

HR POLICY AND SERVICE RULES – 2014

NOTIFICATION

No. TF/HO/Rules/1433

Dated: 28th February 2014

In exercise of the powers conferred by the “Memorandum and Articles of Association” of Taaleem Foundation (A registered body under the Societies Registration Act, 1860 (XXI of 1860) vide Government of Balochistan Certificate of Registration No. 656 of January 06, 1993), the Board of Directors is pleased to make the following policy and rules governing the service matters of the personnel employed by Taaleem Foundation.

PART – I

GENERAL

TITLE

1. The policy and rules so notified may be called the “HR Policy and Service Rules for the Employees of Taaleem Foundation”.

COMMENCEMENT

2. The policy and rules so notified shall come into force at once.

DEFINITIONS

3. In the HR Policy / Service Rules, unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:
- a) FOUNDATION means the Taaleem Foundation.
 - b) HEAD OFFICE means the registered office of the Foundation.
 - c) ADVISORY BOARD means the patrons and accomplished professionals voluntarily providing advisory services to the Foundation.
 - d) BOARD OF DIRECTORS means the Board of Directors of the Foundation, which is the sole governing and policy-making body of the Foundation.
 - e) EXECUTIVE COUNCIL means the management body of the Foundation that is the executive arm of the Board of Directors, required to operate, monitor, supervise and control the working of all the educational and research institutions run by the Foundation.
 - f) FINANCE COUNCIL means the subsidiary of the Board that is required to provide financial policy guidelines for smooth running of the Foundation and exercise financial controls over its operations to ensure compliance and transparency.
 - g) ACADEMIC COUNCIL means the body of the Board of Directors that works for the upkeep of the academic standards of all the educational and research institutions run by the Foundation including formulation, evaluation and revision of the Academic policies of the Foundation.
 - h) SECRETARY means 'Secretary to the Board' as defined in Articles of Association of the Foundation, providing secretarial services to the Board.
 - i) ACADEMIC COMMITTEE means the committee constituted by the Academic Council to implement the academic policies of the Foundation in close coordination with the field institutions and the Head Office.
 - j) HR COMMITTEE means the committee constituted by the Executive Council to monitor, evaluate and counsel the Human Resources of Foundation on behalf of Management Council.

- k) **PLACEMENT COMMITTEE** means the selection Committee working on behalf of the Board of Directors / Executive Council to recruit the staff, including those on probation, for the institutions run by the Foundation.
- l) **SCHOOL SYNDICATE** means the management body of a particular educational or research institution run by the Foundation that is required to facilitate and supervise the smooth running of the day to day affairs of such institution in conformity with the policies laid down by the Board of Directors in this behalf.
- m) **SCHOOL** means any school forming part of the chain of educational or research institution run by the Foundation.
- n) **GRAMMAR SCHOOL SYSTEM** means the chain of Grammar Schools run by the Foundation.
- o) **PRINCIPAL** means the formal head of any educational or research institution run by the Foundation being a regular employee of the institution and appointed as such by the Board of Directors.
- p) **SCHOOL INCHARGE** means a regular employee of any educational or research institution, authorized to run the institution in the absence of regular Principal.
- q) **TEACHING STAFF** means the staff hired only for the teaching purpose.
- r) **REGULAR STAFF** means all personnel appointed in any educational or research institutions run by the Foundation and confirmed as such after the successful completion of the period of probation.
- s) **AD-HOC EMPLOYEE** means a person who gets employment in Grammar School System at a particular station by virtue of his/her beings available there with the parents or spouse thereby not opting for the transfer to any other station. Besides, persons not fulfilling the minimum requirement of initial recruitment may also be hired as ad-hoc employees.
- t) **SUPPORT STAFF** means all personnel including training, clerical, security logistics and maintenance staff required to assist the school administration and teaching faculty.
- u) **MANAGERIAL STAFF** means the human resource hired to assist the Executive Council / Finance Council at the Head Office / regional office or

any other office established as such to support and facilitate the operations of field institutions.

