLT after every three months.
- l. At the end of the general and technical classes hang the work sample on the walls and give the entry of the grading in the register.
- m. Ensure all practice materials and equipments available in the technical class before the sessions.
- n. Enroll all students in the gender program in basic school.
- o. Make CWC effective.
- p. Involve CWC committee in various programs.
- q. Form workable committee.
- r. Keep all departments of student government active.
- s. Keep student government register up to date.
- t. Implement home to home work and update the register.
- u. Keep basic school campus tidy
- v. Make forestation in the campus.
- w. Participate in weekly CP meeting.
- x. Give entry of all in-coming and out-going materials and keep the register up to date.
- y. Keep up to date all files and records.

## **Basic School Technical Teacher**

The job of a Basic School Technical Teacher is to implement activities inclusive of technical education of basic school, trade exercise, production and marketing. Detail descriptions are given below:

- a. Start work according to pre plan schedule by remaining present at the BS by 9:00am in the morning.
- b. Admit age appropriate target students in 'Angkur' and 'Bikash' in basic school.
- c. Ensure 100% student attendance in each school.
- d. Take necessary steps to ensure that student drop-out do not take place from the school.
- e. Ensure practice of National Anthem along with basic school songs and relevant subjects in basic school.
- f. Divide students properly in each trade according to trade group in each basic school.
- g. Divide students equally in each trade.
- h. Measure students' skills at the end of the session.
- i. Take CSLT after every three months.
- j. Keep trades up to date by collecting and making available all raw materials and equipments before hand for each trade.
- k. Ensure availability and use of course curriculum for technical classes.
- l. Keep the technology register of raw materials up to date and update the register with the amount of raw materials used and the quantity of product produced with the raw materials.
- m. Implement home to home work according to routine.
- n. Keep update home to home work register.
- o. Keep up to date all the registers related to technology(s).
- p. Keep the campus tidy and create green forestation in the campus.
- q. Make CWC effective.
- r. Take general class during absence of a teacher.
- s. Have knowledge of general education curriculum, lesson plan, etc and their use in conducting class.
- t. Daily work at end of the class, sample will be preserved and recorded in the register.

## **Advance Basic School, Head Teacher**

- a. As a Head of the overall management and administration of advance basic school he/she, will implement effective education, technical education, gender education and improvement of their quality.
- b. Supervise attendance of teacher and other staff, student attendance, class routine, sitting arrangements according to group, conducting sessions according to daily lesson plan, following of syllabus and curriculum, Implementation of general and technical



classes through participatory methods, and see whether the teachers are giving entry on various data in the register regularly at the end of the class.

- c. Must observe whether the lesson that are being conducted by the teachers according to technical curriculum in the technology classes. During technical class by no means there will be production class. Two technical classes to be taken in separate places and cannot be done in same place.
- d. If no raw material in the technical class in that case it has to be supplied before hand to keep the trade operational and will have to keep separate account for raw materials of technical class, use separate register.
- e. Ensure students admission in Advance-1, Advance-2 and Advance-3 classes according to age appropriate and set target.
- f. Ensure through class lessons that all students will get 'A' grade in CEBE, CSLT. Check whether CEBE and CSLT are being taken appropriately and the standard of questions are appropriate. Ensure these through regular cross checking of the grades given to the students.
- g. Ensure CEBE for all students monthly and CSLT after every three months. Whether CSLT is done properly or based on the work sample that has to be also ensured.
- h. Make sure that student can tell the grade they received in the recent examination and encourage improving their grade.
- i. A The day, according to the routine when home to home visits are scheduled, all the students of BS, ABS and all the students of RTC after completing their classes visit home to home working in a group of 10. On completion of their work, each group shall give entry of their work in the register.
- j. Keep the student government active.
- k. Cross check the students' evaluation by sampling.
- l. Enroll all the students under gender programs.
- m. Keep up to date all files and records such as – teacher Khata (Student Attendance Register), admission register, survey register, home to home work, student government, CWC, in-coming and out-going stock register etc.
- n. Keep record of collection of Tk. 5.00(Five) from each student as their financial participation and ensure its deposition in the bank.
- o. Become skilled / expert in at least in two trades and conduct class sessions on them.
- p. Up to date notice board, display board, and tools board of advance basic school.
- q. Present various successes and failures of the school while participating in weekly CP meeting at the Technology Centre and having initiate brain storming session with the participants solve the problems through all.
- r. Ensure effective management of office of ABS, its campus, green forestation in the campus, durable and non durable assets of the organization.
- s. Create production environment to increase income of the students and help concerned people to get order and supply products.
- t. After the class, in extra hours he/she will ensure security for production, sale and in technical work of the students.

