



Grambangla Unnayan Committee

SERVICES RULES

House – 93 (1st Floor), Road – 1
Mohammadia Housing Society, Mohammadpur, Dhaka. Bangladesh
Tel: +88028105000 & 0175-020055
e-mail:grambangla@yahoo.com Web: www.grambanglabd.org

November 2006

CHAPTER: 1

GENERAL DESCRIPTION AND DEFINITION

1. SHORT TITLE AND APPLICATION

- 1.1. These rules shall be called "Grambangla Unnayan Committee Service Rules, 2006". This service rule has come into force with immediate effect.
- 1.2. All staff employed Under GUC shall be governed by the Grambangla Unnayan Committee (GUC) service rules as mentioned herein after.
- 1.3. Any policy or policies as laid down in this service rule will not hamper any right or privilege nor explain any previous decision(s)/matter(s) settled before this service rule comes into force.

2. INTERPRETATION

In the event of any dispute, the Executive Committee of GUC will give the final interpretation.

3. AMENDMENT

The Executive Committee of GUC shall have the right to modify, amend, replace, revise or add any of the provisions of these rules in such a manner and to such an extent as they may deem fit and necessary.

4. MATTERS NOT PROVIDED FOR

For all matters not provided for in these rules, the decision of the Executive Committee of GUC shall be final.

5. DEFINITIONS

In these regulation unless there is anything repugnant in the subject or content:

- 5.1. "GUC" means 'Grambangla Unnayan Committee'.
- 5.2. "Executive Committee" means the Executive Committee of GUC.
- 5.3. "Executive Director" means the Executive Director of GUC as appointed by the Executive Committee.
- 5.4. "Employee" means any person appointed in the service of GUC by Executive Director of GUC.
- 5.5. "Probationer" means an employee on probation for specific period(s).
- 5.6. "Joining Time" means the time allowed to an employee to join a post on appointment/transfer.
- 5.7. "Holiday" means a day declared closed by an order of GUC.
- 5.8. "Service" means the period during which one is on duty as well as on leave duly authorized by GUC and dose not include any period when an employee is absent without permissions or intimation.
- 5.9. "Duty" includes :
 - a) Service rendered by an employee whether in a regular or occasional capacity.
 - b) Leave granted to an employee other than leave without pay.
 - c) The period spent on duty by authorized instruction for training includes the time reasonable required for the journey to and from the place of instruction or training.
- 5.10. "Bonus/Festival Assistance" means any payment to an employee for his/her major religious festival.

- 5.11. "Advisor" means such person(s) or firm/company, either Bangladeshi or Foreign appointed on specific terms and conditions by GUC on a special contract for rendering consultancy service.
- 5.12. "Consultant" means person(s) or firm/company either Bangladeshi or Foreign appointed on specific terms and conditions by GUC for rendering consultancy service.
- 5.13. "Gratuity" means a payment to an employee on concession of service with GUC calculated on the length of the service rendered and on the basis of entitlement.

CHAPTER –II

APPOINTMENT, RESIGNATION, TERMINATION AND RETIREMENT

6. APPOINTMENT

- 6.1. The Executive Committee will make all appointment in Grade-1 and above. The Executive Director will make appointment in other grade on the recommendation of the selection committee. Selection committee will be formed by the Executive Committee of GUC each appointment.
- 6.2. There shall be schedule of job description and job specification on the basis of which all recruitment will be made.
- 6.3. Procedure for recruitment:

Appointment to a specified post shall be made:

- a) By direct recruitment, or
 - b) By promotion from amongst person already holding specified post in GUC. (A person shall not be eligible for appointment by promotion to the next higher post unless such person has rendered satisfactory service at least three years in the present post).
 - c) By contract.
- 6.4. No person shall be appointed to a specified post unless he/she has the requisite qualification, or as specified in the advertisement and in the case of direct recruitment, such person is also within the age limit, if any, fixed for the post.
 - 6.5. No appointment to a specified post shall be made except upon the recommendation of the selection committee concerned.
 - 6.6. No person shall be eligible for appointment to a specified post if he/she is not a citizen of Bangladesh.
 - 6.7. A person shall not be eligible for appointment by promotion to the next higher post unless he/she has rendered satisfactory service at least for three years in the present post.
 - 6.8. The appointing authority may appoint on contract, any person, for a post, having requisite qualification and experience specified in these rules for appointment to that post if the service of such a person are urgently needed in the interest of GUC's program. The Executive Committee or the appointing authority shall determine terms and condition of such appointments.

7. CONDITIONS OF APPOINTMENT

- 7.1. Only a citizen of Bangladesh is eligible appointment in any post of GUC. In case of any foreign appointment Govt. rules will be followed.
- 7.2. A person to be appointed shall not be less than 18 years of age and not normally more than 55 years of age at the time of appointment in the service of GUC, provided that the appointment authority in special cases, may relax the upper age limit for reasons to be recorded in writing.
- 7.3. All project based appointment shall be temporary for the duration of the project.
- 7.4. The service of an employee may be terminated by the appointment authority at any time without assigning any reason whatsoever, by giving one month notice or one month salary in lieu thereof. Similarly, an employee may resign from service by giving one month's notice or surrendering one month's salary in lieu thereof. Resignation of an employee may not be accepted if the employee concerned is being proceeded against for misconduct or corruption, without the approval of the appointing authority or until the expiration of any contract between the employee and GUC.
- 7.5. An employee shall cases to be an employee of a specified post on the abolition of the post. The employee shall regard this as a condition of acceptance of service.

8. PROBATION AND CONFIRMATION

- 8.1. The period of probation for any post of GUC shall normally be 6 (six) months extendible at the discretion of the authority.
- 8.2. When probationer fails to show satisfactory progress using his/her period of probation, the appointing authority may, in writing,
 - i) Extend the period of probation up to 1 (One) year or
 - ii) Dispense with his/her service without assigning any reason whatsoever.
- 8.3. On successful completion of the probation period, the appointment of the probation will be made permanent from the date of commencement of his/her joining GUC.

9. TRANSFER AND CHANGE OF DESIGNATION

- 9.1. Employee may be transferred within GUC's area of operation or elsewhere in the interest of the organization. Generally transfers are of two types (i) Temporary transfer and (ii) Permanent transfer.
- 9.2. An employee transferred for not more than 45 days assignment will be treated as temporary transfer and will get normal conveyance and daily allowance. In case of normal or permanent transfer, an employee will be entitled to get TA/DA as per rule.
- 9.3. GUC may change the designation and job description of its employee according to the changing circumstances of duties and responsibilities of the employee and with the consent of the employees concerned.

10. ABSENCE FROM DUTY

No employee shall ordinarily remain absent from duty without obtaining prior permission. Unauthorized absence will be tantamount to misconduct. Employees having late attendance will cautiously be marked. Three cases of consecutive late attendance, as will be treated a full day absence without obtaining permission.

11. FULL-TIME SERVICE

Unless otherwise specifically provided for an employee of GUC is a full time employee of GUC.