- v) INITIAL RECRUITMENT means the appointment made otherwise than by promotion or transfer from another service detriment post.
- w) PROBATION is the period during which a person appointed to the service against a substantive vacancy shall remain till he/she has completed a minimum period of 120 working days and has been confirmed as per policy.

PART – II

HUMAN RESOURCE COMMITTEE

OBJECTIVE

- 4. The objective of Human Resource Committee is to assist the Executive Council in discharging its duty to oversee the formulation and implementation of appropriate Human Resource policies in the Foundation.

COMPOSITION

- 5. The committee shall consist of a minimum of three (03) members and at least one (01) member must be a Principal. The Executive Council shall appoint the members of the committee. The Executive council may remove or replace a member of the Committee.

MEETINGS

- 6. The Committee shall conduct at least one meeting every quarter over Skype / phone, however, the Committee may call additional meetings, as may be considered necessary for the Committee to fulfill its duties.
- 7. The committee shall prepare an agenda for each meeting, record the minutes of the meetings and forward to the Head Office.

8. If a Committee member or an attendee has a material personal interest in a matter that is being considered at a Committee meeting, that person must not be present for consideration of, or take any part in decision-making on that matter.

DUTIES & RESPONSIBILITIES

9. The HR Committee is responsible for:
 - a. Monitoring, Evaluating and Counseling the staff of Taaleem Foundation;
 - b. Providing recommendations to Management Council regarding recruitment, placement, confirmation, promotion, transfer and removal of staff;
 - c. Evaluating shortcomings of teaching staff and suggest relevant Training and Development to overcome the problems;
 - d. Redressal of grievances of staff members within the Foundation;
 - e. Promoting a high performance culture and employee engagement that shall drive organization's success;
 - f. Any other task that as the Executive Council assigns from time to time for the benefits of the Foundation and its staff.

PART – III

ELIGIBILITY AND RECRUITMENT

ELIGIBILITY

10. No person shall be appointed to a post in the service by direct recruitment unless he/she:
 - a) Possesses the basic qualification prescribed for the post in these rules; and
 - b) Produces the written permission of his/her father or lawful guardian to take up such job / assignment.

11. In all cases of initial recruitment, the decision regarding acceptability of academic qualification and work experience shall rest with the appointing authority, which may, if deemed fit, take steps to have the documents verified. Only appointing authority shall have the right to relax the eligibility criteria.
12. The prescribed basic qualifications for the recruitment of school staff are given below:

Category	Designation	Eligibility
a.	Principal	M.A/MSc. 2nd Division with at least 10 years of administration and teaching experience in well reputed educational institution
b.	Vice Principal	M.A/MSc. 2nd Division with at least 7 years of administration and teaching experience in well reputed educational institution
c.	Senior Subject Specialist	M.A. English with Very Good English Skills
		M.A English / MSc. in Pure Sciences with B. Ed or 5 years' experience
		M.Sc. Mathematics
d.	Subject Specialist	M.A. English with Satisfactory English Skills
		M.Sc. in Pure Science. i.e. Chemistry, Physics, Botany, Zoology etc. with Satisfactory English Skills
		Qualification of category "e" with Good English Skills
		Category "e" or "f" staff promoted through move-over or good performance.
e.	Senior Lady Teacher	BSc. With Double Maths or Computers
		B.A/BSc./M.A with B. Ed or 5 years' experience
		B.A/BSc./M.A with very good English Skills
f.	Lady Teacher	B.A/BSc./M.A with Satisfactory English skills
g.	Junior Lady Teacher	F.Sc. With Satisfactory English skills
h.	Computer Instructor	B.C.S or B.A./BSc. with at least one year Diploma in Computer Sciences and good teaching skills

i.	Bursar / Accountant	B. Com / BA with very good knowledge of computer based accounts handling, bookkeeping, inventory management and maintenance of records. Retired clerks from the Armed Forces having very good computers skills.
j.	Librarian / Lab Staff / Technician	D.A.E /F.Sc. With relevant skill and experience.
k.	Support Staff	As per actual job requirement

