

2020

APSWDP HUMAN RESOURCE (HR) POLICY



**Association of Professional Workers and
Development Practitioners (APSWDP)**

Registered under Section XXI of the Society Registration Act, 1860



Association of Professional Social Workers &
Development Practitioners

ESTD. 2014

Promoting Social Work Education for Sustainable Development

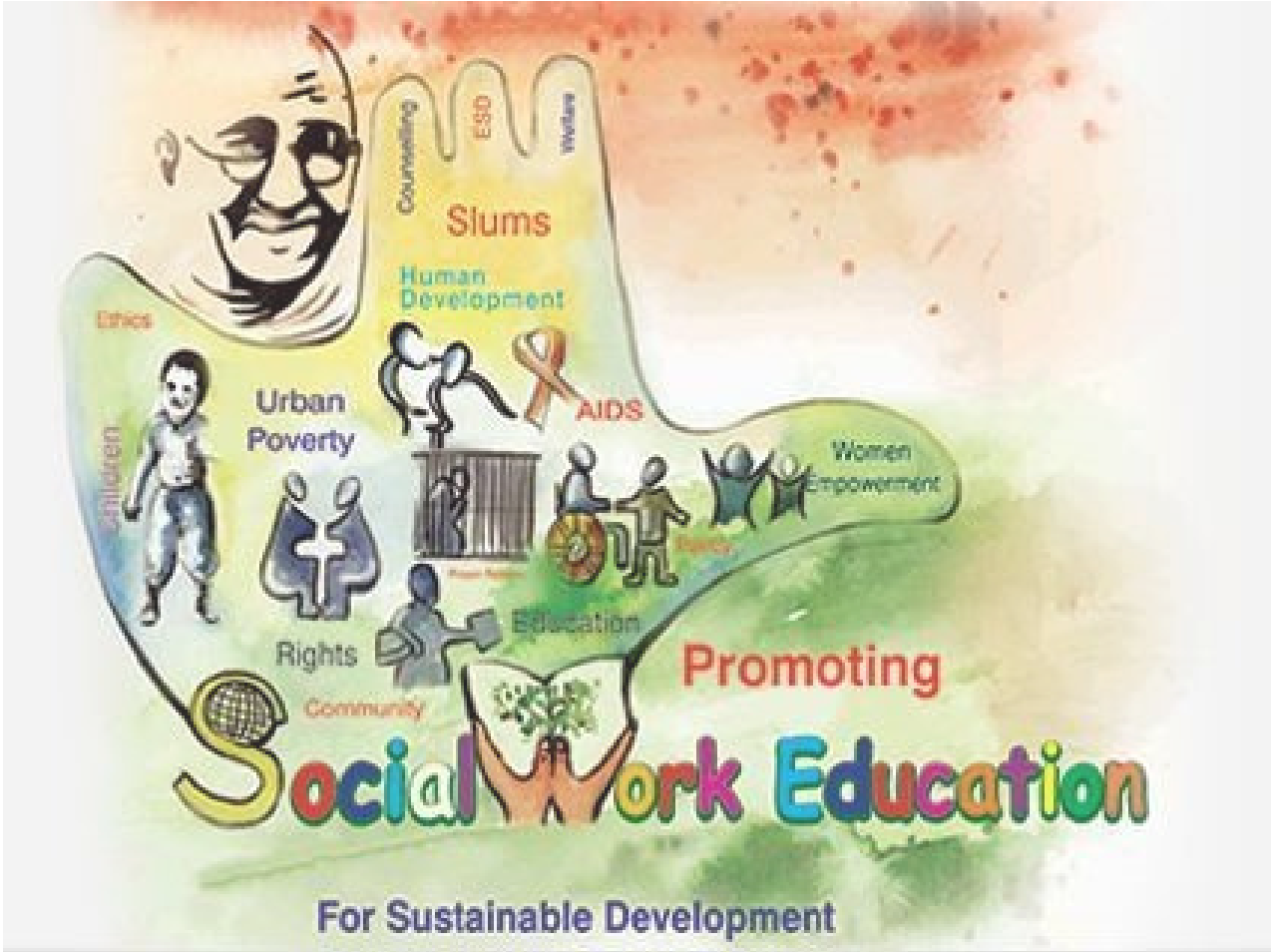


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Introduction to APSWDP

BACKGROUND

Association of Professional Social Workers & Development Practitioners (APSWDP) is a registered, not-for-profit, professional, membership-based organization of professional social workers and development practitioners working in various social welfare domain across the country. APSWDP has been conferred Special Consultative Status with Economic and Social Council (ECOSOC) and affiliation with the Department of Global Communication (DGC) of United Nations since 2019. APSWDP also addresses social issues like poverty, livelihood, health, environment, education, water & sanitation, unemployment, disease control program, urbanization, youth issues of de-addiction, and others, which have covered the whole gamut of government, development agencies, and academic institutions.

Since the influx of specialization and expertise has increased over the current decade in the country among implementation agencies, then the requirement of trained social work professionals and practitioners is indeed a factual requirement. The association focuses on creating a countrywide and global network of dedicated social work professionals and development practitioners from remote geographical rural areas, to discuss, debate, and develop a key framework on evidence & practice-based interventions, methods.

The focus will be to enable social workers and development practitioners all around the globe to share their ideas and work on various development issues. APSWDP also offers a platform to youth leaders, scholars/researchers with striving passion to participate in bringing reformation through correctional measures in existing policies.

GENESIS

Association of Professional Social Workers & Development Practitioners (APSWDP) was conceived initially by a group of professional social workers working in development sectors led by Mr. Vivek Trivedi, a development practitioner, and a UNESCO youth representative. It primarily started with a popular online social forum 'Alliance of Social Work & Development Practitioners' on the occasion of 65th Republic Day 2014 i.e. 26th