

September 22, 2014

**Circular
Change in HR Policy**

Dear All,

I have attached a number of amendments in the TIB HR policy approved by the Board of Trustees in its 81st meeting.

The amendments come into force from August 01, 2014 except 5.5.11 (iii) Encashment of Earned Leave and 5.5.11.9 Rest and Recreation Leave which will be effective from the first day of BIBEC. Any benefits or privilege enjoyed by a staff between 01 August and 21 September 2014 will not be affected by the change unless a staff has agreed otherwise with TIB.

Any clause of the HR Policy that may be affected by this amendment will be deemed to have been amended as of August 01, 2014 until those clauses are also finally amended.

The HR Unit will issue a revised HR policy incorporating the amendments in due course.

Thanks.

**Ranjan Halder
Director Finance & Admin**

Current provision	Amended provision
1.5.5 Highly skilled Staff Highly skilled staffs who have, by serving in the position of Sr Manager and above, made positive contribution to TIB may be reemployed in the same position under contract after their retirement as regular contractual staff to get benefits out of their competence. Such contract may be for 2 years at a time and not more than 6 years in total. The highly skilled staff will get salary and benefits as per terms of contract determined by the board. They will be full time staff.	1.5.5 Post retirement contractual staff All staff members after completion of 65 years of age shall retire. Following retirement in due process, highly skilled staff in the position of Senior Manager and above may be appointed on contract basis subject to the approval of the Board provided that the retiring staff is evaluated to have: i) made excellent contributions with proven expertise and commitment; and ii) physical and intellectual capability to continue to deliver effectively. The terms and tenure of such post-retirement contractual appointment at the level of Director and above will be determined by the Board; while that of Senior Manager level will be determined by ED subject to the approval of the Board.
5.5.11.1 iii) Encashment of maximum of 60 days earned leave shall be admissible at the time of job separation.	iii) A maximum of 50% of leave earned in a calendar year can be encashed. Such encashment will be on the basis of basic salary as of 31 December of the year of leave earning. A staff may opt for non-encashment of his/her leave in which case the leave will be added to his/her accumulated balance of upto 60 days in the whole period of employment in TIB. Leave once opted for non-encashment cannot be encashed later.

<p>5.5.11.9 Rest and Recreation Leave After every three years of continuous work, a confirmed employee shall be entitled to have 15 days Rest and Recreation leave subject to the approval of ED. An allowance equivalent to 15 days total basic salary will be payable. A staff can enjoy the leave within three years of its earning.</p>	<p>After every three years of service (without break), a confirmed employee shall be entitled to have 15 days Rest and Recreation leave. No allowance other than regular salary and benefits shall be applicable for such leave. A staff can enjoy this leave within one year of entitlement.</p>
<p>3.17 Festival Allowance</p>	<p>3.17 Festival Allowance</p> <p>(1) All regular staff appointed for a minimum term of one year and who is on the pay-roll on the day of the festival shall be entitled to full festival allowance.</p> <p>(2) For the purpose of this section, a regular staff will mean a regular contractual staff or a Service staff as defined in Clause 1.5 of HR Policy who is entitled to some kind of terminal or end of contract benefit.</p> <p>(3) A regular contractual staff or service staff with contract of less than one year will be entitled to full allowance if the contract of one year or more cannot be awarded due to technical grounds, such as, the project under which he/she is appointed is designed to end before one year from the date of appointment. In case of separation of such staff before completion of one year of service the allowance shall be refundable on pro-rata basis to be adjusted against payable amount at separation or any other process that may be preferred by the incumbent.</p> <p>(4) A short term staff will not be entitled to Festival Allowance irrespective of the length of contract.</p>
<p>5.5.11.11 Requirement to serve TIB on return. An employee who is granted leave shall be required to serve TIB on his/ her return from the leave a period equivalent to the period of leave availed or pay gross salary in lieu. In case a staff serves a portion of the required mandatory tenure, the payment of gross salary shall be for the unserved period.</p>	<p>5.5.11.11 Requirement to serve TIB on return. An employee who is granted Study Leave shall be required to serve TIB on his/her return from the study leave a period equivalent to that of such leave or pay gross salary in lieu on pro-rata basis against any period for which she/he fails to serve. In case an employee resigns before returning from study leave she/he will be under obligation to pay to TIB an amount equivalent to gross salary for the period of study leave availed.</p>
<p>4 (Transport manual) Directors will get transport facility provided</p>	<p>3.10.2 Executive Director is entitled to full time transport facility. Deputy Executive Director and Directors are entitled to get vehicle support for</p>

by the pool in connection with official business and field trip during work days and holidays.			office duty including pickup-drop and field trip. However, conveyance allowance will not be applicable for those who will avail pickup and drop facilities. The senior managers will also be provided with vehicle support on a case to case basis on recommendation of their supervisor and subject to approval of the ED/DED.		
3.20.5.5 Travel Allowance: Mode of Transport, Lodging and Per Diem			3.20.5.5 Travel Allowance: Mode of Transport, Lodging and Per Diem		
VIII	Senior Manager/ Officer	Executive class accommodation in train/ steamer or AC couch	VIII	Senior Manager	First class ticket in train/ steamer or AC couch. Vehicle support may be provided on a case to case basis on recommendation of their supervisor and subject to approval of the ED/DED.
XI	Executive Director	Air route or office vehicle as available	XI	Deputy Executive Director	Air route or office vehicle as available
			XII	Executive Director	Air route or office vehicle as available
Note for record in support of 3.10.2 In order to meet the minor private uses of the office vehicle in connection to the pickup and drop facilities as well as other movements during office hours, the directors will be entitled to private uses facility for maximum of 25 hours and or 50 kilometers per month free of charge.			3.10.4. Vehicle support to Directors for private use. In order to meet the minor private uses of the office vehicle in connection to the pickup and drop facilities as well as other movements, the directors will be entitled to private use facility for maximum of 50 hours and 100 kilometers per month free of charge. In order to ensure availability of vehicles for office use, private use of vehicle during office hour should be minimized.		

<p>3.25 Child Care Facility</p> <p>(1) Female staff having babies up to the age of two years shall be entitled to accompany their babies along with their attendants, if any, in the working places.</p> <p>(2) For the purpose of this clause child means a natural child or an adopted child.</p> <p>(3) During in-country travel, either for regular program/administrative visit or attending meeting/training/workshop, members of staff may require to accompany child(ren) together with attendants. In such cases the following rules will apply:</p>	<p>3.25 Child Care Facility</p> <p>(1) For the purpose of this clause child means a natural child or an adopted child.</p> <p>(2) Female members of the staff at Head Office who are lactating mothers of babies upto 2 years of age can bring their child to the office and use the child care facility subject to the rules of the Baby corner.</p> <p>(3) During in-country travel, either for regular programme/administrative visit or meeting/training/workshop, etc., female members of the staff who are lactating mothers of babies upto 2 years of age shall be entitled to be accompanied by one paid attendant on official account. Only in special circumstances subject to approval of the relevant Director the age limit can be relaxed for babies upto 5 years of age on a case by case basis subject to bearing of the cost by the staff. Spouse or other relatives of the staff shall not be considered "paid attendant", and hence may accompany subject to approval of relevant Director provided that no cost thereof shall be borne by TIB.</p>
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