- u. Be alert in creating higher market of the products by improving the quality and exploring newer markets.
- v. Keep quality of products at standard level by undertaking frequent audit of the raw materials for the Trades.

### **Advance Basic School, Teacher**

The job of a ABS Teacher is to implement the activities of education, technology education, gender education, trade exercise, production, marketing of Advance Basic School. Detail descriptions are given below:

#### **General Education:**

- Admit age appropriate and right target group of 75 and above students in each ABS.
- Ensure 100% attendance of students in the school.
- Take necessary steps to ensure that student drop-out do not take place from the school.
- Implement practice of National Anthem along with basic school songs and relevant subjects according to the routine in the ABS.
- Implement classes in a participatory method (such as presentation, discussion, activity, evaluation and sign).
- Ensure CEBE for all admitted students in the last week of every month.
- According to routine conduct general class by self and implement classes by other staff.
- Ensure workable work-sample at end of the each session/class.
- Help to progress both weak and able students equally in a same manner.

#### **Technical Education:**

- Admit age appropriate target group of right age in each trade class and distribute trades among the students.
- Implement technical class(s) in a participatory method.
- Implement technical classes ensuring availability and equally distributing all types of equipments and materials in the classes.
- Having remaining present in the class the Unit Organizer will take technical classes and ensure attendance of all senior teachers in the technical class.
- Separate learning and production section.
- Keep separate accounts for Technology exercise and raw materials, and production fund and raw materials.
- Implement technical class with assistant teachers in the presence of senior teachers.
- Measure student's skill at the end of every lesson.
- Take CSLT examination after every three months.
- Provide job to each student separately and check them.
- Start new trades

#### Diversified Education:

- Start short course(s) based on the demand of the locality.
- Enroll students after every three months in the short course.
- Evaluate them at the end of the training course.
- Provide certificate after completion the course successfully.
- Keep properly income and expenditure accounts of the course.

#### Technology and Business:

- Procure necessary equipments for each BS, ABS and technical Centre well ahead of time and keep update the trades.
- Keep separate the learning section and the production section.
- Produce products with the skilled graduates in the production program.
- Keep separate all equipments for learning section and production section.
- Implement business according to agreement signed.

#### SEY-WO-SE:

- Implement decentralized business at unit level.
- Help to achieve business target and its expansion.
- Help in market promotion at different areas/localities.
- Provide business target on weekly basis and take account of it.
- Install quality circle and keep it active.

#### CWC:

- Make CWC workable and effective.
- Form workable committee.
- Involve committee in different programs.
- Make arrangements for providing assistance in different activities including student attendance, admission, production of goods, sales, program campaign.
- Arrange CWC workshop(s).

#### Student Government:

- Activate different departments of student government.
- Hold election for student government in the month of January.
- Keep update student government register.

#### Home to Home Work:

- Implement home to home work as per routine.
- Keep update the register of home to home work.

#### Training:

- Participate in CP meeting and develop staff capacity.
- Participate in the refreshers training course.
- Identifying the problems in the CP meeting make necessary steps for solution.
- Identify strong and weak staff.
- Identifying the weak staff in specific trade arrange training accordingly.
- Gradually development of self as a teacher through regular training.

#### Campus, Assets and Development:

- Keep ABS campus neat and clean.
- Grow flowers and arrange flower tubs for beatification of the campus.
- Take proper care and management of all assets, trees and other resources of the campus.
- Keep vigilant eye on boundary along with gate for the security of the campus.
- Plantation for green forestation in the campus.
- Prepare list of old outdated assets and materials and take steps to sell those having approval of SC.
- Renovate ABS school houses with the help of CWC.