January 2014. The forum productively stretched to BSW and MSW learners of Indira Gandhi National Open University (IGNOU) with support from Regional Centre Chandigarh. An orientation programme-cum-workshop was jointly organized by the Forum coinciding World Social Work Day 2014 on 29th March 2014 at IGNOU Regional Center. It was felt during the workshop that the forum must be taken to a next higher level by attaining legal status. On 1st December 2014, World AIDS Day, the online forum received its legal status as an association under the Society Registration Act 1860 as 'Association of Professional Social Workers & Development Practitioners (APSWDP)'.

AFFILIATION

Association of Professional Social Workers & Development Practitioners (APSWDP) is affiliated and registered with National Institution for Transforming India (NITI) Aayog Former Planning Commission of India and European Commission under research and innovation.

APSWDP has also been conferred Special Consultative Status under the Economic and Social Council (ECOSOC) and associated with the Department of Global Communication (DGC) and Non-Government Liaison Service (NGLS) on United Nations since 2019. In 2021, APSWDP got Affiliate Membership of the International Association of Schools of Social Work (IASSW).

MANDATE

IDENTITY

APSWDP is a non-government, not-for-profit, registered country-wide professional association of social work and development practitioners with a vision to strengthen Social Work Education and Profession in the development sector. APSWDP construe that working in association with diverse stakeholders is a key to achieve the vision. Our genesis as an association will assist us to focus on forming a robust, reverential, and germane vision that will strengthen our mission, objectives, and relationships with the social work practitioners, under-privileged, most disadvantaged, and vulnerable communities. This relationship will further boost our mandate, assert our practice-based learning at the grass-roots level to eloquent and publicize evolved models, practices, and methods to build capacity, empower, and to build leadership qualities among the masses for the attainment of Sustainable Human Development.

VISION

To be a state of art inclusive network of professional social workers and development practitioners, APSWDP will showcase a noteworthy role in the promotion of social work education, and evolving practice-based methods, approaches, skills, and ethics through social innovation, proven models, and vibrant social leadership.

