



सत्यमेव जयते

Annexure V – eDistrict Manager Fellowship Program: HR Policy Manual



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1 General Management

1.1 Guidelines for Conduct

- a) eDistrict Managers are expected to mutually share professional experiences/ knowledge/ expertise for the project.
- b) eDistrict Managers, during their tenure, will learn or be privy to confidential and proprietary information of the project. Maintaining confidentiality of such information is of great importance to the project.

1.2 Attendance and Working Hours

- a) The official working hours of eDistrict Managers should be as per the State policy. If, in case of unforeseen circumstances, the eDistrict Manager is not able to report on time, he/ she should inform the reporting officer of the same as soon as possible.
- b) eDistrict Manager travelling on business is required to intimate his/her reporting officer and get an approval prior to the travel. The intimation as well as the approval can be through email. Admin department of DeGS will maintain a record of leave balance. In the absence of such intimation, it will be assumed that the person is absent or has arrived late or has left the office early and appropriate leave will be deducted.
- c) If eDistrict Manager is away for work-related reasons and does not come to office for an entire week, he needs to get an approval over email for the same from the reporting officer.

1.3 Stipend Release Conditions

- a) The stipend would be released by the DeGS on the basis of email communication from the State authority on the basis of data available in the PMIS software.
- b) The District Collector or any person nominated by him can be the sanctioning authority for the stipend and other expenses.
- c) The email approval for release of stipend would be dependent on :

- a. Filling up all project related information in the PMIS software.
- b. Filling up attendance records

2 Joining & Induction

- a) The purpose of the joining & induction process for new eDistrict Managers is to familiarize them with the MMP.

2.1 Joining Formalities

- a) On the day of joining, the eDistrict Manager would need to submit the photocopies of the following documents to DeGS (Subject to the presentation of Original Documents):

- Acceptance of the offer cum appointment letter duly signed
- Certified copies of educational certificates
- Relieving letter from past employer, if applicable
- Passport-sized photographs (4 nos.)
- Permanent Account Number (Not applicable for fresher)

- b) DeGS will verify that all documents required are complete and file the same in the file of the eDistrict Manager.

2.2 Induction

- a) eDistrict Manager shall be provided with the HR Manual.
- b) The induction program would be for 1 day and shall cover the following:
- Project Overview
 - Project Structure – Key people, functions and departments
 - Interactions with State IT Department, SPMU, District Collector, SI (if applicable) and NPMU
 - Expectations from the eDistrict Managers
 - PMIS Reporting
 - SLA monitoring process
 - Any other project related matters

- c) It is compulsory for the eDistrict Manager to attend the induction process in the State. The travel expenses & Daily allowance for travel from District to the State Capital would be reimbursable. The travel expenses would be paid to a maximum of 3rd AC train from the District to the State Capital. The daily allowance of Rs. 250 would be paid. All expenses would be paid from the funds available with DeGS for eDistrict Manager.
- d) eDistrict Manager travelling on work is expected to join the induction in the next possible dates. DeGS should ensure that new recruit should complete the induction session.

3 Work Infrastructure

3.1 Work Space

DeGS should provide the proper work space with work infrastructure to the eDistrict Manager.

3.2 Mobile Phone

- a) Applicability of the mobile phone policy shall be determined by the head of the DeGS/DM.
- b) The handset and the SIM card will be owned by the eDistrict Manager.
- c) The monthly rentals and the total bill amount will be borne and paid for by the eDistrict Manager.
- d) No late payment fees will be reimbursed.
- e) The eDistrict Manager can claim reimbursement for business calls subject to the maximum limits up to Rs. 600 or any other amount which DeGS finds practical depending on the ground situation. Amount, in excess of the limits shall be borne by the eDistrict Manager.
- f) To claim reimbursement within the applicable limit, eDistrict Manager needs to submit the bill for the month to the DeGS.
- g) While it is understandable that eDistrict Managers will make / receive personal calls on the mobile, it is expected that eDistrict Managers will make judicious use of the benefit provided.
- h) Any approvals above the stated amount should be treated as an exception, and shall be reimbursed subject to the approval of the DM/DC(s)

3.3 Laptop/PC and Data card

- a) DeGS shall purchase, own, and provide laptop/PC of appropriate configuration to the eDistrict Manager. eDistrict Manager shall be provided with pen drives for data storage. (Funding of the same should be done through the DeGS seed money)
- b) On separation, the eDistrict Manager shall surrender the laptop/PC and Pen drive to the organization.

