

# HR

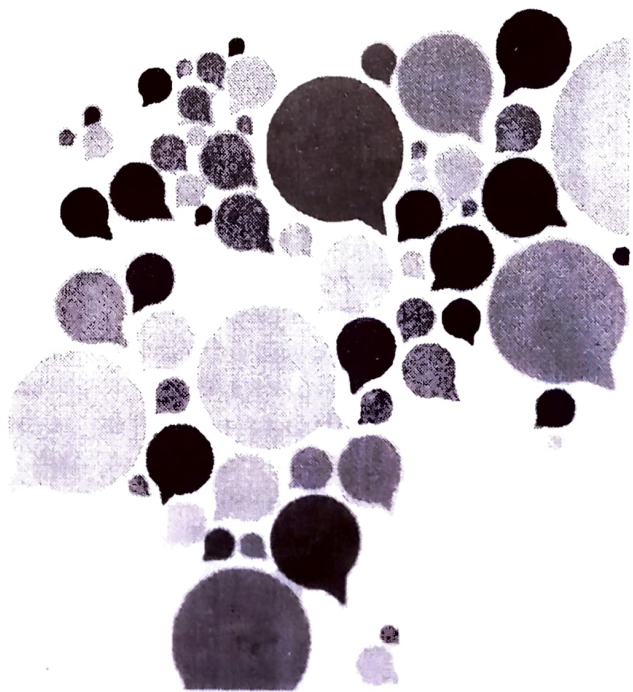
# Key

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HR

Policy



## 1- INTRODUCTION

SARVHITKARI SEVASHARM came into existence in the late 80's as a brainchild when a few activists in Gorakhpur district of eastern Uttar Pradesh came in contact with a socially marginalized, under privileged and deprived community named TAUNGYAs. The taungya cultivators whom we could call the inhabitants of certain forests located in east Uttar Pradesh for eighty odd years, generations of these cultivators have been rendering forestation services to the colonial and post colonial forest authorities .During the tenure of tree-establishment work, the cultivators were permitted to raise food crops in the three meters wide strips between the rows of planted seedlings. This permission was the only major advantage which the workers gained in lwei of their hard labor

After more than eighty years these workers were being driven away from the very jungles that they have raised and nurtured. They were being denied ownership right over the tiny plots of land that they are occupying since the 1980's (when the taungya scheme was closed down) on the specious argument that it encroaches upon the forest land. The taungya workers are the most pauperized lot of human beings in this part of the country. Dislodging them from their present occupation and residence would only turn them into ecological refugees. Considering the current environmental concern; this would be the ugliest treatment to the individuals knowing the art of tree establishment so dexterously. Therefore the case of maltreatment to the taungya workers not only linked up with the ideological conflict between the survival and the luxury sectors but it also exposed the belligerent attitude of the authorities towards those individuals and workers who made the world more livable through their unsung sacrifices

The community of taungya workers in Eastern part of Uttar Pradesh, districts of Gorakhpur and Maharajganj presented a very plain example of the exploitation at hands of vestigial evil of feudalistic management and the bourgeois thought .The tear filled eyes of the poverty-stricken taungya workers were waiting for a space beyond the bourgeois radicalism.

After going through the ground realities and assessment of their status the need to take up the issue to the masses and to make them enable to fight for their rights was felt. Thus SARVHITKARI SEVASHARM was formed in 1998 and it took up the issue of the taungya community for their revival and to facilitate realization of their entitlements, like employment, education, food, health, nutrition, water and sanitation etc. We succeeded in getting them mobilized and the structure of an organization at the community level was formulated. The community raised their voice at different forums democratically and demanded for their entitlements. A society named VANTAUNGYA VIKAS SAMITI was formed and SARVHITKARI SEVASHARM facilitated them to raise their demands at the hon. High Court Allahabad in

the year 1997. The voice was heard and the state High Court interfered through an order to stay the eviction of tangya community till further order on October 28 1997. It was a relief for the community fighting for their survival. In the year 2006 the parliament approved a bill Working with the tangya community and experiencing the equations and dynamics of the rural areas and the socially deprived communities broadened our vision and SARVHITKARI SEVASHARM undertook other issues like Disabled, Persons in special need, safe motherhood, women and child health, revival of the traditional practices, promoting horticulture, health and nutrition with a holistic approach. The organization has Launched Special Advocacy Campaign for Disabled and issue of migration. SARVHITKARI SEVASHARM also stood by the existing system as a stake holder enabling them to execute their programs with optimum efficiency. It also lend participation on the sensitization and awareness programs .As this part of the state is a flood prone area this was also one of our major concerns and SARVHITKARI SEVASHARM is working on the issue in some areas with a target to expand services as per the available resources.

### 1- VISION AND MISSION

SARVHITKARI SEVASHARM's vision is Development of community, Irrespective of caste, creed or religion, for an empowered human society. The mission is to Establish an empowered and thoughtful community having a clear understanding of holistic development and social & economic equity for all.

To achieve the vision and mission of the organization, SARVHITKARI SEVASHARM has following objectives, which leads to community empowerment, focusing Tangiya community. The objectives are:

- Sustainable development in all sectors (primary health, primary education, agriculture, human rights, livelihood and gender justice).
- An empowered community which develops their own development plans and ensures the services/ entitlements to under privileged, deprived and marginalized community members.