MISSION

To achieve the vision of APSWDP, our mission is to work in proximity with togetherness, unlocking the inherent potential and building a sustainable network of professional social work and development practitioners by way of promoting social work profession to rural and urban-underprivileged youth, mid-aged to undertake the flagship of development, understand the global trend, be a partner and agent of social change at local stratum.

PURPOSE

APSWDP works to build a strong network of social work and development practitioners, where all the members can partner, express their professional views, discuss to work for change in social, welfare, development policies, implementation practices, models of innovations, social values, principles and ethics to warrant inclusive development.

VALUES

- Understanding differing ethnic and cultural patterns, as well as the capacity to engage in ethnic-gender and age-sensitive practice.
- Respecting and Welcoming.
- Committed to disperse social work and developmental leadership at bottom of the pyramid.

PRINCIPLES OF APSWDP

1. Work in partnership, the team with brotherhood
2. Commitment to Vision, Mission, and Values
3. Solidarity with poor, marginalized and vulnerable
4. Gender respecting and sensitive to specially-abled
5. Respecting human, women, and child rights
6. Cross-cultural relationship across all social affiliation
7. Working across a diversity of language, religions, ethnicity, geographical area
8. Committed to being goal-driven, outcome-oriented, and honest to work approach in bringing visible social
9. Committed to building a social-economic equilibrium and sustainable social development
10. Work for global peace, resolving social conflict, and a better tomorrow.

OUR AIMS

The key aims of the Association of Professional Social Workers and Development Practitioners are:

1. To promote social work and social development as a profession through national, regional & international cooperation and Network.
2. To strengthen professional values, ethics, standards, and professional relationship with the employing organizations.
3. To support social organizations, community-based organizations for the promotion of professionally educated and trained social workers participation in planning, formulation of policies, social work training, monitoring & evaluation
4. To strengthen the values of great Indian reformers into social work education and profession.
5. To bridge between the Professional Social Work organizations and Development agencies also including the faith-based & Cultural organizations.

KEY OBJECTIVES

The key broader objectives of the Association of Professional Social Workers and Development Practitioners are:

1. Work for developing cooperation between Professional Social workers in the Country.
2. Organizing workshops, conferences, social work forums, exposure visits, researches, field projects for the promotion and expansion of Professional Social Work.
3. Work for building relationships between local Social Work organizations & their members to International organizations and bodies.
4. Engaging with political leaders, researchers, corporate icons, technologists in the country with the view to fostering cooperation among Professional Social Worker & international issues, including UN organizations.
5. Focus on strengthening relationships with professional Social Work organizations with SAARC countries with the view to provide impetus on regional development.
6. Establish a working relationship between social work scholars, statesman administrators, and corporate leaders in the country.
7. Undertake-focused area-based studies targeting international social issues with respect to the Indian context.
8. Work for innovative development models through Public-Private Partnership in the Social Work profession.
9. Develop a think tank of Social work professionals so that this can provide solutions & action plans to complex social issues of national importance to national, state, and local government.
10. Examine the social work curriculum taught by the universities from the perspective of a professional career with a view to improving the credibility of the Social Work Profession.
11. Develop statistical tools and evidence-based indicators pertaining to human development.

HUMAN RESOURCE (HR) POLICY

I. AIMS AND OBJECTIVES

This Human Resources Policy aims to give employees of the Association of Professional Social Workers and Development Practitioners (APSWDP) a clear communication of its policies and procedures concerning its Administrative, Management mechanism, and Human Resources guidelines. This policy was formulated to cover and shall be implemented to employees at all levels regardless of rank, level, and status of employment, except for some policies with specifically stated coverage. Policies are needed to set standard guidelines for all employees to have a uniform understanding and harmony in the workplace. The organization believes that fair and just policies and implementation thereof are due to all employees. As such, all employees and officers are called upon to practice fairness in all their official dealings and in carrying out their functions based on these policies and procedures.

