

POPULATION FOUNDATION OF INDIA

SECTION - I

1. Background

The Population Foundation of India is a non-profit making, non governmental organisation with its main objectives as defined in the Memorandum of Association. The main objectives are to organize, sponsor, promote, establish contact and undertake to assist scientific research in any area or field of population stabilization including reproductive health and family planning. It supports national family planning programme, thus supplementing governmental efforts in solving the national population problems. It also serves as a continuous and reliable source for providing non-governmental funds to interested and highly motivated voluntary agencies, organizations, institutions and individuals to enable them to initiate supportive research and action / demonstration activities in reproductive health, family planning and related areas. It provides an innovative and fresh channel of thinking about how to get the people of India committed to small family norm and to adopt modern family planning methods and also contribute to improvements in contraceptive techniques to suit Indian conditions, as means of spacing births and limiting family size.

The Mission of the Foundation

The Population Foundation of India is dedicated to promote effective formulation and implementation of gender sensitive population and development policies, strategies and programmes. PFI seeks to accomplish this by extending technical and financial support to individuals and civil society institutions; piloting innovative approaches; and building support at the national, sub-national and community levels through informed advocacy.

The Foundation, in most cases, achieves its objectives by relying on and making use of research laboratories and institutions where suitable facilities already exist or can be created with marginal additional inputs for research, teaching or other direct operation and by entrusting implementation of action research / model projects to voluntary Non Governmental Organizations.

Income of the Foundation

The income of the Foundation is derived from Indian Industrialists, private individuals, Foundations, Trusts etc. Donations to the Foundation are exempt from Income Tax under Section 80G (5) of the Income Tax Act 1961 and the income of the Foundation is also exempt from Income Tax under Section 10(23C) iv.

Management

The Foundation is managed by a Governing Board and it is advised by its Advisory Council.

1.1 Office Hours

The office of the Foundation functions from Monday to Friday and the hours of duty are from 0915 to 1715 hours with lunch break from 1300 to 1330 hours

1.2 Holidays

The Foundation observes the same holidays as are observed by the offices of the Central Government in Delhi. A list of approved holidays is issued at the beginning of each calendar year.

1.3 After Office Hours Calls

After office hours, the Administrative Officer/Secretary & Treasurer of the Foundation is to be contacted for all urgent matters. Residential addresses and telephone numbers of all the staff of the Foundation shall be circulated from time to time.

SECTION - II

2. STAFF

The Foundation has a core staff under the Executive Director to provide the essential support. As per the directions of the Governing Board the Executive Director appoints such staff on terms and conditions as it may consider necessary and appropriate. The terms and conditions of the appointment and service of the staff are generally indicated in the letter of appointment for each staff. These rules are applicable to the Core staff members of the Population Foundation of India.

2.1 Levels

There will be five levels of staff as indicated below:

	Levels	Positions
I	Visionary Level	Executive Director and Additional Director.
II	Leadership Level	Senior Adviser, Joint Directors and Secretary & Treasurer, Project Director (Global Fund Project) Project Manager (MacArthur Foundation Project)
III	Managerial Level	Programme Officers, Programme Associate (MacArthur Foundation Project), Administrative Officer, Executive Assistant, Grants Manager (Global Fund Project), Programme Manager, (Global Fund Project), Monitoring & Evaluation Manger (Global Fund Project), PFI-Packard Fellow (Packard Project).
IV	Executive Level	Programme Associate (PD) cum Rajasthan Co-ordinator, Accounts Officer, HR Executive, Programme Associates, RRC Training Co-ordinators, RRC Project Associates, Medical Officer (Mobile Health Clinic Project), Research Associates, M & E Associate (GF), Programme Associate (GF), Accounts Officer (GF), Procurement Officer (GF), plus 12 staff in 6 states (GF). RRC Assistant Co-ordinator, Junior Programme Associate (YARSH, Patna), Programme Co-ordinator (YARSH, Ranchi), Programme Associate (YARSH, Ranchi), Junior Accounts Officer. Personal Secretary, Senior P.A., Assistant Public Relation Officer, Personal Assistant, Assistant Accountant, Stenographer, Technical Assistant (Computer), Library Assistant, Junior Analyst, Record Clerk, General Maintenance Executive.
V	Support Level	Assistant (General Maintenance Upkeep), Driver, Messenger, Daftri, Helper (Safai) Mali and Pantry Attendant

All positions in the block are project based special contract posts and others are regular posts.

2.2 The current Organization Structure is placed at Page No. 42. .

This Staff structure may change from time to time both in number and the nature of duties to meet the emerging requirements of the Foundation.