#### Staff Evaluation and Development:

- Arrange different training for weak staff to make them skill and capable.
- Bring development through on the job training.

#### Material and Development:

- Keep class wise syllabus and curriculum up to date.
- Gain skill in developing teachers' guide and curriculum for the teachers.
- Prepare materials for the new subjects and ensure its use.

#### Networking:

- Participate in different fairs such as in graduate fair, mobile fair, and in GO & NGOs fair.
- Participate in various workshops.
- Receive training from different organizations and give training to different organizations.
- Highlight CMES to Union and Upozila Parishads and also in different forums.

#### Reporting and Files/records:

- Submit report regularly to SC.
- Keep files and records properly and up to date.
- Preserve all types of memorandums and implement them.
- Follow departmental instructions and implement them.
- Marking the files and records for proper implementation.
- Prepare matrix report every three months and ensure sending it to RTC.

#### Store Management:

- Ensure entry of all in-coming and out-materials in the register.
- Keep the stores tidy.
- Keep the materials orderly in the rack(s) of the store.
- Ensure supply of the materials according to the demand of BS, ABS and technology centres.
- Prepare list of old materials and arrange selling them the team meeting.

#### Expenditure Management:

- Make all expenditures properly.
- Bring transparency in the expenditure.
- Coordinate and involve staff in purchasing.
- Often undertake audit of purchases. – completed corrections

### **Advance Basic School Assistant Teacher**

- a. Will be mainly responsible for the management of various external technical education, its practice and business operations.
- b. Perform various other responsibilities of ABS teacher as and if required.

#### Responsibilities of O-TMC

- O-TMC will keep themselves engaged mainly with production, business and business related technical activities. O-TMC with the assistance of the Technical Assistants will operate profitable business ventures.
- O-TMC will operate business by setting quarterly business targets. The plan will contain monthly and fortnightly break ups and based on which UO will measure progress of O-TMC work against target, supervise them, and provide necessary advice. O-TMC will send one copy of quarterly business plan to UO and another copy to technology department.

- O-TMC will work for exploring market 4 days in a week of which 2 days at Upozila and RTC centered market and the remaining 2 days at district and divisional markets for procuring order for SEY-WO-SE and ensuring. O-TMCs will, at the end of the week, will inform the UO achievement against target.
- O-TMC will undertake decentralized business through CMES graduates (i.e. Partnership business) and in this respect a copy of the will be preserved. In forming partnership due protection will be given to the goal and objectives of CMES and the partners will be given highest cooperation for investing in business.
- Arrange for up-gradation training (2 to 3 every month) for the graduates by analyzing the need.
- Establish linkages with Small Medium Enterprise (SME), Factory and Industries, send graduates for Internship to those organizations and arrange jobs for them.
- List, with mobile number, graduates who are qualified for immediate appointment and those currently involved with jobs; and hang the list on the TMC wall.
- O-TMC will work for expansion of business in volume and high market.
- Fix up a standard price of each of the product produced in SAY-WO-SE following Thumb Rule in this respect Display the price list of each product. Fixed up products price list will be kept with O-TMC.
- O-TMC will utilize trade fund appropriately for business according to the policy of CMES.
- Measurement of target and progress achievement of O-TMC will depend on Four Factors (i.e. Man, Land, Technology and Machine) and in the light of set interaction, and target shall be increased through regular achievement.
- O-TMC will preserve and update all files/records (production raw materials, sale register, and pending information) and accounts of profit regularly.
- O-TMC will send quarterly matrix report at the end of quarter within 7 working days to Quarterly TIG Technical Department.
- O-TMC will maintain 'Graduate data register' to preserve all the data of graduates and quarterly update it.
- O-TMC will undertake production of goods for which order has been placed from the market and they will sign an agreement with SEY-WO-SE graduates. They will also monitor the production and ensure supply on time.
- O-TMC will make agreement with production unit and according to agreement they will supply raw materials.
- According to agreement if goods are not supplied to production unit on time and if the order has been cancelled, they will shoulder the damage from the production unit and this point will be mentioned in the agreement.
- SAY-WO-SE graduates will keep them available so that they can identify and enroll in the register easily and as necessary.
- O-TMC will work for product diversity and to explore new markets for the products.
- During production, quality of each product will be checked and for large scale production there will be Quality Circle Team for ensuring quality.