12. OFFICE HOURS

- 12.1. The total working hours in a week is 42 hours. Normally the working hours is 9.00 a. m. to 5.00 p. m. with 30 minutes lunch break from 1.00 p. m. to 1.30 p. m. on Saturday to Wednesday and on Thursday it is from 9.00 a. m. to 2.00 p.m. without any break. Friday treated as weekly holiday. The above mentioned time may be changed by the decision of the Executive Committee of GUC.
- 12.2. The GUC office is to be closed on all official Government holidays.
- 12.3. No overtime is payable to any employee in GUC at present if they work on holidays or beyond office hours. This type of work will be treated as voluntary work.

13. PRESERVATION OF SERVICE RECORD

The competent authority as will preserve Service record of all employees under GUC per service record from (Annexur-1)

14. GRADING OF EMPLOYEES

The following grades & pay scale for GUC's employees against their post are shown below. The grades & pay scale may be revised from time to time as per decision of Executive Committee of GUC.

SL NO	NAME OF POST	GRADE	PAY SCALE
	Executive Director(ED)	Special Grade	20000-1000-30000
01	Director (Programs), Director (Finance and Admin.), Director (Education), Director (Health) and Program Adviser	1 st	18000-1000-28000
02	Deputy Director (DD)	2 nd	15000-800-23000
03	Assistant Director (AD), Administrative Manager (AM), Program Manager (PM) and Finance Manager (FM)	3 rd	12000-600-18000
04	Project Coordinator (PC)/Regional Manager (RM)	4 th	10000-500-15000
05	Program Officer (PO), Trainers, Monitoring & Evaluation Officer (M&EO), Research Officer (RO), Internal Auditor (IA), Liaison Officer (LO), Upazila Coordinator (UC) and Accounts Officer (AC)	5 th	8000-400-12000
06	Asst. Program Officer (APO)/Asst. Accounts Officer (AAO), Asst. Research Officer (ARO), Unit Manager (UM) and Asst. Trainers (AT)	6 th	5000-300-8000
07	Community Organizer (CO)/ Supervisor/Motivator/ Animator/Office Assistant	7 th	2500-250-5000
08	Mobile School Teacher	8 th	1500-150-3000
09.	Peon, Caretaker, Guard, Aya	9 th	1200-100-2200

15. CONFIDENTIAL REPORT/PERFORMANCE EVALUATION

- 15.1 An annual confidential report shall be written on each of the employee by the project/departmental head and countersigned by the Executive Director.
- 15.2 An employee shall not have access to his/her confidential report, but he/she shall be informed of adverse remarks relating to his/her defects, if any, in order to give him/her an opportunity to explain his/her position or to correct himself/herself. In case of any good performance the employee should be given award or appreciation letter.
- 15.3 Decision on increments and/or promotion shall be based on the performance evaluation in the annual confidential report of the employee concerned.
- 15.4 An employee, where performance is rated below the average, shall be dealt with according to other provisions of the rules.
- 15.5 The Executive Committee shall make the performance evaluation and the increment of the Directors.

16. RESIGNATION

- 16.1 Probationers are required to service a notice of 14 days in writing or to pay a sum equal to the basic pay for the same period to resign from service during the probation period.
- 16.2 A permanent employee is required to serve one month's notice in writing or to pay a sum equal to the basic pay for the same period.
- 16.3 An employee shall be bound to hand over charge to any other employee selected by GUC to take over that charge.

- 16.4 No resignation shall be accepted unless the employee clears all outstanding dues payable to GUC.

17. TERMINATION/REDUNDANCY

Employee may be terminated or declared as redundant by the GUC authority by giving 1 (one)-month notice or on payment of a sum equal to the basic pay for the same period in any of the following events:

- 17.1) Termination of employment on the following ground:
- a) As ground of penalty clause
 - b) For unsatisfactory annual performance appraisal for two consecutive years.
- 17.2) Redundancy of employment following grounds.
- a) in the event of the employee being declared surplus.
 - b) Abolition of posts
 - c) project staff at the end of project period

18. SENIORITY

- a) Seniority of an employee of GUC shall be calculated from the date of joining service in a particular grade.
- b) When more than one person is recruited at a time, the seniority shall be determined in order of merit as determined by the selection Authority.
- c) Promotes shall enjoy seniority over direct recruits, if recruitment is made for the same day.
- d) GUC shall maintain a grade wise seniority list of its employees.

19. PROMOTION

- a) An employee is eligible for consideration to the next higher post on completion of a minimum of 3 (three) years satisfactory service in the existing post, and if found suitable for promotion to the availability of post and performance evaluation.
- b) All promotion shall be made on the basis of merit. Due consideration will, however, be given to seniority.
- c) No employee can lay any claim any promotion unless considered fit by the competent authority. The Management Implementation Committee will recommend in such cases.

20. RETIREMENT

- a) The normal retirement age of all the employees shall be 60 years, or 35 years in GUC whichever is earlier.
- b) Extension of service may, however, be considered by the competent authority on the following ground:
 - I. Good health;
 - II. Efficient work to the satisfaction of the employers;
 - III. Length of service to that date;
 - IV. Difficulty or otherwise to find similar efficient worker to do the work.
 - V. Recommendation of person or bodies concerned.
- c) During the period of extension the employee will not be governed by pay scale & service Rules, but by contract mutually agreed which may be at a higher or lower level.

CHAPTER – III

JOB SPECIFICATION & JOB DESCRIPTION

21. JOB SPECIFICATION & JOB DESCRIPTION

All recruitment will be made as per job Specification. The job Specification/Description will be included while issuing appointment letters. The following is to be inserted in job specification and job Description.

Job Specification

- ◆ Necessary educational qualification
- ◆ Training and skill
- ◆ Experience
- ◆ Responsibilities

Job Description

- ◆ Job title
- ◆ Responsible
- ◆ Job Nature
- ◆ Working environment
- ◆ Task
- ◆ Performance indicators.

The Executive Committee of GUC is the appointing authority of the Executive Director. His /Her job specification and/ or job description will be determined by the EC as stated in the constitution of the organization. Apart from that his/ her job responsibilities will be as under.

POSITION: EXECUTIVE DIRECTOR

ORGANISATIONAL RELATIONSHIP:

Reports to: Chairperson of Executive Committee

Supervise: All staff of the organization.

JOB DESCRIPTION:

- ◆ Overall Co- ordination, Planning & Management and Controlling of various programs of the organization..
- ◆ Correspondence with funding agencies regarding project proposals, activities and financial reports.
- ◆ Keeping liaison and making correspondence with GO's and NGO's.
- ◆ Authentication of 'Final Accounts' and 'Balance Sheet' of the organization.
- ◆ Operating Bank Accounts as signatory and over all control of the financial dealings.
- ◆ Representing the organization in various Forums inside and outside the country.
- ◆ Arrangement of internal evaluation of project.
- ◆ Organizing meeting of the planing and evaluation cell.
- ◆ Any other job by the authority concerned.