If there is non-implementation or neglect of its appropriate and proper implementation, employees have the right to bring such breach to the Administration, Management of APSWDP, and Governing Body if required. Policies can be changed or modified for some reason, but should be disseminated to all employees prior to implementation. In some cases, policies can be susceptible to different interpretations by employees. However, the Human Resource Head shall have the responsibility, to guide and give appropriate interpretation to all those policies, which have ambiguous meanings, and they have the responsibility to modify such policies, to make them clear and understandable to all employees. The Management and its employees together have a shared responsibility in the attainment of the goals and objectives of the organization and the proper implementation of this policy.

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ADMINISTRATIVE POLICIES AND PROCEDURES

RECRUITMENT:

Requisition for staff:

- A written requisition for the recruitment of staff is to be submitted to the HR unit in order to initiate the recruitment process.
- It should contain the job description/job profile of the proposed staff as far as possible.
- Clearly mention the competencies required with the minimum academic qualification required for the post.
- If the post requires previous experience, this should be specifically stated for how many years and from what type of organization.
- The requisition should also mention the name of the project where she/he will be absorbed and for what period.
- The amount of compensation (Salary/CTO) proposed as per the project.
- Any other relevant information justifying the recruitment.
- The requisition should be made by the Unit / divisional head or the designated person responsible in this regard.

Approval From APSWDP HR Unit:

On receipt of the above requisition, the HR unit will start the actual recruitment process, Or may ask for more information from the unit, if required. After having satisfied with the requirement, the HR unit will put an approval note on the face of the requisition as to the next steps to be followed.

Internal Search:

In some cases of recruitment for key positions of a new project, if the association feels that the position should preferably be filled up from among the APSWDP experienced personnel for the greater interest of the project, the association may open the position to its existing employees through internal notice followed by the normal interview process. Criteria for selection will be decided on a case-to-case basis.

External Search Through Public Notification:

A public notice will be served through any or all of the following methods.

- Advertisement in Newspaper.
- APSWDP website / or development or non-profit websites.

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- Serving 'Notice' in APSWDP and unit office notice boards or.
- Referring to the association data bank from the job application file.
- Search from campus recruitment drives of premier organizations.
- Reference to external recruitment agencies.
- Social Media portals like Linked In, WhatsApp,

Shortlisting Of Candidates:

- From among the applications received a list of candidates to be prepared for taking part in the recruitment process as per the published criteria through the followings:
 - Call letters.
 - Telephone calls.
 - Walk-in-interview.
 - Email.

Formation Of Recruitment Board:

The HR unit will constitute a recruitment board to conduct the interview. The board members include

- Staff members.
- Sometimes, resource persons from outside.
- For consideration of Senior Programme Associate (SPA) or Programme Officer.
 - For such internal candidates, a Board will be formed preferably with all personnel from and above the Assistant Director level, and
 - This will be considered only at the time of renewal of the contract of such Senior Programme Associate (SPA).
- For direct recruitment of Programme Officers and above, the recruitment Board will be composed of at least two Directors from the Board of Directors.
- The composition of the recruitment board should follow the gender policy of the association.

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Recruitment Process

- The scrutiny of original testimonials in support of the age, qualification, and experience of candidates is to be carried out.
- Candidates' registration sheets are to be signed by each applicant.
- For recruitment in the post of Programme Officer and above, outstation candidates will be provided with travel expenses by AC II/III by the shortest route for attending the recruitment process if such provision exists in the project policies and guidelines.

The recruitment process may include all or any of the following methods.

- Written test.
- Computer test.
- Group discussion.
- Viva-voice interview.

Recommendation Of Recruitment Board

After completing the recruitment process:

- A report containing the recommendation of the board signed by each board member is to be forwarded to HR unit for further course of action.
- The report should clearly mention the name of the selected candidate and may add a list of 2/3 candidates to be kept in the panel.
- All the documents of the selected candidate should also be attached to the report for future reference.