- c) In case of theft or breakage, the grounds for the same will be looked into by the DM and the decision will be made if the cost of the same needs to be recovered from the eDistrict Manager.
- d) DeGS shall provide Data Cards (if required) with appropriate usage plans for business related data communications based on requirements. The upper limit of the Data Card monthly bill will be decided by the DeGS
- e) All payments of bills for the data card within applicable limits shall be made directly by DeGS. Any approvals above the stated amount should be treated as an exception, and shall be reimbursed subject to the approval of the DM.

The above expenses have to be met by DeGS from the available funds for the eDistrict Project Manager.

4 Performance Management

- a) The objective of this policy is to define and articulate measures and guideline of Performance Appraisal System for all eDistrict Managers to facilitate objective, fair and transparent evaluation of an individual's performance on pre-defined parameters.
- b) Performance of the eDistrict Manager will be evaluated on various parameters by the District magistrate and accordingly the overall performance on an individual will be rated on 5 point scale.
- c) Evaluation would be done after 1 year of the joining of the employee and every year thereafter till eDistrict Manager completed 3 years.

4.1 Rating Scale and Increments

The Performance Management System currently being implemented for NeGD and SeMT resources will be implemented for the e-District Manager.

4.2 Leaving the Project

- a) The objective of this policy is to protect individual as well as DeGS interest when the relationship between the eDistrict Manager and the DeGS (e-District project) ends.
- b) The separation process must be dealt with appropriate levels of decorum and honour to ensure a smooth exit of the separating eDistrict Manager.
- c) All premature and non-planned exits need to be investigated to understand the reasons for the separation.
- d) Full and Final Settlements should be managed by the DeGS. Accounts will ensure that all receivables from the eDistrict Manager are taken care of and then process the Full and Final payment.

4.3 Voluntary Separation

- a) The eDistrict Manager desiring to leave the services of the company will need to submit a written resignation to his/ her manager indicating the last date of

employment and reason for resignation. However in this case, the fellowship completion certificate would not be provided.

- b) The DeGS will discuss the reasons for resignation and try to evaluate different options with him/ her. If the eDistrict Manager decides to reconsider the resignation, he will need to withdraw the resignation letter. If, however, after full consideration the eDistrict Manager decides to leave, the DeGS may accept the same.
- c) eDistrict Manager is expected to serve a notice period of 1 month from the date of resignation.
- d) eDistrict Manager who fails to serve the notice period shall be liable to pay the corresponding period's gross stipend in lieu of the notice period.
- e) The DeGS will identify other eDistrict Manager who will take responsibility for on-going projects being managed by the eDistrict Manager. It is the responsibility of the eDistrict Manager to hand over the necessary list of documents, contact details and all other relevant information before he leaves the project/DeGS.
- f) The vacant position must be refilled at the earliest to ensure that there is no impact on the National Roll Out of eDistrict MMP. Keeping SDA in the loop, decision can be taken. However, it will not be in the fellowship program since the tenure of the new eDistrict Manager for that position may less than 3 years.
- g) State Government should also plan for exit management post completion of three years. State Government may also decide to extend the contract for subsequent years using fund from its own sources.

4.4 Involuntary Separation

- a) The organization can initiate the involuntary separation process for the following reasons
 - If it is found that eDistrict Manager is unable to meet the expectations of the project, the DeGS will arrange for a counselling session with them. If no change is observed in eDistrict Manager's behaviour or work even after the counselling session, the DeGS can take the decision of termination of employment.