POSITION: DIRECTOR

ORGANIZATIONAL RELATIONSHIP:

Reports to: Executive Director

Supervises: All programs and administrative personnel.

JOB SPECIFICATION:

a) Education Qualification & Experience:

Post Graduate Degree with 10 Years experience in relevant field.

Or

Graduation with 15 years experience in relevant field

b) Age : Maximum 40 years.

JOB DESCRIPTION:

- ◆ Plan, manage, implement, supervise, monitor and evaluate all the programs of the organization.
- ◆ Co-ordinate functions of various programs /projects and take periodic reports (monthly, quarterly, half- yearly and annually) from the program/project Coordinators.
- ◆ Monitor success and failure of various program / project and take any steps deemed necessary.
- ◆ Keep the director informed about the latest information on all programs/ Project.
- ◆ Arrange and conduct monthly Co-ordination meeting of all staff of the organization.
- ◆ Other related jobs and functions.

POSITION: DEPUTY DIRECTOR

ORGANISATIONAL RELATIONSHIP:

Reports to : Director

Supervise: Program Officer, Trainer, Research officer & Monitoring & Evaluation officer.

JOB SPECIFICATION:

- a) Education Qualification & Experience: Post-Graduate Degree with 10 Years Experience in relevant field.
Or
Graduation with 15 years experience in relevant field.
- b) Age : Maximum 40 years.

JOB DESCRIPTION:

- ◆ Preparation of Training schedule, development of modules, preparation of handouts and reports, conduct training for GUC staffs and target beneficiaries.
- ◆ Develop an appropriate monitoring and evaluation system to assess the programs as well as overall organizational activities and conduct M & E including publication of reports.
- ◆ Manage resource units and development of those, plan, formulate and implement sector programs.
- ◆ Innovation of ideas as well as planning and implementation of those to enrich GUC and help it transform into an institution from on organization.
- ◆ Compliance with any other assignment entrusted from time to time in the interest of the organization.

POSITION : ADMINISTRATIVE MANAGER

ORGANISATIONAL RELATIONSHIP:

Reports to : Director (Admin. & Finance)

Supervises : All support staff

JOB SPECIFICATION:

- b) Education Qualification & Experience: Post Graduate Degree with 5 Years experience.
Or
Bachelor Degree 8 years experience in relevant field
- b) Age : Maximum 40 years.

JOB DESCRIPTION :

- ◆ Reception of visitors.
- ◆ Maintaining transport.
- ◆ Keeping Records of Real Estate.
- ◆ Dealing with legal matters.
- ◆ Maintaining personnel related records and registers.
- ◆ Maintenance of rest house & training centre (if have)
- ◆ Purchases & procurement of materials as per the rules of the organization.
- ◆ Co-ordinate the planning and development of the annual evaluation of employee's work performance.
- ◆ Day to day administrative functions of the organization.
- ◆ Any other job assignment by the authority concerned.

POSITION : FINANCE MANAGER

ORGANIZATIONAL RELATIONSHIP:

Reports to : Director (Admin. & Finance)

Supervises : All accounts personnel

JOB SPECIFICATION:

- a) Education qualification & experience: Bachelor Degree with 10 Years experience in relevant field
or
Masters Degree with 5 years of experience.
- b) Age : Maximum 40 years.

JOB DESCRIPTION:

- ❖ Responsible for Financial Management, Accounting and Budget planing of the organization.
- ❖ Develop methods for internal financial and accounting management, internal audit principles etc.
- ❖ Develop financial reporting system, innovate appropriate rules, format, pro-forma etc. for sound reporting system.
- ❖ Budgetary control over expenditure.
- ❖ Co-ordinate Area/ Branch office accounting system with central accounts.
- ❖ Authentication of all sorts of accounts of the organization.
- ❖ Preparation of "Final accounts" and "Balance sheet ' of the organization.
- ❖ Preservation of property deeds, licenses, accounts records and other important documents of the organization.
- ❖ Any other job assigned by the authority.

POSITION : PROJECT CO-ORDINATOR

ORGANIZATIONAL RELATIONSHIP

Reports to : Director (Program)

Supervises: All Project staff

JOB SPECIFICATION:

- a) Education Qualification & Experience: Post Graduate Degree with 5 years experience in relevant field.
or
Bachelor degree with 8 years experience relevant field.
- b) Age : Maximum 35 years

JOB DESCRIPTION:

- ❖ Co-ordinate all specified project activity as outlined in the project proposals.

- ❖ Prepare reports and submit the same to the Director (Program) monthly/ quarterly/ half-yearly and annually.
- ❖ Monitor project programs and take steps deemed necessary.
- ❖ Take all necessary steps to successfully implement all the project events.
- ❖ Any other job assigned by the authority.

POSITION: RESEARCH OFFICER

ORGANIZATIONAL RELATIONSHIP:

Reports to : Deputy Director

Supervise: All support staff.

JOB SPECIFICATION:

- b) Education Qualification & Experience:
Post-Graduate Degree with 10 Years experience in relevant field.
Or
Graduation with 15 years experience in relevant field.
- b) Age :Maximum 40 years.

JOB DESCRIPTION:

- ◆ Design research products and survey materials.
- ◆ Conduct research and survey.
- ◆ Assess the need of the community.
- ◆ Arrange and conduct research-related meeting and seminar.
- ◆ Monthly Co-ordination meeting of all staff of the organization.
- ◆ Other related jobs and functions.

POSITION: PROGRAM OFFICER

ORGANISATIONAL RELATIONSHIP:

Reports to : Project Coordinator

Supervises: All relative program personnel.

JOB SPECIFICATION

- a) Education Qualification & Experience: Post Graduate Degree with 3 years experience in relevant field or Bachelor degree with 5 years experience in relevant field.
- b) Age : Maximum 40 years .

JOB DESCRIPTION

- ❖ Project formulation.
- ❖ Reporting, monitoring and making correspondence relating of project.
- ❖ Keeping liaison with donor agencies.
- ❖ Prepare various write-ups according to the instructions of the head of the organization.

Any other job assigned by the authority concerned.

POSITION : TRAINER

ORGANISATIONAL RELATIONSHIP

Reports to: Project Coordinator

Supervises: All relative staff.

JOB SPECIFICATION:

- a) Educational Qualification & Experience: Bachelor degree with 3 years experience in relevant field.
- b) Age :Maximum 35 years

- ❖ Conduct community peoples' need based training
- ❖ Develop training manual/Materials

- ❖ Conduct training (both institutional and field based) according to the need of the community Development Programs;
- ❖ Conduct literacy training (teachers training)
- ❖ Any other modalities developed by the organization to implement the program.

POSITION : ACCOUNTS OFFICER

ORGANIZATIONAL RELATIONSHIP:

Reports to : Chief Accountant

Supervises : All accounts personnel

JOB SPECIFICATION:

- b) Education qualification & experience: Bachelor Degree in Accountancy, Finance or Management with 5 Years experience in relevant field
or
Post Graduate Degree in Accountancy, Finance Management with 5 Years experience in relevant field
or
Intermediate course complete in CA/ICMA with 2 years experience in relevant field
- b) Age : Maximum 40 years.