At least 10 days time to be allowed between the issue of the call letter and the interview date.

Issue Of Appointment Letter

Based on the recommendation report, the HR unit will issue the offer letter for an appointment. Upon acceptance of the said offer letter, the HR unit will proceed to issue the appointment letter followed by the agreement and job description wherever necessary.

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Joining And Orientation Of New Staff

The selected candidate will join the service on the agreed day and will officially inform her/his joining by:

- A written 'joining letter' to the office.
- This will have to be accepted by the concerned departmental head and forwarded to the HR unit.
- Data Base to be maintained for all staff members.
- A personal record form will be prepared immediately.
- Staff identity cards will be issued by the association.
- The new staff member will undergo an orientation program after joining the service.

Performance Review

For all categories of staff, a yearly review in general and an earlier review of performance if necessary should be conducted. However, a change of designation will be applicable at the time of a fresh contract only.

Salary Payment

The salary payment is made by the 5th of every month or if it is a holiday on the next day. The date of payment may change due to unavoidable circumstances, but the attempt is made to strictly adhere to the 5th day of the month. Salary payment is made through NEFT/Online in Aadhar linked account only.

Induction Training

Induction training is a process by which a new employee is situated into a new milieu to establish a relationship with the goal, objectives, mission, vision, practices, policies, and strategies of the organization. It is a strategic means to welcome a new entrant and in the process to make him /her feel acknowledged as an honoured member of staff. Induction training is mandatory upon joining as per the induction schedule. The date of induction will be fixed in consultation with the Unit In charge. In case any staff member fails to attend the scheduled induction, s/he must undergo the same while the next induction takes place.

Organizational Development

Staff members of APSWDP working either with the thematic units or the geographic units have a responsibility to demonstrate leadership qualities for both their own growth and for the effective functioning of the units. The organization expects them to help in nurturing talent in their units and to build teams to work towards the organization's mission. This training aims at understanding self and improving motivation, leadership quality, conflict resolution, and team building. APSWDP will undertake One Day training as and when necessary.

In Service Training

Besides this, as a part of skill development, the unit will organize In-service Training for the unit staff at least once in a year.

Leave

Leave cannot be claimed as a matter of right, and management has absolute discretion in this matter. Currently, the following types of leave are available:

- Casual Leave – This should not exceed more than two days in a row. At present, the no. of casual leave in a year is 12 for all categories of staff. Non-availed casual leave of one year cannot be carried forward to the following year/s. Also, casual leave cannot be considered for encashment.
- Sick Leave – Application for sick leave should be submitted on the date of resumption of duty along with medical certificate from a Qualified MBBS Medical Practitioner. The no. allowed in a year is 7 for all categories of staff. This is also not encashable.

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Compensatory Leave/ Weekly Off

- Applicable only up to the Programme officer only.
- For duties on weekly off days and institute holidays (other than the days undergoing training/ workshop), prior written permission from the Unit In charge and above is required to be obtained.
- At least 6 hours and above will be considered for CPL/ weekly off.
- One/two days weekly off will be enjoyed by the concerned staff in consultation with the immediate authority during the following week.
- Employees with the functional designation:
- The concerned unit will consult the Unit In Charge unit for working on holidays and institute holidays.

Increment Of Salary

This is generally as per terms of contract of each employee and normally increment is considered after the completion of each year/contract as per the project policies.

Promotion Policy

For employees at the levels of Project Worker, Project Assistant and Sr. Project Assistant, the criterion for promotion would be competence and experience. However, special considerations of promotion from the junior to senior posts may be made on a case-to-case basis at the discretion of the Director.

Consultancy

Employees may be called upon to do consultancy for which the organization gets consultancy income.

- Out of such income, employees will be allowed a certain portion in recognition of their efforts. This sharing of consultancy with employees will not be applicable if such consultancy service is provided to any unit / sister organization. Consultancy to be done with prior permission from the authority.