SECTION - III

3. PERSONNEL POLICY AND PROCEDURES

3.1 Nature of Appointments

The Foundation may appoint staff on regular, contractual, temporary, casual or on part-time basis for a specific purpose or for a specified period of time. They will be offered monthly fee or all-inclusive pay or Basic Pay plus and allowances at the discretion of the Appointing Authority. The terms of service, benefits etc. pertaining to each employee will be indicated in his/her appointment letter. Staff whose terms are set forth in their respective appointment letters are eligible for those benefits which accrue in terms of their contract and not for any other benefits applicable to others. The applicant seeking employment with the Foundation will have to fill up the employment form given at Proforma I.

3.2 Sanctioning/Appointing Authority

The details of sanctioning/appointing authority for each level is indicated below:

Levels	Sanctioning authority for the post	For new Recruitment/ Promotion	Approving authority for appointments	Letter of appointment to be issued by
I Visionary	Governing Board	By a selection Committee consisting of Governing Board members	Governing Board	<ul style="list-style-type: none"> • In respect of the Executive Director – Chairman, Governing Board • In respect of the Additional Director – the Executive Director
II Leadership	Governing Board	By a selection Committee consisting of – Governing Board Members, Executive Dir and Additional Director	Governing Board	Executive Director

Levels	Sanctioning authority for the post	For new Recruitment/ Promotion	Approving authority for appointments	Letter of appointment to be issued by
III Managerial	Executive Director	Executive Director, Additional Dir, Secretary & Treasurer and Joint Director/Project Director concerned	Executive Director	Secretary & Treasurer
IV Executive	Executive Director	Executive Director/ Additional Dir, Secretary & Treasurer and Joint Director/Project Director concerned	Executive Director	Secretary & Treasurer
V Support	Executive Director	Additional Dir, Secretary & Treasurer, Administrative Officer/ HR Executive.	Executive Director	Secretary & Treasurer

3.3 Qualifications

Qualifications for appointment for various posts are prescribed by the Executive Director according to the needs and the type of posts required by the Foundation. These may be changed from time to time in the case of candidates who are otherwise considered suitable.

3.4 Pre-employment Criteria

A medical fitness certificate by a physician approved by the Foundation is required for all regular and contractual appointments. The Foundation will arrange for medical examination. The appointing authority shall ascertain and ensure that the candidate possesses good character and antecedents apart from obtaining a declaration regarding his/her marital status and other personal details on the prescribed form before issuing the appointment letter.

3.5 Probation

Staff on appointment, whether by direct recruitment or promotion, shall be placed on probation for one year or as otherwise indicated in the appointment letter before confirmation. During this period, the individual's performance will be watched and if an employee has not attained an acceptable standard of performance, the probationary period may be extended.

During the probationary period, the sanctioning/appointing authorities without notice and without assigning any reasons may terminate the services of an employee. In the case of departmental promotion, the person concerned may be reverted to the post held immediately before such appointment, without any notice if found wanting in any respect or for any other reasons which need not be communicated during the probationary period.

3.6 Termination

Except for those who are on probation, the services of a regular employee or on contract basis may be terminated after serving three calendar months notice in

writing or payment of Basic Pay in lieu thereof. Those on probation may be terminated without notice.

The services of an employee may be terminated by the sanctioning/appointing authority for the following reasons:

- Reduction/abolition of position;
- Completion of assignment;
- Abandonment of position;
- Change in the nature of duties;
- Ill-health;
- Unsatisfactory performance or lapse/defaults on the part of the employee;
- Irregular attendance;
- Excessive leave;
- Misconduct

Notice of such termination action will be given depending upon the circumstances in each case at the discretion of the appointing authority.

3.7 Resignation

- During probation: A staff member while on probation may resign from the services of the Foundation after serving one month notice in writing or payment of Basic Pay in lieu thereof.
- After confirmation: A staff member after confirmation may resign from the services of the Foundation after serving three months notice in writing or payment of Basic Pay in lieu thereof.

The appointing authority may, if it deems proper in any special circumstance, permit a staff to resign from the services of the Foundation by notice of less than one month/three months as the case may be and may also waive payment in lieu of notice.

3.8 Retirement

A staff member shall retire from the services of the Foundation as per the details indicated below:

Level	Retirement
I and II (Visionary and Leadership)	On his/her attaining the age of 65 years or on completion of the contract period whichever is earlier
III, IV and V (Managerial, Executive and Support)	On his/her attaining the age of 60 years or on completion of the contract period whichever is earlier

In exceptional circumstances the Governing Board may give extension of service to the staff beyond the normal retirement age.

3.9 Final Settlement

Before leaving the Foundation, a staff member has to get a “Clearance” in Proforma II which shall inter-alia, include handing over charge, settling of dues, refund of loans, if any, returning of equipments, books and property in personal charge etc. If there is any loss of the Foundation’s property by a staff, the cost of the same will be recovered from his/her salary or full and final settlement.