- Keep regular contact as necessary with technical department of SC, UO, TA, Graduate and Market which will be the most important job of O-TMC.
- Within 3 months, O-TMC will ensure necessary steps to use stored raw materials for production, selling of products produced and recovery of market outstanding.
- Ensure 100% transparency in financial management.

### **Accountant cum Manager (TTRC)**

- a. Keep daily cash book up to date.
- b. Keep ledger book up to date.
- c. Give item wise entry of expenditure in ledger book.
- d. Send monthly demand for expense fund to TTRC.
- e. Send monthly expenditure report to concerned department of SC.
- f. Send staff salary cheque to the bank at the right time.
- g. Give entry of purchased logistics in the register and keep in-coming and out-going up to date.
- h. Give entry of all the furniture and assets of TTRC in the assets register.
- i. Check whether dormitory, light and fan of office and training rooms are in order and get repaired as necessary.
- j. Preserve multi-media projector.
- k. Maintain in-coming and out-going staff registers at TTRC.

### **Master Trainer (TTRC)**

- a. Design yearly training plan.
- b. Design different training programs on the basis of the different kinds / types of training.
- c. Prepare list of responsibilities for pre-training, post-training and during the training.
- d. Undertake pre and post training evaluation.
- e. Evaluate the training.
- f. Prepare training method(s)/modules.
- g. Develop training materials, handout and distribute those on time.
- h. Undertake post training follow up impact and based on that design and plan for the subsequent training.
- i. Submit each training report to higher authority of SC.
- j. Organize training.
- k. Conduct training.
- l. Take necessary preparation for the training.
- m. Prepare training schedule and modules.
- n. Keep the training equipments up to date.
- o. Keep the training and workshop rooms prepared.
- p. Keep the workshop equipments prepared.
- q. Preserve and supply training logistics.
- r. Procure, preserve and supply raw materials for training according to demand.

- s. Take necessary steps to keep training room and dormitory tidy all times.
- t. Make necessary arrangement for cleaning used beds and clothes after the training.
- u. Keep in touch and take care of trainees regularly.
- v. Ensure arrangement for the participants' overnight stay.
- w. Start and finish the training sessions on time.
- x. Preserve data of the trainees in the register.
- y. Keep regular contact with SC.

### **Care Taker cum Night Guard**

- a. Care Taker Cum Night Guard of technology centre and ABSs will ensure of their own work station/spot.
- b. Take care of all assets and materials of the organization.
- c. Keep the campus neat and clean. Regularly clean the grass in the campus, garbage, wastes, etc.
- d. Besides, perform any other duties / responsibilities assigned by the local authority from time to time.

### **Internal Auditor**

- a. Prepare monthly internal audit plan for the Unit and the SC of the organization and implement them. Ensure quality accounting system, determination of appropriateness of expenditures, finding financial irregularities, exposing forgery and misuse of funds according to the financial policy of the organization and decision of the authority and bring it to the notice of the authority.
- b. Ensure quality accounting system, determination of appropriateness of expenditures, finding financial irregularities, exposing forgery and misuse of funds according to the financial policy of the organization and decision of the authority and bring it to the notice of the authority.
- c. Audit of financial files/records and register of the organization such as – cash book, ledger book, voucher, stock register, bank statement, cheque book, cheque control register, bank deposit book, FDR, files/records of procurement, salary sheet, assets register, reports, etc.
- d. Take initiatives for correction the financial irregularities that have been detected during internal audit of the organization and record those in the report.
- e. Facilitate audit program with a view to upgrading / improving internal control mechanism and normal activities of the organization by following financial and employment policies.
- f. Submit internal audit report of the organization to Executive Director.