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Official Trip

All employees, while leaving station from their respective place of work for official trips, are supposed to furnish information as per an appropriate format with due approval of the respective Divisional / Departmental / unit heads.

A copy of the format, complete in all respects and duly approved, must reach the Deputy Director-Admin before the trip / journey is undertaken.

Travel Policy

- The Travel policy is applicable as per the project guidelines and policies.

Other Entitlements

- For Project Director and above, The institute will provide Mobile phone set and pay / reimburse the monthly mobile bills
- For others, depending on the nature of job, reimbursement of mobile phone calls will be decided by the Unit In charge only

Boarding, Lodging, Travelling And Incidental Expenses

While on tours, the employees are entitled to boarding, lodging and incidental expenses. These are as per norms fixed by the Finance Committee and changes in the limits / conditions are to be duly notified or the project guidelines.

For all cases, Actual bills are to be furnished for accommodation, and for food as per the project policies for all the level of staff.

Insurance

APSWDP will insure all its employees as per the project policies being implemented for the life and health under group policies with in the premium defined in the project. However, it is mandatory for all the employees under the project to enrol in PMJJB and PMSBY compulsorily.

No Smoking/ Tobacco Chewing

Smoking/Tobacco Chewing is prohibited in the institute's campus as well as the unit offices.

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Institute Policy On Important Issues

- The APSWDP Governing Body, may adopt other policies for the betterment of the organization and its human resources from time to time.

Misconduct:

- The term "misconduct" shall denote any offence or act of commission or omission on the part of an employee which falls within the general notion of the work "misconduct" as generally understood, and shall be deemed also to cannot offences of acts of commission or omission under or against these personnel policies and service rules or any other regulations and/or practices of the organization.
- Without prejudice to the foregoing and without being extensive, the minor and major acts or misconducts are listed below:

Minor misconduct

- Discourtesy of colleagues, visitors, superiors, or subordinates.
- Refusal to cooperate with colleagues or to carry out legitimate orders.
- Laziness, inefficiency, or carelessness at work.
- Quarrelling within the premises.
- Loitering and committing nuisance within the premises.
- Obtaining leave or attempting to obtain leave on false pretences.
- Absence without leave from the appointed place of work while on duty.
- Habitual late attendance.

Penalty for minor misconduct

- Warning of censure.
- Fine not exceeding two days pay.
- Suspension without pays and allowances for up to four days.

Note: Not with standing what is stated here fore, any act of commission or omission will be deemed to be a major misconduct if the consequences of such an act are of a serious nature.

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Major misconduct

- Wilful insubordination or disobedience of formal orders, whether alone or in conjunction with others.
- Striking work or inviting other employees to strike work.
- Theft, fraud, or dishonesty in connection with association's business or property.
- Inviting others to strike work in contravention of any central or state legislation.
- Demanding or accepting bribes or any illegal gratification whatsoever.
- Habitual breach of any standing orders or of these personnel policies.
- Cross negligence or neglect or work.
- Wilful breakage of or damage to the properties of the Association.
- Threatening or intimidating any person within the premises or using force or violence in any form.
- Malingering or deliberate delay in performance of duty or carrying out of legitimate orders.
- Holding meetings inside the premises of the association without prior.
- Gambling within the premises.
- Tampering with records, attendance register or any other books of file as of the association.
- Disclosing confidential information about the organization to any person not authorized to receive such information.
- Any act of immorality within the premises.
- Promotion of disaffection among the employees.
- Any act detriment to good public relations.
- Any act subversive of discipline within the organization.
- Drunkenness or riotous or disorderly behaviour during working hours in the premises of the association.
- Refusal to carry out order of transfer.
- Engagement in any political activities while on service.
- Sleeping while on duty.
- Distribution or exhibiting within the premises handbills, pamphlets, or paper without permission.
- Unauthorized use or occupation of the premises or APSWDP.
- Giving false information regarding name, age, qualification, ability and previous experiences at the time of employment or later.
- Accepting employment under any other employer without prior written permission from the Secretary, APSWDP.