### 2- PROGRAM STRATEGY

Strategy to achieve the objectives of the organization is to involve community at all stages, while implementing programs/ projects. Organization believes that before initiating any activity for the community, it is very important to collect their views and incorporate their suggestion in the implementation of program/ project activities. Decentralizing the power and authority is the key to success for SARVHITKARI SEVASHARM. The organization has strength to carry out:

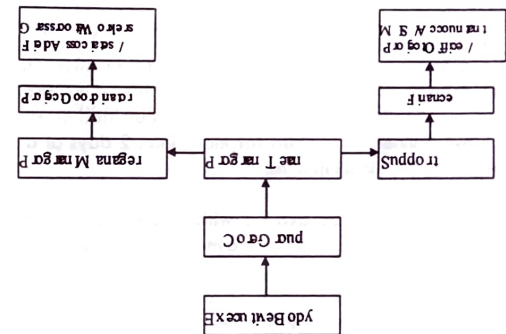
- ◆ Need Analysis
- ◆ Stakeholder Analysis
- ◆ Developing Community Based Organizations
- ◆ Organization building and community empowerment
- ◆ Rehabilitation and revival of the traditional practices
- ◆ Identification of stakeholders and linkages
- ◆ Promotion of replicable models and their extension strategies

### 3. HUMAN RESOURCE

With orientation of our Vision and Mission we need Human Resource to implement our strategy. Since inception of our organization we treat our Members, Activists, Volunteers, Supporters and working Personals as our family. Special privilege to Disables and Persons in special need always prevails in our policy. The organization gives priority to old staff according to their ability and experience.

### 4. ORGANISATIONAL STRUCTURE (ORGANOGRAM) :

#### ORGANOGRAM



### 5. PROCEDURE OF RECRUITMENT

The responsibility for recruitment of personals at various levels has been given to the core council. According to the need and Job responsibility the core council invites application for each profile. After screening of the applications the candidates are being called, interview/examined and selected for the job and appointed. Special preference to disabled, persons in special need and weaker section is always considered in the process.

### 6. JOB RESPONSIBILITY

Each every individual personnel will be provided with a job description along with the appointment letter.

## 7. BENEFITS

### (a) Lodging

For outstation staffs there are arrangements of free lodging at our project office.

### (b) Mess

'Sarvhitkari Sevashram' provides mess facility at its project office on a no profit no loss basis.

### (c) Vehicle

Vehicles have been provided to the field staff according to availability and budgetary provisions in the respective project. Organization reimburses the fuel charges and minor maintenance towards the use of personal vehicles for operation assignments.

### (d) Travel Allowances

Travel cost regarding official/project operations will be reimbursed 'as on actual'.

(e) Incentive and increments shall be offered to the workers according to their performance and tenure of work.

## 8. LEAVE

A list of General Holidays shall be published every year and besides the above holidays following leaves will be granted;

### (a) Casual leave: (number of days - 12)

This leave can be availed without prior application, but proper information to the concerned in charge shall be necessary and a proper application for the leave must be submitted after returning. This leave cannot be availed for more than 2 days at a time and more than 6 days in six months.

### (b) Medical leave: (maximum 7 days)

This leave may also be availed without prior application but the personnel shall be allowed to use a maximum of 3 days at a time.

### (c) Maternity leave:

Female workers shall be allowed a maternity leave of 30 days with pay but this leave shall be granted only once in three years and maximum for 2 issues. No women can be terminated from the job during her maternity period on any basis.

### (d) Compensatory leave:

In case any staff is involved with activities of the organization during holidays he/she will be entitled to avail compensatory leave.

## 9. DISCIPLINE

Negligence of duty shall be considered as main misconduct and some other activities will be base for disciplinary action which are as under -

- (a) Any harm to co-worker due to personal rivalry,
- (b) Theft,
- (c) Any kind of criminal act,
- (d) Harassment of co-workers,

- (e) Any discriminating act based on religion, caste, creed or gender,
- (f) Any act which shall make a negative effect on the reputation of the organization.

## 10. DISCIPLINARY ACTION

Following steps shall be followed regarding any disciplinary action -

- (a) Gather information's
- (b) Details of disciplinary problem
- (c) Warning
- (d) Demotion
- (e) Withholding of increment or salaries
- (f) Suspension
- (g) Termination.

on the recommendation of the core council the Governing Board shall choose among alternate penalties which will be applied along with a proper follow up.

## 11. END OF SERVICE TERMS

Normally, both the parties (organization and worker) will provide one month notice before dissolving existing service terms. In case of failure by either of the parties, one month's salary has to be provided to the other party. This norm will not be applied in case when any project comes to an end as per its schedule or any other cause whatsoever. Whenever any worker leaves the organization he/she must return all the items of the organization before asking for No Dues Certificate.

## Vision

Development of community, irrespective of caste, creed or religion for an empowered human society

## Mission

To establish an empowered, thoughtful and inclusive community having a clear understanding of religious development and social & economic equity for all



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