## Benefits and Allowances for Temporary, Part Time, etc. Staff

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- a. Terms and conditions of employment of Temporary, Part Time Employee, etc shall be mentioned in their appointment letter.
- b. Peer Leaders and Teachers of Basic School, if employed as Temporary employees, shall be eligible for all the benefits mentioned in this Rules with the exception of Earned Leave and Retirement Benefits.
- c. Research Assistants (Irregular), if employed as Temporary employees, shall be eligible for all the benefits mentioned in this Rules with the exception of Retirement Benefits and leave related issues.
- d. Festival Allowance, Annual Salary increase shall not be applicable for Research Assistants (Irregular)
- e. Research Assistants (Irregular) shall only be eligible for Casual Leave under section 6.2 of this Rule.

## Centre for Mass Education in Science (CMES)

### Personnel Acquisition Form

1. Location of the Position. :

Program / Department / Wing / Unit :
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2. Description of the position.

Position Title:		Job Description Attached <input type="checkbox"/> YES <input type="checkbox"/> NO
Type of Employee: <input type="checkbox"/> Regular <input type="checkbox"/> Project <input type="checkbox"/> Badli <input type="checkbox"/> Contract Basis <input type="checkbox"/> Part Time		
Salary Scale: Grade No:	Basic Pay :	
No of Positions required:	Female:	Male:
Work Station :	When required :	
Salary Payment Account / Head: <input type="checkbox"/> Project <input type="checkbox"/> Program <input type="checkbox"/> Main Salary Account <input type="checkbox"/> Others		

3. Qualification and Experience:

Educational Qualification:
Professional Qualification:
Experience (if required):
Lowest and Highest Age :

4. Justifications for the proposed position – Brief proposal by the proposing officer.

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5.1 Description of approval

Name and designation of proposing officer:	Signature of the proposing officer
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5.2 Comments by the Accounts

	Signature with Name & designation
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5.3 Comments by HRD Wing

	Signature with Name & designation
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5.4 Comments by Executive Director

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Signature of the Executive Director
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## **Recruitment Procedure for Badli Teacher (BT)**

### **Basic School, Advance Basic School & Rural Technology Centre (Part Time)**

#### **Basic School**

##### **Preparation of Panel (BS):**

- a. Each Unit shall be divided into 4 Zones.
- b. For the employment of Badli Teachers from each Zone, application shall be received through local advertisement.
- c. Unit Organizer shall arrange to hold interview on the basis of applications received and prepare a panel and all Badli Teacher/staff recruitment process will be completed and approved.
- d. Unit Organizer shall arrange a 7 days training with the help of Senior Teachers of the Rural Technology Centre for the applicants included in the panel.

##### **Employment and Allowances for Badli Teacher:**

- a. If a teacher of Basic School takes leave, resigns or remains absent for some time, the Unit Organizer shall appoint a Badli Teacher by taking an application from the list of BT from among the approved panel and by filling up form for appointment as BT.
- b. A copy of the appointment letter of BT shall be given to the BT and another copy shall be maintained in the official file at the Technology Centre.
- c. The BT shall be paid a fixed amount per day for every working day.
- d. The Unit shall, by the first week of every month, send a Badli allowance demand sheet list of BT employee by Badli School to the Administration at Service Centre. The Administration Wing shall verify the list and give entry in the corrected salary register.
- e. The Accounts Wing shall according entry in the register, send Demand Draft (DD) for the monthly salary of the previous month.

##### **Regularization of Badli Teacher:**

- a. If BT from the BT panel, continuously works satisfactorily for 3 (Three) months or works for 5 (Five) months as Part Time, and if the post is vacant, the Unit Organizer may send the bio-data by verifying the skill along with his / her recommendations the Administration at the Service Centre.
- b. The authority at the Service Centre, after verifying the application and recommendations, shall consider him / her as (Permanent) Teacher.

#### **Advance Basic School and Rural Technology Centre (ABS and RTC)**

- a. For recruitment of BT, bio-data shall be collected through locally advertising. A Badli Teacher shall be at least HSC passed. In this respect, students from the science division shall be given preference.
- b. Experience in teaching shall be given preference and must be capable of teaching Bengali, Mathematics (Arithmetic and Geometry), English and Social Science in Class III to Class VIII. In this respect the candidates must take a written examination and teaching strategy.
- c. In order to contact in short time, candidates from around the ABS / RTC shall be given preference.