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- Commission of offence punishable under Indian Penal Code whether the offences are committed inside or outside the organizational premises or conviction by a court of law for offences under the Indian Penal Code.
- Refusal to accept and acknowledge any communication when served by the Secretary or by person authorized by the Secretary.

Penalties for major misconduct

- Suspension without pays and allowances for a period up to 10 days.
- Stoppage of one or more increments.
- Demotion.
- Discharge.
- Dismissal.

Procedure For Disciplinary Action

No order of punishment shall be made without the employee being given an opportunity to explain to the satisfaction of the management the circumstances alleged against him through an oral or recorded inquiry.

In the case of minor misconduct, if an order of suspension is rescinded, the employee shall be deemed to be on duty during the period of suspension and will be entitled to the same remuneration as he would have received if he had not been suspended.

There shall be a recorded inquiry, in the case of a major misconduct, the employee shall be issued a charge sheet (or show cause notice), clearly setting forth the charge alleged against him. The appointing authority shall sign the charge sheet.

If the concerned employee does not admit the charges or if his explanation is not satisfactory, the management may arrange to hold a recorded inquiry in accordance with the principles of natural justice.

The management may appoint an inquiry officer either from among the staff or from outside to conduct the inquiry. The employee concerned shall present himself at the time and place set for the inquiry. If the employee concerned fails to appear at the inquiry for reasons, which the inquiry officer considers unsatisfactory, the inquiry shall be preceded with ex-parte in his absence.

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The employee subjected to inquiry shall be permitted to be assisted by a co-employee, no outsider shall be permitted to assist him in the inquiry. The employee or his representative shall be permitted to cross-examine any witnesses deposing in support of the charges, and he shall also be permitted to produce witnesses and documents in his/her defence.

The statements of all the witnesses on either side or the employee's pleas made at the inquiry shall be recorded.

The inquiry officer shall record his findings whether all or any of the charges levelled against the employee are established.

If charges are proved in the inquiry, the management shall take into account the gravity of the misconduct, the previous record of the employee and any other extenuating or aggravating circumstances that may exist. The nature of punishment shall be at the discretion of the management.

The order passed by the management shall be communication in writing to the employee concerned.

If an employee is suspended pending investigation inquiry trial or during the tendency of any legal proceedings against him, he shall be paid a subsistence allowance to be decided by the management, which cannot be less than the 50% of his/her wages. If, however, the suspensions awarded as a punishment for misconduct as established by an inquiry, the suspension shall be without pay and allowances

Redress Of Grievances

If any member of staff has a complaint or grievances arising out of employment may submit it to his immediate superior who will deal with it as expeditiously as possible. He will either intimate his/her decision to the employee concerned or if the case, so warrants, refer the case to the Secretary. If the employee is not satisfied with the decision of or the action taken by the immediate superior, he may submit the matter in writing to the Secretary who shall examine the matter expeditiously and intimate his decision to the employee or staff member or refer the matter to the Managing Committee of APSWDP, if the case so warrants. If the employee/staff member is not satisfied with the decision of the Secretary, he may advance the grievance to the President of APSWDP, who will examine it

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and put it up before the Governing Body meeting for a decision. This decision shall be final, provided however any grievance relating to the termination of services may be appealed to the President of the Association through the Secretary.

Applicability Of Personnel Policies, Service Rules and Regulations

All employees and staff are subjects to and are bound by the rules and regulation and procedures relating to conditions of appointments, emoluments, staff welfare (contribution) fund, retirement, leave etc. as they are in force at the time of their appointment and as they may be modified from time to time thereafter. When changes are made in these personnel policies, rules and regulations by the management, they shall apply immediately to all staff, superseding the rules and regulations in force at the time of the appointment.