JOB DESCRIPTION:

- ❖ Responsible for Financial Management, Accounting and Budget planning of the organization.
- ❖ Develop methods for internal financial and accounting management, internal audit principles etc.
- ❖ Develop financial reporting system, innovate appropriate rules, format, pro-forma etc. for sound reporting system.
- ❖ Budgetary control over expenditure.
- ❖ Co-ordinate Area/ Branch office accounting system with central accounts.
- ❖ Authentication of all sorts of accounts of the organization.
- ❖ Preparation of "Final accounts" and "Balance sheet ' of the organization.
- ❖ Preservation of property deeds, licenses, accounts records and other important documents of the organization.
- ❖ Any other job assigned by the authority.

POSITION: MONITORING & EVALUTION OFFICER

ORGANIZATIONAL RELATIONSHIP

Reports to : Executive Director

Supervises : None

JOB SPECIFICATION:

- a) Education Qualification & experience : Post Graduate Degree with 5 Years experience in relevant field.
Or
Bachelor Degree with 7 years experience relevant field.
- b) Age : Maximum 35 years

JOB DESCRIPTION:

- ❖ Built an efficient monitoring and evaluation network within the organization using the existing field level staff to carry out monitoring and evaluation on various project/ programs.

- ❖ Find project / program implementation loopholes by conducting surveys and report to the higher and / or concerned authority to take necessary actives.
- ❖ Report project / programs strength and deliver the results to the higher and / or concerned authority.
- ❖ Arrange publication of monthly control monitoring reports of the organization and distribute the same to the higher and / or concerned authority.
- ❖ Help external evaluation team(s) to conduct external evaluation (s) of the project / program of GUC time to time.

POSITION : LIAISON OFFICER

ORGANISATIONAL RELATIONSHIP:

Reports to: Executive Director

supervises: None

JOB SPECIFICATIONS:

- a) Education qualification & experience: post graduate Degree with 3 year experience in relevant field or Bachelor degree with 5 years experience in the relevant field.
- b) Age : Maximum 30 year

JOB DESCRIPTION :

- ◆ Liaison with the government, non-government and donor agencies as and when necessary.
- ◆ Keep constant contact with the head office.
- ◆ Represent in various meetings and functions on behalf of organization at Dhaka
- ◆ Other related functions.

POSITION: INTERNAL AUDITOR

ORGANIZATIONAL RELATIONSHIP

Reports to : Executive Director

Supervises: None

JOB SPECIFICATION:

- a) Education qualification & experience: Post Graduate degree in accounting, finance, or management and 3 years experience in relevant field
or
Intermediate course completion in CA/ICMA.
- b) Age : Maximum 35 years.

JOB DESCRIPTION

- ◆ Visit & verify accounting procedures of the sub offices, Project office and the Head Office departments that they are being followed properly.
- ◆ Submit reports to Executive Director on the basis of visit & verification of accounts of sub office project offices and Head Office with necessary recommendations.
- ◆ Check financial transaction, petty cash, bank documents and expense vouchers, inventory of FF & E and all accounting records.
- ◆ To prepare the Sub office \ Project Office for external audits.

POSITION : ASST. ACCOUNTS OFFICER

ORGANIZATIONAL RELATIONSHIP:

Reports: Finance Manager

Supervises : None.

JOB SPECIFICATION:

- a) Educational Qualification & experience: Bachelor Degree with 5 years experience in relevant field.

b) Age : : Maximum 30 years.

JOB DESCRIPTION:

- ◆ Keeping records of Bank account, Bank statements, bank reconciliation statements.
- ◆ Maintaining cash, cash book & general ledger.
- ◆ Preparation of financial statements & reports.
- ◆ Maintaining of Financial records according to the financial manuals.
- ◆ Preservation of Vouchers, Book of Accounts, Audit Reports. & other records.
- ◆ Maintaining of stock register for furniture & Fixture and other fixed assets also.
- ◆ Payment of rent, Taxes and bills in time & keeping records of the same.
- ◆ Preparation of project-wise accounts statements in order to the fulfil the need of the funding agencies.
- ◆ Any other job assigned by the authority.

POSITION: ASST. RESEARCHER

ORGANIZATIONAL RELATIONSHIP

Reports to: Research Officer

Supervises: None

JOB SPECIFICATION:

- a) Education Qualification & Experience : Post Graduate Degree or Bachelor Degree with 3 Years' experience in relevant field.
- b) Age : Maximum 35 years

JOB DESCRIPTION:

- ❖ Build an efficient research network within the organization using the existing beneficiaries of different programs, field problems and prepare research on various topics which have an impact on all work done by GUC;
- ❖ Find research areas by interviewing GUC's existing beneficiaries of different programs, field problems and prepare research modules to conduct research on that problem which will have an ultimate result;
- ❖ Prepare research reports including the processing of data, independently and arrange for publication of such reports.

POSITION: COMMUNITY ORGANIZER

ORGANIZATIONAL RELATIONSHIP

Reports to: Program officer/Trainer

Supervises: None

JOB SPECIFICATION:

- a) Education Qualification & Experience : Bachelor Degree with 2 years experience in relevant field or H.S.C. with 5 years experience or S.S.C. with 10 years experience
- b) Age : Maximum 35 years

JOB DESCRIPTION:

- ❖ Help ensure participation of the community people in development planning and implementation of development programs
- ❖ Arrangement of training for the disadvantaged distressed & destitute woman for their skill development.
- ❖ Preparation of training schedule for related to the alleviation of wide spread poverty and underprivileged condition of woman & children.
- ❖ Arrange training for staff/ beneficiaries, develop schedule/ modules, conduct training prepare handout and reports.
- ❖ Conduct training as contracted by the organization with outside organization.

POSITION : UPAZILA COORDINATOR

ORGANIZATIONAL RELATIONSHIP:

Reports to : Director of concerned program

Supervises : Branch/Unit manager, Supervisor.

JOB SPECIFICATION:

- ❖ Over all Coordination, Management and Supervision of program / project of the area as per Head Office instruction, circular & orders.
- ❖ Preparation of action plan for staff management & implementation of the programs.
- ❖ Organizing & conducting weekly / fortnightly/ monthly meeting, Training etc. with workers as well as beneficiaries.
- ❖ Keeping liaison with local GO's and NGO's and represent locally.
- ❖ Authentication of Area Office accounts and financial statement.
- ❖ Coordinate function of various programs/ project and make periodic reports to Head Office.
- ❖ Monitoring various programs/project and take any steps deemed necessary.
- ❖ Frequent supervision unit offices and establish overall control of the programs/project.
- ❖ Any other job assigned by the authority concerned.

POSITION : SUPERVISOR

ORGANISATIONAL RELETIONSHIP

Reports to : Program Officer/Upazila Coordinator

Supervises : Community Workers and Mobile School teacher

JOB SPECIFICATION:

- a) Education qualification & experience : H.S.C or SSC with 3 Years experience in relevant field.
- b) Age : Maximum 35 years.