- d. A program shall only be directed by a Badli Teacher when a Teacher remains outside program for the whole day.
- e. The appointed teacher shall be given introductory training and monthly retraining / refreshers training. Besides, whenever he / she is in need for understanding / knowing some issue / subject, he / she must seek it from the Technology Center or take assistance from there.
- f. A day before a particular teacher separates from teaching program must handover his / her duties (progress in syllabus, subject based teaching materials, etc.) and keep a written document for it. At the time of return and joining of the regular teacher taking over in the similar manner shall be done from the Badli Teacher.
- g. The Badli Teacher shall be paid a fixed amount per day for every working day.
- h. The Unit shall, by the first week of every month, send a list of BT employed by Badli School to the Administration at Service Centre. The Administration Wing shall verify the list and give entry in the corrected salary register.

### **Adolescent Girls Program:**

- a. For recruitment of BT, bio-data shall be collected through locally advertising. A Badli Teacher shall be at least HSC passed.
- b. Unit Organizer shall arrange to hold interview on the basis of applications received and prepare a panel and all Badli Teacher/staff recruitment process will be completed and approved.
- c. The applicant, after being appointed by the Unit, shall be given training under the supervision of Organizer Gander.
- d. The Badli Teacher shall be paid a fixed amount per day for every working day.

## Declaration of Confidentiality and Secrecy

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I \_\_\_\_\_ (Name) \_\_\_\_\_, do hereby declare that  
\_\_\_\_\_ (Designation) \_\_\_\_\_, of CMES, shall discharge any / all of my duties and  
responsibilities assigned to me sincerely, honestly and to the best of my wisdom, abilities and skill.

I also declare that I shall not exchange and allow to exchange, any information on the activities of  
CMES to any person having no connections / association with CMES programs activities without  
the explicit permission of the authorities, and allow those / any persons to examine analyze any  
files / document , books, deeds preserved at CMES or having jurisdiction of CMES.

Signature of the witness: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

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

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

## Centre for Mass Education in Science (CMES)

### Employee Performance Appraisal Form

Period of Appraisal: \_\_\_\_\_ From (Date) \_\_\_\_\_ To (Date) \_\_\_\_\_

Unit \_\_\_\_\_

Service Centre: \_\_\_\_\_

Grade (Give (√) mark on the basis of points earned)

A+	80 - 100	- Exceptional	<input type="checkbox"/>
A	60 - 79	- Very Good	<input type="checkbox"/>
B	51 - 59	- Good	<input type="checkbox"/>
C	41 - 50	- Satisfactory	<input type="checkbox"/>
D	33 - 40	- Not satisfactory	<input type="checkbox"/>

#### 1. General Information:

a. Name of the employee: .....

b. Designation: .....

c. Present duty station: .....

d. Date of joining the service: .....

#### 2. Actual Result of the employee performance

Head of the Unit / Department / Wing shall record 5 important responsibilities in consultation with the employee and allocate points.		Total Point	Point Earned	Reasons / justifications in favour of evaluation.
1		10		
2		10		
3		10		
4		10		
5		10		
Total		50		

### 3. Employee's professional skill, personal qualities and values:

		Put tic mark (✓) on the point earned				
1	Employee's profession skill: Possess clear understanding of the relevant job and expected knowledge.	1	2	3	4	5
2	Quality of work performed: Ability to complete assigned responsibility in time in right manner.	1	2	3	4	5
3	Obedience: Have knowledge of the rules, regulations of the organization and abide by it.	1	2	3	4	5
4	Honesty and Integrity : In relevant assignments and financial transactions	1	2	3	4	5
5	Leadership and capacity to apply: Ability to motivate colleagues and achieve target.	1	2	3	4	5
6	Gender Awareness: Practice and belief in the complementary role of men-women in achieving the objective of the organization.	1	2	3	4	5
7	Behavior towards the students / colleagues / subordinates: Dealing and Expression of behavior with the students / colleagues / subordinates.	1	2	3	4	5
8	Timely arrival and stay in office: Employees Timely arrival and stay in office.	1	2	3	4	5
9	Skill in decision making: Ability to take decision after overall analysis in the discharging duties.	1	2	3	4	5
10	Timely reporting: Reporting at the right time and place as the appropriate responsibility.	1	2	3	4	5
Total Points: 50		Points earned				