APPOINTING AUTHORITY

13. Appointment to the service shall be made by the appointing authority as specified below:

<u>Category</u>	<u>Recommendation</u>	<u>Approval</u>
a) Principals	Placement Committee	Board of Directors
b) Teaching Staff	Placement Committee	Executive Council
c) Bursars / Technicians	Placement Committee	Executive Council
d) Managerial Staff	Secretary	Executive Council
e) Support Staff	Principal	Executive Council

PART-IV

CONDITIONS OF SERVICE

14. The school staff of the Foundation shall be treated as whole time employees. They shall remain available to the Foundation through management of the respective institution.
15. Appointment, confirmation, promotion, transfer, removal from service and other service matters of the employees shall rest with the Head Office.
16. The employees of the school may approach the HR Committee for redressal of grievances, if any, after a written request submitted through the Principal, who

shall forward this request within three (03) working days from the date of its receipt. If the grievance remains unresolved, the employee shall have the right to approach the Head Office through the Principal in the same manner.

17. No employee of the school shall accept any gift or favor or borrow anything from a student, his/her parent/ relative/ any other person or personally interact with them, on behalf of TF, in any manner that is detrimental to the interest of the Foundation or the institution concerned.
18. No whole time employee shall engage in any occupation/ job without the prior approval of the Foundation.
19. Imparting private tuition by the school staff to the students is strictly prohibited.
20. Corporal punishment to students by the members of the staff is strictly prohibited.

PROBATION

21. A person appointed on a regular post, shall remain on probation for a period of at least 120 working days during an academic session.
22. Performance assessment in case of such employee at the end of the academic session shall be made on the basis of personal traits, conduct, discipline and teaching quality exhibited through annual results.
23. Period spent on leave during probation, including regular school vacations shall not be counted towards completion of probation
24. If in the opinion of the appointing authority or the school management, the conduct or performance of such employee during the probation has not been satisfactory, the appointing authority may:
 - a) Dispense with his / her service, in case he / she has been appointed by initial recruitment; or
 - b) Extend the period of probation up to another 120 working days.
25. If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall deem to have been extended automatically.

LEAVES

26. Members of the staff employed at the TF Grammar School System shall be entitled to a mid-term break and annual vacations as per academic calendar.
27. Members of the managerial staff shall be entitled to Rest & Recreation (R&R) leave of not exceeding 15 days in a calendar year.
28. Every regular/ confirmed employee of the Foundation is entitled to avail a maximum of Ten (10) days casual leave in a calendar year without being prefixed and suffixed to the regular vacations. Such leave shall be en-cashable at the end of the year, if not availed.
29. Female members of the staff having minimum 3 years of service shall also be entitled to maternity leave for a maximum period of two months at a time. This shall, however, be restricted to twice in the service with 3 years of interval.
30. Sick leave is only allowed on the recommendation of competent Medical Authority, to the entire satisfaction of the Principal in case of school staff; and the Secretary in case of managerial staff. Such leave shall however form part of the casual leave.
31. Study leave shall be admissible to the regular school staff of the Foundation having at least three (03) years' service, provided that the school requires no substitute during this period. This shall, however, be restricted to twice in the service with three years of interval. The person desiring to avail such leave shall inform the Head Office within four (04) weeks of the start of the session. Such leaves, however, shall not exceed from 30 days at a time.
32. All kinds of leaves not covered under section 26-31 above shall be treated as leave without pay. Such leaves may extend to a maximum period of 30 days at a time subject to sanction by the Foundation on the recommendations of HR Committee in case of school staff and Secretary in case of managerial staff.

SENIORITY:

33. Inter-se seniority of the staff in various grades shall be established on the basis of their current basic pay drawn (initial pay plus increments).
34. If there be more than one person drawing same salary, then the one who was confirmed in this grade / service at an earlier date shall stand senior to the other.
35. If there still be a tie, then the person who initially joined this service at an earlier date shall stand senior.
36. If at all the tie still prevails, the person having an earlier date of birth shall stand senior. Transfer/ posting to other institution of the Foundation shall not affect the inter-se seniority.

TRANSFER:

37. Each employee of the Foundation shall be liable to transfer within the chain of educational and research institutions run by the Foundation upon recommendation of the HR Committee.