JOB DESCRIPTION:

- ❖ Identification / selection of community, community practices; finding potential community people and establish community development groups; conducts survey, preparation of village books; help the management drawing rural community development plan and implement the planned program.
- ❖ Identification of community literacy practices; to help selection of community teachers' and help operating community schools (both Adult and Child)
- ❖ Any other modalities community by the organization to implement the program.

POSITION : MOBILE TEACHER & COMMUNITY EDUCATOR

ORGANISATIONAL RELETIONSHIP:

Reports to : Supervisor

Supervises: Group

JOB SPECFICATION :

- a) Education Qualification & Experience: Class V with 1 years experience in field.
- b) Age : Maximum 45 years.

JOB DESCRIPTION:

- ◆ Identification target group.
- ◆ Group formation, Human Rights & Voter education.
- ◆ Conduct group meeting.
- ◆ Run health groups.
- ◆ Conduct motivational campaign.

- ◆ Organize recreation activities of woman.
- ◆ Other related jobs and functions.
- ◆ To organize co-curriculum education.
- ◆ Regular follow-up of their class lesson.
- ◆ To organize the group meeting with parents.

POSITION: FIELD ORGANISER

ORGANISATIONAL RELETIONSHIP:

Reports to: Supervisor

Supervises: None

JOB SPECEFICATION:

b) Education Qualification & Experience: H. S. C. Experienced candidates may be preferred or SSC with 2 years experience in development works.

b) Age : Maximum 30 years.

JOB DESCRIPTION:

- ◆ To help identify community needs by arranging meetings with community leaders and listening to the community.
- ◆ To help groups develop their savings schemes and to assets the appropriateness of providing credit and skill training.
- ◆ To help group to develop and identify village volunteers and group leaders for training.
- ◆ To coordinate with other social development program in the area such as credit support services agriculture extension, fisheries, live-stock, Adult/Adolescent/ child education, Health, Family Planning, Nutrition, Sanitation, had consciousness raising programs.
- ◆ Any other job assigned by the authority concerned.

CHEPTER-IV

STAFF DEVELOPMENT AND TRAINING

To develop the skills of the staff, the authority will arrange the staff development training in keeping with the annual staff development plan. It will be arranged under the organization's own training cell or by other organization.

22. Selection of Staff for the Training

The Director, or his authorized representative, will select the staff for the training in consultation with the concerned program chief / training cell. The following points to be considered for the selection of staff for training:

- a) The concerned training should contribute to the development activities of the organization.
- b) The concerned training should help to change his / her attitude with the development of his / her skills.
- c) There should be a budget provision for the concerned training.
- d) The training received will be imparted later to all the staff of the project/program.
- e) The concerned staffs have to execute a guarantee bond to the effect that he/ she will have to serve the organization at least 2 years after the completion of the training duration up to 6 month. Agrees to surrender half of the training cost if she/he wants to leave the organization before the deadline.
- f) The concerned staff may apply for the termination of above bond if he/ she agrees to surrender half of the training cost.
- g) Woman staff will have preference for the training if she fulfills the requisite qualification for it.
- h) Orientation Training: The newly recruited staff will undergo for a formal or informal orientation training by his/ her authority.

23. JOB RESPONSIBILITY RELATED TRAINING

The newly recruited staff will have access to training for various duration. Such training will be arranged by the organization or in cooperation with the specialized organization.

24. NEED BASED TRAINING

To initiate a new type of program, the organization will arrange training appropriate for the implementation of the program if necessary. The organization will determine the need and arrange the training accordingly in cooperation with the person specialized on the subject.

25. SPECIALIZED TRAINING

The Organization will arrange specialized training on Health Care, Nursing, Paramedical, Community Development, Rural Credit, Agriculture, Fisheries, Livestock, Handicrafts etc. The staff for such training will be sent to recognize institutes in or out of the country. The Executive Director will select the staff for such cases, as per the clause "Selection of staff for the raining"

26. TRAINING ABROAD

For appropriate training, the staff may be sent abroad. In such cases, the donor agencies or the concerned Training Institute/ Organization will guarantee to bear all the training expenses. Organization may also arrange aboard training if needed. Organization will bear all the costs for such cases. Where the training period is of 4 weeks or more, the concerned staff will have to execute a guarantee bond with his/ her organization.

27. FINANCIAL FACILITIES FOR THE TRAINEES

With a view to staff development, all the training will be arranged within the budget provision. Participants in the training will be entitled to the following allowances:

- a) In the cases of local training, the trainees will get food & accommodation as per Budget provision. In this case, the trainees will get the actual conveyance allowance while they are attending training from their working area. If someone attend the program using a motorcycle/bicycle for this purpose, he/she will not be entitled to this facility. Woman staff may avail themselves of this facility in case the distance is more than 5 kilometers.
- b) For Training, Seminar, Workshop etc. arranged outside the organization working areas the participants may avail the facilities as laid down in the organization T.A/D.A rules. The participants may not claim the facilities from his/her own organization if and when the host/ sponsored organization bears such expenses.

28. PARTICIPATION IN SEMINAR AND WORKSHOP

With a view to developing the skill of the staff, the Executive Director will select candidates for workshop/ seminars arranged by the organizations. In the case of training / workshops to be held abroad, the Chairperson of EC will approve the participation of the Executive Director.

CHAPTER -V

PAY ALLOWANCE AND BENEFITS

29. STAFF COMPENSATION PLAN

29.1) GUC shall maintain a staff compensation plan for all its employees, which may revise periodically.

29.2) The existing staff compensation plan is shown in annexure-3 (this annexure shall be changed. whenever is revised).

30. INCREMENT

30.1) Subject to the availability of funds. The annual increment of employee will due every year on the anniversary of date of joining. or as prescribed by the management. Provided that the employee has rendered service to the satisfaction of the authority.

30.2) In the case of promotion to the next higher grade, the normal annual increment shall fall due on the anniversary date of promotion.

30.3) Merit increments will depend on employee's yearly work performance. The highest number of increment will be fixed at 2 (two), including one yearly increment with a letter of appreciation.

30.4) Project staff who are not included in GUC's pay scale may get a maximum of a 10% increment on the basis of his / her annual performance appraisal.

31. HOUSE RENT ALLOWANCE

All employees of GUC shall be paid a monthly house rent allowance @ 50% of basic pay as provided in the staff compensation plan of GUC. Employees residing in GUC's own/ hired premises with full accommodation are liable to pay surrender his/her monthly house rent in favor of GUC and an additional deduction of 7.5% of basic pay.

32. MEDICAL ALLOWANCE

All employees of GUC shall be paid a monthly medical allowance as shown in the staff compensation plan of GUC.

33. TRANSPORT ALLOWANCE/FACILITIES

33.1) All employees of GUC shall be paid a conveyance allowance except those who are provided with an office vehicle or cycle.