**Evaluator:**

Name:

Designation:

Signature:

Date:

**Evaluated Employee:**

Name:

Signature:

Date:

### **Directions / Instruction for Performance Appraisal Form**

Anyone evaluating the performance of employees, he / she must read the instruction properly and take help of instruction. Period for Annual evaluation shall be one year from November of the previous year to October of the following year. Do not evaluate an employee based on assumptions. Do not be influenced by emotions. Appraise the employee only on the basis of the tasks completed during the period of appraisal. Give due importance to the employees work and responsibilities. Appraise the regular and probationer employee using the same process / system.

Following directions provided that needs to be considered in filling the employee appraisal form.

1. General Information: Appraisal form must contain the right name of the employee, designation, date of joining the service, present work station, etc.
2. Employee responsibility and actual result from work: Before appraising the performance of an employee, identify / decide on 5 (five) important responsibilities from among the employee's duties and responsibilities in consultation with the employee and record them in the appraisal form. Distribute points after evaluating each responsibility. A total of 50 points shall be distributed on employee's responsibilities. After assessing the employee's work skill, evaluate the performance of the employee. Show justification for the points allocated. State clearly whether the assigned responsibilities have been totally or partially achieved or have not been achieved at all.
3. Employee's profession skill, personal qualities and values: In filling this part of the form it should be remembered that professional skill, personal qualities and values are not issues of measurement. In evaluating the employee appropriately, employee needs to be observed deeply. While evaluating in this part, put tick mark on the allocated points of every issue and add them together and record them. In this respect give points in the format mentioned below.



### Form for evaluating Professional skill, Personal Qualities and Values

Sl.	Grade Number	Not Satisfactory 1	Satisfactory 2	Good 3	Very Good 4	Exceptional 5
1	Employee's profession skill	Very little knowledge of the job. Cannot perform even with directions.	Very little knowledge of the job. But can perform with directions.	Has sufficient knowledge of the job but requires directions sometimes.	Has sufficient knowledge of the job and finishes job within time.	According to the position, has complete knowledge of the job and finishes job with skill and by taking ownership.
2	Quality of work performed	Mostly makes mistake in performing job and cannot complete the job in time.	Quality of work performed is medium and cannot complete the job in time.	Mostly performs quality work but at times makes mistake.	Quality of work is good and completes the work in time.	Quality of work is good finishes job with skill and by taking ownership.
3	Obedience	Have no knowledge of the rules, regulations of the organization and does not abide by it.	Have knowledge of the rules, regulations of the organization but has apathy in following them.	Have knowledge of the rules, regulations of the organization but has apathy in following them appropriately.	Have adequate knowledge of the rules, regulations of the organization and tries to following them	Have very good knowledge of the rules, regulations of the organization and always endeavors to follow them.
4	Honesty and Integrity	Lack of honesty and integrity	Employee has honesty and integrity but cannot always be relied upon.	Employee has honesty and integrity and can be relied upon.	Employee has honesty and integrity and can be relied upon in every respect.	Employee is very honesty and has integrity and can be relied upon in any respect.
5	Leadership	Cannot motivate colleagues and get work done.	Tries to enforce control but cannot complete the job in time.	Can motivate colleague time to time and succeed.	Can motivate and guide and succeed.	Can appropriately motivate colleague with skill and reach target.
6	Gender Awareness	Indifferent to complementary role of men-women, shows disrespectful behavior.	Does not believe in participation of both sexes. But, does misbehave with others.	Believe in participation of male and female. But, sometimes expresses its negativity through language and behavior.	Believer in complementary role of both sexes and generally normal and good behavior is shown.	Believer in complementary role of both sexes and in his own behavior and, actions expresses this and practices it and motivates others in practicing it.
7	Behavior towards the students / colleagues / subordinates	Behaves badly with the students and colleagues.	Sometimes shows disrespectful behavior with the students and colleagues.	At times shows disrespectful behavior with the students and colleagues.	Always shows respectful behavior with the students and colleagues.	Always shows respectful behavior with the students and colleagues and motivates others to do so.