Amendments and Interpretations

- The Governing Body of the APSWDP has the sole authority to amend, modify or in any other way to alter these rules from time to time.
- The Director of APSWDP reserves the right to amend modifies or supersedes any of the rules contained herein and to issue such orders or instructions as may be considered expedient and appropriate in specific cases.
- In the event of any doubt or conflict in the interpretation of these rules, the interpretation given by the Secretary shall prevail, subject to the final decision of the Governing Body.

Responsibility Of The Management

The Secretary or, in his/her absence, the Director or any senior level programme staff shall be responsible for the faithful observance of these service rules and will carry out the activities of APSWDP.

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Governing Board Discretion

The Governing Body may at its discretion waive conditions in very special circumstances on application, by an employee; such waiver will under no circumstances become precedent.

NOTE: Any change or modification in the policy is subject to the decision of the Governing Body of APSWDP.

Job Description

General Purpose Of Job

Responsible for overseeing all organization's activities and ensuring its mission and values, as well the overall management and development of APSWDP programs/projects. In addition, the position is expected to develop and maintain linkages with international and local donors, funding agencies and affiliate organizations.

Essential Duties And Responsibilities

- Oversees the management and monitoring of the daily operations of entire APSWDP head office and other satellite/State branches.
- Performs as Lead Director for assigned Program/Project/Unit/Departments.
 - Performs overall management and monitoring unit/department projects and programs.
 - Manages, supervises and monitors performance of assigned staff and officers/supervisors based on goals and objectives of the unit/department.
 - Manages and approves project/program funds.
 - Conduct teambuilding to unit/department personnel.
 - Conduct annual performance appraisal to all assigned senior program / project officers.
 - Conduct periodic and regular meetings with unit/department staff.
 - Attends periodic and regular meetings with management and other organizational projects/programs
 - Attends to organizational and departmental/unit problems and concerns.

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- Maintains good connection and relationships with government, donors, partner NGO's and other concerned parties.
- Maintains harmony and order in the organization and assigned department/unit.
- Addresses employee and/or departmental problems and ensures implementation of appropriate action to solve conflicts and disorder.
- Attends to all departmental and project/programme internal and external meetings.
- Presides and participates in all project/programme development meetings.
- Ensure that all activities and projects/programmes of APSWDP are in line with its mission, vision, and goals.
- Indirectly supervises and monitors activities under all APSWDP projects and programmes.
- Establish communication and networking with local and international NGOs, People's Organizations, government officials, diplomats, and donors.
- Establish linkages with international and local funding agencies.
- Maintain regular communications with International APSWDP offices.
- Attends to the International conferences, fora, etc. in relation to APSWDP present programs and projects.
- Oversees and coordinates visits of foreign dignitaries, ambassadors, officers, etc. to APSWDP offices.
- Spearheads the promotion of APSWDP to international and local contacts.
- Oversees the coordination of APSWDP organizational activities and programmes.
- Oversees all APSWDP Support Groups/Departments/Units.

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- Attends and oversees functional committees.
- Spearheads the development of organizational strategies, ideas, and plans and market the same to concerned parties/individuals such as government officials/agencies, public/private agencies, donors, and partner beneficiaries.
- Performs other duties as maybe assigned from time to time by the Top Management and Governing Body.

Supervisory Responsibilities

- Overseas all units/departments/projects/programs in APSWDP head office. Directly supervises all Asst. Directors, team leaders, and other staff concerned.
- Annexures
- Vehicle movement slip
- Booking of rail / air ticket form
- Performance evaluation form
- Tour information form
- TA / DA claim form
- Personal record form
- Leave application form
- Prior permission for compensatory leave form
- Registers Maintained
- Attendance register
- Salary register
- Employee Personnel file at HO
- Category wise General Personnel file at HO
- Category wise Personnel file at Unit offices.

When people are financially
invested, they want a return.
When people are emotionally
invested, they want to
contribute."

—Simon Sinek



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