- DeGS can take the decision of termination if the eDistrict Manager has violated the code of conduct or confidentiality & non-disclosure policy. Under such circumstances, the notice period can be lesser than the period mentioned below.
- b) For termination of employment of eDistrict Manager, a notice needs to be provided in writing to the eDistrict Manager with a copy to State Designated Agency clearly specifying the reason for which the notice is being given and the period in which the corrective action is to be taken.
 - c) The District Collector would be the official to initiate any action against the e-District manager for any official lapses.
 - d) In case the corrective action has not been taken within a month of serving notice, the District Collector can initiate termination proceeding against the eDistrict Manager after informing the State Designated Agency

4.5 In the Event of Death

- a) In case of the death of the eDistrict Manager, the DeGS will communicate with the beneficiaries/relatives of the deceased for any outstanding matter pertaining to the settlement of the dues.
- b) After receiving the deceased death certificate, the DeGS will process all dues within 7 working days.

5 Employee Benefits

5.1 Leave Policy

- a) Leave entitlement and computation are linked to the calendar year i.e. from January 1st to December 31st.
- b) An employee can avail the following types of leave based on need and reason of absence:
 - a. Earned Leave
 - b. Casual Leave
 - c. Sick Leave
- c) Leave cannot be claimed as a right. Except in case of emergencies, all leave will be granted subject to project's requirements. A situation will be considered an emergency on a case-by-case basis and will be decided by the Reporting/Controlling officer.
- d) Leave, except for medical reasons, must be planned in advance.
- e) The sanctioning authority in case of all types of leave will be the District Collector or any officer nominated by him. An employee can proceed on leave only after approval.
- f) In the first year, an eDistrict Manager will be eligible for leave proportionate to the period of service computed from the date of joining.
- g) In the event of cessation, all forms of Leave that accrue on an annual basis will be computed on a pro-rata basis.
- h) Employees are eligible to avail casual/ sick leave during the notice period.

Earned Leave

Eligibility	All eDistrict Managers
Entitlement	12 days per year on pro-rata basis
Purpose	Earned leave may be used for personal reasons
Process	Can be availed with prior approval of the immediate superior.

Extension	Extension of leave beyond the entitlement will be permitted only for emergencies. The extended leave will be treated as leave without pay
Encashment	Not permitted
Accumulation	Not permitted.

Casual Leave

Eligibility	All eDistrict Managers
Entitlement	6 days per year – cannot be carried over or combined with other leave
Purpose	Casual leave may be used for personal reasons
Process	Can be availed with prior information to the immediate superior.
Extension	Extension of leave beyond the entitlement is not permitted
Encashment	Not permitted
Accumulation	Not permitted

Sick leave

Eligibility	All eDistrict Managers
Entitlement	6 days per year – cannot be carried over or combined with other leave
Purpose	Sick leave may be used during periods of temporary illness to stay home and address their health and safety needs
Process	Immediate supervisor needs to be informed when availing sick leave
Extension	Extension of sick leave beyond the entitlement may be permitted after taking necessary approvals and submission of requisite documents
Encashment	Not permitted
Accumulation	Not permitted

5.2 Travel

- a) The objective of this policy is to facilitate a uniform and consistent practice with regard to the business travel.
- b) All project related travels should be approved by the DM or DeGS
- c) All expenses shall be reimbursed on production of bills as per the entitlements defined within the budget available under e-District Project Manager..

5.3 Local Travel

- a) Local travel, both in-station and outstation, for project purposes will be reimbursed with a limit (As per DeGS Travel policy). To claim reimbursement for local travel a eDistrict Manager is required to submit bills and vouchers (wherever applicable) to DeGS with approval from the authorized approving authority within 7 working days.
- b) eDistrict Manager is requested to be judicious while using DeGS provided transport.

5.4 Domestic Travel & Stay

- a) Short Distances -For any travel between locations that can be covered in 6 hours or less by train the default mode of travel is AC Chair Car or III Tier AC as the case may be.
- b) To claim reimbursement, eDistrict Manager needs to submit the relevant bills/vouchers, tickets and lodging bills and approval from the authorized approving authority within 7 working days from the date of return from the trip, to the DeGS.
- c) The upper limit of the amount for the reimbursement of the Domestic Travel and Stay will be decided by the DeGS/DM.