8	Timely arrival and stay in office	Most of the days the employee arrives late in the office and does not stay in the workplace.	At times the employee arrives late in the office and at times does not stay in the workplace.	Employee arrives in the office in time and sometimes does not stay in the workplace.	Employee arrives in the office in time and stays in the workplace.	Employees always arrives office in time and effectively stays in the office and depart late.
9	Skill in decision making	Employee cannot make decision in any work.	Takes late decision and suffers from indecision.	Usually, in most circumstances can take decision.	Can take right decision in all circumstances.	Can take best decision at the appropriate time in all circumstances.
10	Timely reporting	Employee does not give his work report at the right time.	Employee sometimes gives his work report at the appropriate time. But, Senior Officers needs to give remainder.	Employee gives his work report timely at the appropriate place. But, there are some omissions.	Employee gives his work report at the right time.	Employee gives his work report at the appropriate time and accurately.

## Centre for Mass Education in Science (CMES)

### Salary Structure for the Positions in Service Centre

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Serial	Position Title	Salary Range	Rate of annual salary increase
1	ED	65,000 – 80,000	A minimum of 5% of the consolidated salary
2	DPC / DGM	35,000 – 50,000	"
3	SPM	30, 000 – 37,000	"
4	PM	20,000 – 35,000	"
5	SPO	18,000 – 30,000	"
6	PO	16,000 – 25,000	"
7	PA	14,000 – 22,000	"
8	Driver	14,000 – 22,000	"
9	General Assistant	8,500 – 15,000	"

### Salary Structure for the Positions in Unit Level

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Serial	Position Title	Salary Range	Rate of annual salary increase
1	UO	17,000 – 22,000	A minimum of 5% of the consolidated salary
2	ST, A/C, OT,SES, OG	12,500 – 18,000	"
3	GT, ABS-HT	10, 000 – 14,000	"
4	ABST, AT, CO	6,000 – 10,000	"
5	ES	4,500 – 6,500	"
6	CT/NA(RTC)	4,500 – 6,500	"
7	CT/NA(ABS)	2,200 – 3,000	"
8	BST	2,000 – 2,800	"
9	PL	1,600 – 2,500	"

**Centre for Mass Education in Science (CMES)****Unit:** \_\_\_\_\_**Project Name:** \_\_\_\_\_**Date:** \_\_\_\_\_**Release Order**

1. Reasons for request for Release Order: \_\_\_\_\_
2. Employee Data: Name of the employee: \_\_\_\_\_  
 Designation: \_\_\_\_\_ Unit: \_\_\_\_\_  
 Date of joining service: \_\_\_\_\_ Date of joining present Unit: \_\_\_\_\_
3. Dismissal / Release related Data : Date of Submission of request for Release: \_\_\_\_\_  
 Effective date of Release / Dismissal: \_\_\_\_\_. Date of Last Working day: \_\_\_\_\_
4. Salary / Benefit related data:  
 He/she received salary / benefit till the month of \_\_\_\_\_.  
 His / Her gross salary on the last working was \_\_\_\_\_  
 In the TA/DA account due amount is: \_\_\_\_\_
5. Data on any salary drawn against Earned Leave during employment: \_\_\_\_\_
6. Data on annual increment received in the current year: \_\_\_\_\_
7. Data on Advance received: \_\_\_\_\_
8. Data on money due: \_\_\_\_\_
9. Leave related data (Updated data in this unit):

Year	Total taken CL	Total taken EL	Taken leave without pay	Maternity / Paternity leave	Taken leave without approval

## 10. Service information in various units

Sl. No.	Name of units	Year (Date _____ to _____)

## 11. Other (if any):

Accountant	Receiver of Release Order	Unit Organizer
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____