33.2) For official trips within the town, employees up-to Grade III are entitled to use official vehicles subject to availability or reimbursement of the actual cost.

34. ENTERTAINMENT ALLOWANCE

Entertainment allowance shall be paid to employees at a fixed rate per month as shown in the staff compensation plan of GUC.

34.1) GRATUITY

35.1) An employee of GUC with a minimum of three years service shall be entitled to gratuity of one month's basic salary for each year of successfully completed service.

35.2) The gratuity shall be paid as per the last pay drawn.

35.3) A gratuity fund to be maintained with a separate bank account by depositing such amounts every month. The gratuity shall be paid to an employee only when he/she leaves GUC.

35.4) The management reserves the right to withhold payment of gratuity to an employee where services are terminated for discipline reasons.

35.5) In the event of death of an employee, his/her nominee will receive his/her gratuity.

Note: The clauses 35.1 to 35.5 shall be considered as in effective until further amendment.

36. STAFF WELFARE FUND

GUC is well acquainted with the provident Fund policy. But currently GUC is not in a position to introduce Provident Fund. GUC is introducing a Welfare Fund for its staff. The name of the fund shall be Staff Welfare Fund. Following are terms & conditions for Welfare Fund.

36.1) Every employee's shall contribute to the Welfare Fund from the date of joining.

36.2) An employee shall contribute to this fund during the period of his service, at the rate of 5% of gross salary every month.

36.3) An employee who is placed under suspension will not be allowed to subscribe to the fund from the subsistence allowance in respect of the period of suspension but if he is subsequently reinstated subscription will be recovered in respect of the entire period of suspension at the prescribed rate in lump-sum or in such installments as may be fixed by the authority.

36.4) An employee shall receive the benefit of the Welfare Fund on compellation of 5 (five) years of service. If an employee retires/ resigns/expires before the Completion of 5 (five) years of service in GUC will be entitled to draw his own contribution together with its interest at the rate of 5%. But in the case of service less than one year, no interest will be paid.

36.5) An employee who is dismissed from service will not receive the benefit of the welfare Fund. He/she will be entitled to with draw the subscription money only.

37. PROCEDURE FOR RECEIVING LOAN FROM THE WELFARE FUND

37.1 A subscriber who completes 3 (three) years of service may request a loan amounting to a maximum of 75% of his deposit money only on the following grounds.

- i) For construction/repair of house.
- ii) For treatment self or members of his/ her family dependents.
- iii) For marriage of self or children.
- iv) For children education expenditure.
- v) For purchase of cycle/ motor cycle or motor car.

37.2) Loan received by an employee from Welfare Fund on the above ground shall oblige him/her to pay interest at the rate of 12% or as fixed by the a authority from time to time.

37.3) Loan will be refunded in such number of installments as decided by the fund committee.

37.4) An employee cannot request a second loan from Welfare Fund without completing the refund of first loan with interest.

38. FESTIVAL ALLOWANCE

An employee of GUC who has completed a minimum of twelve month of his service, is entitled to get one festival allowance equivalent to one month's gross salary to be given in two equal installments during two major festivals of at a major religious festival he / she wisher to draw. Any employee of GUC who has completed six months service will get half bonus; bet less six months service period will be made up to bonus disbursement date.

39. TRAVELLING AND DAILY ALLOWANCE (T.A & D.A)

- 39.1) An employee of GUC shall be entitled to get traveling allowance and daily allowance accordance with the T.A and D. A. rules of GUC (Ref. 39.6 & 39.10) which shall be revised from time to tome
- 39.2) Chairperson of the EC Will be the controlling authority in respect of travelling allowance and daily allowance bill of the Executive Director. Similarly the director will be the controlling authority for all other employees.
- 39.3) Tentative monthly tour program should be submitted in advance to the controlling authority stating the place. date and time of departure and arrival including the place of night halt and the purpose of tour.
- 39.4) A maximum amount of 75% of total T.A. & D.A. may be paid in advance to an employee in case of journey beyond the ordinary jurisdiction of such employee's. The amount so advanced shall be adjusted by submitting the supporting documents.
- 39.5) Voucher should be attached with the traveling and daily allowance bill but voucher's cannot be obtain for obvious reasons, the employee who made the tour should certify that the journey actually took place.

Traveling Allowances:

- 39.6) For traveling on official purposes GUC's employees shall be entitled to actual expenses as per the provisions laid down below:

Traveling Allowances (Expenditure on actual basis)

Employees Grade	Mode of Travel					
	Air	Rail	Steamer	Bus	Ferry	Launch
Grade 1 & above (Executive Director & Directors)	Economy	1st	1st	Air conditioned	Upper	Upper
Grade 2 & 3 AO,CA, MEO, Pc's, Trainer's	Nil	1st	1st	Normal	"	"
Grade 4 & below AM & below	Nil	Econo my	Economy	Normal	Normal	Normal

Note: For traveling by Rail or Steamer prior permission to be obtained from the authority as the routes are not common for GUC employee's.

- 39.7) In case of normal transfer, an employee is entitled to get financial assistance for carrying household goods, his/her dependents etc. on the basis of actual expense, but he must obtain prior permission from the Executive Director. No financial assistance will be borne in case of employee's transfer at his/her own request.
- 39.8) For travel by any other means not mentioned above, an employee shall be entitled to get actual expenses. For travel by official vehicle an employee shall be made on a monthly basis by the concerned project/ Program budget. His/her supervising authority must approve such bills.

DAILY ALLOWANCE

- 39.9) Daily allowance may be drawn during absence from the head quarter on duty. A period of absence from the head quarter begins when an employee actually leaves head quarter and ends when he/she actually returns to head quarter. Field office staff shall not be entitled to get any allowances within his /her working area. But any field employee leaves his/her working area for any official assignment he/she will be entitled as per T.A./D.A rules.
- 39.10) For the purpose of Daily Allowance (DA) food and accommodation counted as per the daily allowances calculation sheet. Accommodation can be claimed if stay of night is necessary for the journey and accommodation bills to be submitted accordingly. Otherwise only fooding will be calculated as daily allowance.