SECURITY DEPOSIT:

38. All employees working on probation shall be liable for deduction of an amount equivalent to one month's salary as security. Process of security deduction shall be completed during one year.
39. The employees appointed as support staff shall be exempt from such security deposit.
40. Security amount shall be refundable at the time of retirement or otherwise leaving the services.

PART – V **SALARY AND EMOLUMENTS**

HOUSING:

41. Adequate semi furnished hostel accommodation shall be provided to the unmarried members of the school staff; and adequate housing to the married

members of the school staff whenever possible. However in case accommodation not being available, house rent shall be payable at the prescribed rates.

TRANSPORTATION:

42. Free travel by road, rail or air (as specified by the appointing authority) shall be provided to all members of the school staff to the nearest connected major town of his / her home province twice a year (through limited to only once during the period of probation) unless otherwise specified at the time of appointment.
43. Local transport vehicle, if available, shall be provided to every such institution run by the Foundation, for official use by the members of the staff.

JOINING GRANT:

44. Joining fare shall be admissible to the school staff at the time of his / her initial joining the institution upon completing four (04) weeks stay at the institution.

PAY & ALLOWANCES:

45. Pay during probation shall be based on fixed consolidated monthly emoluments that may be determined from time to time and agreed upon at the time of appointment. However, bifurcation regarding basic pay and allowances shall be determined and communicated through confirmation letter of appointment to the concerned employee.
46. Salary during annual long leave is not admissible to a person who is on probation.
47. The employees of the Foundation shall be entitled to the allowances as and when approved by the Board of Directors, subject to the following conditions:
 - a) Such allowances being drawn by the government servants at any given station shall not, by default be admissible to the employees of the Foundation at any station.

- b) Such allowances being drawn by the staff of the Foundation at any given station, shall not, by default be admissible to the employees of the Foundation at any other station.
 - c) All decisions regarding such allowances shall rest with the Board of Directors.
48. Acting Charge Allowances @ Rs.2,000/- per month shall be allowed to the acting Principal if she holds the charge of the school for a period exceeding one month.
49. As an incentive to the best teacher of the school / school system, one-time cash bonus, as to be determined by the Executive Council, in an academic year shall be given based on performance appraisal of such staff.

TA / DA:

50. Daily Allowance (DA) is admissible to the employees of the Foundation when asked to perform certain duties at any station other than their station of duty provided that such movement of the staff is in the best interest of the Foundation and has the approval of the competent authority.
51. Travelling Allowance shall be based on the actual fare of Railway First Class sleeper fare (where applicable) or Daewoo coach or public transportation coach / wagon. The staff availing the facility of any transport of the Foundation shall not be entitled to draw such travelling allowance. TA / Fare shall be allowed to the hostellers and employees belonging to outstation as follows:
- a) An employee on probation is entitled to avail one return ticket in an academic session after a period of four months is completed from the date of joining.
 - b) A confirmed employee may claim a one sided ticket on returning from the long vacation, then one return ticket for the mid-term break and finally a one sided ticket for availing the annual vacation.
 - c) Such facility shall also be provided to the two youngest children in the same manner, if they permanently reside with him/her.

- d) Similar return ticket shall be admissible on the occasion of either Eid-ul-Fitr or Eid-ul-Azha or Christmas if not coinciding with the annual / mid-term vacations.

ANNUAL INCREMENT:

52. Annual increments effective 1st March of the succeeding year at the rate approved by the Board of Directors from time to time shall be admissible to the school staff of the Foundation.
53. Annual increments effective 1st January of the succeeding year at the rate approved by the Board of Directors from time to time shall be applicable to the managerial staff of the Foundation.
54. In addition, the school staff of the Foundation shall also be entitled, at the time of confirmation or at the time of acquiring higher qualification as the case may be to:
- a) Three additional increments for attaining Ph.D. degree in a relevant field, if the employee opts not to draw Ph.D. allowance.
 - b) Two additional increments for attaining M.Phil. Degree in a relevant field.
 - c) One additional increment for attaining additional regular professional qualification like B.Ed. / M.Ed. etc.,
 - d) One additional increment for having first division in regular basic qualification prescribed for the grade.
 - e) One additional increment for having first division throughout the academic career starting from matriculation.