Daily Allowance Calculation sheet:

Grade	Capital city	Division City	District Head quarter	Other Thana
Spl. Grade (Executive Director)	Fooding Breakfast 35 Lunch 65 Super 65 150 Accommodation 250 Total : 400	Fooding Breakfast 20 Lunch 50 Super 50 120 Accommodation 200 Total : 400	Fooding Breakfast 20 Lunch 45 Super 45 110 Accommodation 150 Total : 400	Fooding Breakfast 20 Lunch 40 Super 40 100 Accommodation 100 Total : 195
Grade-1 Director	Fooding Breakfast 20 Lunch 45 Super 45 110 Accommodation 200 Total : 310	Fooding Breakfast 20 Lunch 40 Super 40 100 Accommodation 100 Total : 200	Fooding Breakfast 15 Lunch 35 Super 35 85 Accommodation 100 Total : 185	Fooding Breakfast 15 Lunch 30 Super 30 75 Accommodation 75 Total : 150
Grade-II & III	Fooding Breakfast 20 Lunch 40 Super 40 100 Accommodation 150 Total : 250	Fooding Breakfast 20 Lunch 40 Super 40 100 Accommodation 100 Total : 200	Fooding Breakfast 15 Lunch 35 Super 35 85 Accommodation 100 Total : 185	Fooding Breakfast 15 Lunch 30 Super 30 75 Accommodation 75 Total : 150
Grade-IV-	Fooding	Fooding	Fooding	Fooding

V	Breakfast 20 Lunch 40 Super 40 100 Accommodation 100 Total : 200	Breakfast 20 Lunch 40 Super 40 100 Accommodation 100 Total : 200	Breakfast 15 Lunch 35 Super 35 85 Accommodation 100 Total : 185	Breakfast 15 Lunch 30 Super 30 75 Accommodation 75 Total : 150
Grade-V and below	Fooding Breakfast 15 Lunch 40 Super 40 95 Accommodation 100 Total : 295	Fooding Breakfast 20 Lunch 35 Super 35 90 Accommodation 100 Total : 190	Fooding Breakfast 15 Lunch 30 Super 30 85 Accommodation 70 Total : 155	Fooding Breakfast 15 Lunch 30 Super 30 75 Accommodation 60 Total : 135

For the Executive Director, Director and Deputy Director actual accommodation will be reimbursed with the production of bills in special cases.

39.11) In case of attending any seminar /workshop/study aboard an employee is entitled to get actual costs of travelling (upon submitting of voucher) and a daily allowance of not more than Tk 650 If the organizing authority do not arrange any food and accommodation.

CONVEYANCE

39.12) Short travel like to the banks, Office and other places without any involvement of daily allowance may be treated as conveyance. Such expenses are to be meet up form conveyance A/C.

LEAVE AND ITS PROCEDURE

40. LEAVE

40.1) Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any description is to be resolved by the authority. Unless otherwise stated, the leave of an employee shall be governed by the rules in this chapter.

40.2) The following categories of leave shall apply to all employees of GUC:

- 1) Casual leave 12 days
- 2) Earned leave 12 days
- 3) Medical leave 14 days
- 4) Maternity leave 90 days
- 5) Study leave 18 months
- 6) Extraordinary leave Without pay.

41. GENERAL PRACTICES ON LEAVE

41.1) No employee shall proceed on leave without obtaining prior sanction of leave by the authority. Any employee claiming to be on leave without sanction is liable to be treated as absent from duty without authority and such absence will amount to misconduct.

41.2) An employee who remains absent after the expiry of the period of leave, is not entitled to leave salary for the period of such absence, unless his/her leave is extended by the authority which granted the leave.

41.3) An employee will cease to be in service if he/she is continuously absent from duty for one month without leave.

41.4) the appropriate authority will maintain the leave record as prescribed form. (Anexure-4)

42. CASUAL LEAVE

42.1) An employee is entitled to avail himself/herself of 12 (Twelve) days casual leave in each calendar year which cannot be carried to the next year.

42.2) Casual leave cannot be enjoyed more than four days at a time and it cannot be taken together with any other kind of leave.

43. EARNED LEAVE

43.1) An employee is entitled to avail himself/herself of earned leave at the rate of one day for each complete month of service.

43.2) No earned leave is admissible to any employee during the period of probation.

43.3) No employee who has not completed one year of service is entitled to earned leave or maternity leave.

43.4) Normally two week's advance notice shall be given by the employee before taking earned leave. Any employee on leave may be recalled to join duty during such leave.

43.5) Earned Leave should be enjoyed for a minimum of 7 (seven) days and a maximum of one month at a time. However, the Executive Director may consider varying the minimum and maximum period of earned leave under special circumstances.

43.6) Earned Leave can not be accumulated if not requested for within the year. Employees are normally required to utilize their earned leave within the year. But in the case of refusal of earned leave, the employee may be entitled to get compensation for those days as leave allowance at the rate of basic pay.

44. MEDICAL LEAVE

44.1) An employee appointed on a regular basic may be granted a maximum of 14 days medical leave in a year. Sick leave of 3 days or more will require a medical certificate from any qualified Doctor.

44.2) For prolonged illness, the employees can request all kinds of leave due, after which each individual case will be dealt with on its own merit.

44.3) No employee who has been granted leave on a medical certificate may return to duty without first producing a medical certificate of fitness.

45. MATERNITY LEAVE

In the advanced stage of pregnancy the female employee will be entitled to maternity leave of 90 days, provided she has been in the service of GUC for a minimum of one year. The benefit will be allowance for the just two deliveries (birth).

46. STUDY LEAVE

An employee, having at least three years services with GUC may be granted study leave for a for period of 6 to 18 month on full pay for studying abroad in a course initiated and approved by GUC as part of its staff development program. The

concerned staff will have to execute a guarantee bond to the effect that he/she will have to serve the organization at least 5 years after the completion of the study, otherwise he/she will have to surrender the full cost of study.

47. EXTRA ORDINARY LEAVE

- 47.1) Extraordinary leave without pay may be granted to an employee in special circumstances, viz. When no other leave is admissible under the service rules.
- 47.2) Extraordinary leave may be granted, up to maximum one year, as a total throughout the service period, to an employee appointed on a regular basis.
- 47.3) For such cases the employee shall have to execute a bond to serve the organization for a period equal to twice the period of leave, or maximum of year which ever is greater.

48. GENERAL CONDUCT AND DISCIPLINE

48.1) Every employee of GUC shall:

- 1) Conform to and abide by the rules and regulations of GUC.
- 2) Observe, comply with and obey all orders and directions which may, from time to time, be given by the person or persons under whose jurisdiction, or control, he/she may, for the time being, be placed.
- 3) Serve GUC honestly and faithfully, and
- 4) Maintain strict secrecy regarding GUC and its constituents.

48.2) No employee shall

- 1) be associated with any political or other activity detrimental to the interests of GUC or the state.
- 2) be absent from duty or leave station without obtaining prior permission from the immediate authority.

49. MISCONDUCT

Any of the following acts on the part of an employee shall amount to misconduct:

- 49.1) Willful insubordination or disobedience to any reasonable order of the superior(s).
- 49.2) Theft, fraud or dishonest in connection with GUC's property or property of another.
- 49.3) Taking or giving bribes or illegal gratification.
- 49.4) Habitual late attendance.
- 49.5) Breach of any terms and conditions of service rules or employment or of any rules applicable to GUC or any rules made there under.
- 49.6) Riotous, disorderly or indecent behavior of the employee.
- 49.7) Habitual neglect of work of GUC.
- 49.8) Willful damage to work in process or to any property of GUC.
- 49.9) Tampering with records and registers of GUC.
- 49.10) Unauthorized removal of records and registers of GUC from the GUC office, and
- 49.11) Failure to observe the safety and security of the office articles and records and GUC's property kept in charge of the employee.
- 49.12) Defalcation of money or property of GUC.

50. GROUNDS FOR PENALTY

Without prejudice to the other previous contained in these regulations, an employee of GUC shall be given one or more penalties, if he/she:

- 50.1) Commits a breach of these regulations, or
- 50.2) Is found to be negligent, or corrupt or in a position habitual indebtedness, or
- 50.3) Knowingly does anything prejudicial to the interest of GUC' or
- 50.4) Contravenes instructions issued in connection with official work, or
- 50.5) Is guilty of any other act of misconduct or in subordination or
- 50.6) Is convicted of a criminal offense involving moral turpitude or
- 50.7) Is engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities.

51. PUNISHMENTS/PENALTIES

There shall be two kinds of Punishment/Penalties under this code viz. Minor punishment/penalties and major punishment/penalties.

51.1) The following are the minor punishment/penalties.

- 1) Censure/warning
- 2) Withholding of increment or promotion
- 3) Suspension of increment
- 4) Stoppage of increment
- 5) Reduction to a lower post or pay-scale, or to a lower stage of the same pay scale.
- 6) Recovery form pay of the whole or part of any pecuniary loss caused to GUC by negligence or breach of orders.

51.2) The following are the major punishment/penalty

- 1) Compulsory retirement
- 2) Removal form service
- 3) Termination form service

51.3) All the above punishments shall be carried out by the competent authority as applicable in each case.

52. SUSPENSION

52.1) An employee against whom actions are about to be taken for being guilty of misconduct, financial dealings, or corruption, may be placed under suspension if in the opinion of the Executive Director, suspension is necessary as continuance in office may be prejudicial.

52.2) During the period of suspension, an employee is entitled to get subsistence allowance not exceeding half of the gross salary.

53. APPOINTMENT OF INQUIRY OFFICER

Where an employee is proceeded against under these rules, should be above the rank of that of the person proceeded against, to be inquiry officer and conduct the proceedings.

54. PROCEDURE OF INQUIRY AND PUNISHMENT

54.1) When an employee is to be proceeded against and the authority is of the opinion that the allegation, if established, hold call for a censure, the authority shall:

- a. make the allegation known to the employee in writing;
- b. call upon the employee to explain her/his conduct within seven working days form the date of receipt of allegations;
- c. fix a date for hearing the employee in person;
- d. consider the explanation,
- e. hear the employee in person; and
- f. Impose the penalty, if justified, within such time as to complete the whole proceeding within twenty-one working days form the date the allegation was made known to the employee in writing.

54.2) When an employee is to be proceeded against, and the authority is of the opinion that the allegation, if established, would call for a penalty heavier than that of censure, the authority shall:

- a. frame a charge and specify therein the penalty proposed to be imposed and communicating the charge to the employee together with a statement of allegation on which it is based and of any other circumstances which the authority proposes to take into consideration when passing order on these case
- b. appoint an Inquiry Officer, as stated in rule 52
- c. require the employee to submit to the Inquiry Office within seven working days form the day the charge has been communicated to his a written statement of defense and to

- show cause at the same time why the penalty proposed should not be imposed and also state whether he desires to be heard in person;
- d. The Inquiry Office shall fix a date, time and place for holding the inquiry and issue notice to the employee proceeded against asking him/her to appear before the Inquiry Office on the date fixed
 - e. The Inquiry Officer shall start the inquiry within ten working days from the date of receipt of the order of inquiry.
 - f. The Inquiry Office shall record the oral evidence and consider relevant material evidence in regard to the charge. The employee may cross-examine the witnesses against his evidence in person and produce defense witnesses for examination.
 - g. No lawyer shall be engaged to represent the case on behalf of either party or to assist either in any way in the course of inquiry.
 - h. The authority shall nominate an officer to present the case in support of the charge before the Inquiry Office and the Officer presenting the case shall be entitled to cross-examine the employee proceeded against and the defense witnesses.
 - i. The Inquiry Officer shall submit the findings together with the case records to the authority within twenty one working days of the beginning of inquiry by his/her.
 - j. On receipt of the report of findings, the authority shall record its decision on the charge and communicate the same to the employee concerned within seven working days from the date of receipt of the report and shall ask such employee to show cause within seven working days why the proposed penalty shall not be imposed on him/her. This show-cause notice is called the second show cause notice.
 - k. The authority shall take a decision and issue an order after considering the cause shown, if any, and communicate the same within five working days of the expiry of the date of second show cause notice.

55. REVIEW AND APPEAL

- 55.1) An employee may appeal against any order issued by the Executive Director imposing upon his/her any penalty to the Chairperson of GUC within one month of the date on which the employee was informed of the punishment order. The Executive Committee shall consider all the facts and circumstances of the case and take such decision, as it deems just and equitable within one month of the date of receipt of the appeal. The decision of EC shall be final.
- 55.2) No appeal shall lie against any order made by the chairperson of EC. But the employee concerned may apply to the Chairperson for a review of the order within fifteen (15) working days of the date of receipt of the order imposing penalty on such employee. The EC shall dispose of the review petition within fifteen working days of the receipt of such petition.

56. REINSTATEMENT

If an employee is reinstated after suspension, without any penalty, the period of suspension shall be treated as duty on full pay.

Annex - 1**EMPLOYEE SERVICE RECORD**

1. Name:	2. Fathers name:
3. Designation:	4. Date of Joining:
5. Starting Salary:	6. Present Salary:
7. Date of Birth:	8. Place of Birth:
9. Nationality:	10. Religion:
11. Marital Status:	12. Educational Qualification:
13. Present Address:	14. Permanent Address:
15. Experience:	16. Ethnic origin:

Training Course Attended:

Name of the course	Institution /Organization	Course Duration	Year

Other Qualification:**Specimen Signature of employee:**

PAYSCALE OF GRAMBANGLA UNNAYAN COMMITTEE
(Effective form 01 January, 2007)

Sl. N O.	Grade	Basic Scale	House Rent is % of basic	Fringe benefits			Total (in TK.)
				Conveyance	Medical	Entertainment	
1.	Special grade (Executive Director)	20000-1000-30000	50%	1000	1500	1000	33500
2.	Grade I (Director)	18000-1000-28000	50%	1000	1500	800	30300
3.	Grade-II (DD)	15000-8000-23000	50%	*	1200	600	24300
4.	Grade-III (AD, AM, PM, FM)	12000-600-18000	50%	*	1000	500	19500
5.	Grade-IV (PC, RM)	8000-500-12000	50%	*	800	400	13200
6.	Grade-V (PO, Trainers, M&EO, RO, IA, LO, UC & FO)	6000-400-10000	50%	500	600	300	10400
7.	Grade-VI (APO, AAO, ARO, UM & AT)	5000-300-8000	50%	500	500	*	8500
8.	Grade-VII (CO, Supervisor, Motivator, Animator, OA)	2500-250-5000	50%	300	500	*	4550
9.	Grade VIII (Mobile School Teacher)	1500-100-2500	50%	*	400	*	2650
10.	Grade-IX (Peon, Caretaker, Guard, Aya)	1200-100-2200	50%	300	400	*	2500