CHILDREN EDUCATION:

55. Each member of the school staff shall be entitled to admit his / her two children to the TF institution where he / she is working. Admission fee and monthly tuition fee shall be deemed to have been waived off in respect of those children. They would however pay other charges like examination fee etcetera as applicable in the class / institution.

COMPENSATION:

56. Compensation is admissible to a regular employee suffering death or permanent disability while on duty. This amount may extend up to twelve (12) months basic pay depending upon the nature and gravity of the hurt.

PART VI **RETIREMENT**

SUPERANNUATION:

57. The age of retirement of an employee shall be the day when he / she attain the age of fifty-five years. This age limit may, however, extend to sixty years, if the employee is still medically fit and is approved by the Board of Directors. Such extension, if any, shall in no case exceed one year at a time.

GRATUITY:

58. Every employee of the Foundation shall be entitled to gratuity at the time of retirement equivalent to an amount of his / her last pay (i.e. basic pay) drawn multiplied by the number of months of service rendered divided by Twenty Four (24) provided that the employee has rendered minimum of five (05) years of continuous service with the Foundation.

RESIGNATION:

59. An employee of the Foundation may at his / her discretion resign from the job, provided that a 30 days written notice shall be given by that employee in advance, failing which such employee shall have to surrender the salary equivalent to the number of days falling short of the notice requirement. An advance notice of one (01) week shall suffice for an employee who has served for more than ten (20) years.
60. Resignation notice given by any employee within 30 days after the annual vacations shall be deemed to have been given before commencement of annual vacations.

61. An employee who tenders his / her resignation shall receive his/her dues and security within one (01) month time period after the clearance certificate is rendered from the head of the institution.

DISCONTINUATION FROM SERVICE:

62. An employee's service shall be considered discontinued who leaves the job without informing either the Principal or Field Office. The employee shall also be liable to forfeiture of his / her security if a satisfactory explanation is not furnished to the Foundation within 30 days of leaving.

TERMINATION FROM SERVICEES:

63. The appointing authority may terminate the services of an employee at any time for having been found, after proper inquiry, guilty of professional dishonesty, misconduct, indiscipline, gross insubordination or breach of Service Rules, as amended from time to time. Appropriate disciplinary action against the employee so terminated may also include forfeiture of gratuity and other retirement benefits.
64. The services of an employee may be terminated on poor performance based on annual academic results after providing one chance for improvement of performance.

RELAXATION:

65. Notwithstanding anything contained in the foregoing rules, any of these rules may, for reasons to be recorded in writing, be relaxed for any individual case(s), if the Board of Directors is satisfied that a strict application of these rules would cause hardship to either or both of the individual and the Foundation.

GENERAL PROVISION:

66. In all matters not expressly provided in these rules, members of the service shall be governed by such rules as have been or may hereafter be prescribed by the Board Directors and made applicable to them.

INDUCTION:

67. All those who have been serving in their respective capacities shall be deemed to have been appointed as such from the dates of their respective appointments.

DELEGATION:

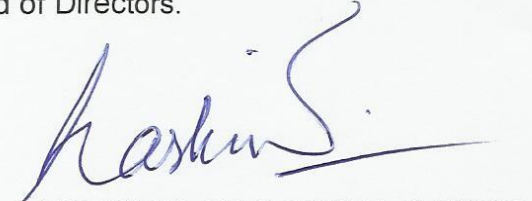
68. The Board of Directors may delegate all or any of its powers under these rules to any single or joint person(s) / committee(s) / office subordinate(s) to it.

INTERPRETATION:

69. In case of any doubt or any ambiguity in the interpretation of these rules, the matter shall be referred to the Board of Directors, whose verdict on such matters shall be final and binding.

VALIDITY:

70. These rules hereby take effect in supersession of all previous rules on the subject and with the explicit approval of the Board of Directors.


FARHAN-UL-HAQ FAISAL HASHMI
(Secretary to the Board)

Copy for information to:

- a) Chairman, Board of Directors
- b) Director Finance
- c) Program Manager, TF Head Office
- d) All Principals, TF GSS
- e) All Members, TF GSS