3.10 Performance appraisal

The annual performance appraisal (April to March) of Additional Director and all the staff in Level II will be completed by the Executive Director by 30th June of that year and annual increment will be given effective 1st July.

The annual performance (April to March) of all the staff in Level III to V will be completed by 30th June of that year by the Joint Directors/Project Directors concerned and Secretary & Treasurer from professional angle and disciplinary and administrative angle respectively.

As reviewing authority the Executive Director and Additional Director will review these reports and with their remarks the same shall be placed in the personal file of the concerned staff.

Performance based annual increment will be given to all staff members effective 1st July instead of the earlier system of individual date of increment (based on the date of joining/promotion). On account of this change, if a staff member has to wait for more than 12 months for 1st such increment, he/she will be suitably compensated through a proportionate increase in the increment amount.

New staff will be considered for 1st increment if he/she has completed 6 months or more during April to March. If the staff has to wait for further increment for the next July, they will be given an interim increment on completion of 12 months, equivalent to the increment paid to staff graded as Good.

The procedure for grant of performance based annual increment is mentioned at 4.3.

3.11 Service Records

Service records, including the performance appraisal shall be maintained by the HR Executive/Administrative Officer/Secretary & Treasurer and these shall serve as complete official record of staff. The staff member should report any change of name, residence, home states, marital or dependent status or beneficiary, additional educational qualifications or new skills etc. to the Secretary & Treasurer, to enable the updating of the record.

SECTION - IV

4. BASIC PAY, COST TO COMPANY AND ANNUAL INCREMENT

4.1 Basic Pay Range/CTC Range

The staff members of the Foundation are divided into 5 levels. These are, as specified below, together with the Minimum and Maximum range of Basic Pay and CTC.

Level	Basic Pay Range		CTC Range	
	Minimum	Maximum	Minimum	Maximum
I. Visionary	35,000	52,500	1,00,000	1,50,000
II. Leadership	24,000	44,000	50,000	91,666
III Managerial	14,000	31,000	30,000	66,666
IV Executive	5,200	18,300	11,306	37,500
V Support	2,900	9,600	6,250	20,833

Break up of CTC at minimum and maximum for Level I to V is placed Page Nos. 43 to 47.

The Governing Board may approve such changes as considered desirable from time to time.

4.2 Project Posts

The Foundation undertakes project work for which Project personnel are appointed for specific period. Their terms and conditions, CTC will be as specified in their appointment letters, taking into account the nature of the project, the work involved, the duration of the project, availability of funds based on the approved budget etc.

4.3 Annual Increment

- Increment will not be a matter of right and will be based on performance.

The following model will be introduced and based on the experience and other considerations, the same will be reviewed in future.

- The Governing Board will be the deciding authority for grant of increments/re-fixation of CTC in respect of the two visionary level positions (Level 1) from time to time.
- There will be an annual performance appraisal in respect of employees at Level 2, 3, 4 and 5 and each employee will be given marks out of 100. The enclosed Proforma-III is the format for annual appraisal.
- Keeping in view the relative performance score (out of 100) the staff at Levels 2 and 5 shall be distributed into the following clusters:

Very Good	(not more than 20%)
Good	(not more than 40%)
Average	(not more than 30%)
Below Average	(not less than 10%)

If the group size is smaller, depending on the clustering of the performance rating, the Performance Appraisal Committee chaired by the

Executive Director may marginally change the above percentage distribution without making any impact on the overall sanctioned budget.

- For each year budget for the overall annual increase shall be placed for approval in terms of percentage to CTC. The budget for annual increase with effect from 1st July 2006 shall be taken as 8% to start with. The staff as per their performance cluster as indicated above shall be given annual increase in the following proportion:

Very Good	2 (X)
Good	1.5 (X)
Average	1 (X)
Below Average	0.5 (X)

Note:

- “X” shall be in terms of rupees in CTC calculated based on the budget proposed for annual increase. An illustration of the same is given below.
- Staff who get a ‘below average’ rating consecutively for two years shall not be given increment in the second year. In the 3rd year if there is no improvement, the employee will be separated.

Illustration for annual increment

CTC per annum for 20 employees at a level Rs. 40,50,000

The annual increment budget for the year @ 8% of CTC Rs. 3,24,000

The increment budget for a month @ 8% of CTC Rs. 27,000

The distribution of employees into various clusters as per the approved formula is:

Category	%	Amount of Increment per head	No. of employees in the Cluster	Total Increment Amount
Very Good :-	20 %	2 X	4	8X
Good :-	40%	1.5 X	8	12X
Average :-	30%	1 X	6	6X
Below Average :-	10%	0.5 X	2	1X
			20	27X

$$X = \frac{27000}{27} = \text{Rs.}1000$$

Increment Amount in Rupees

Category	No. of Employees	Rating	Amount per head (p.m.) Rs.	Total Amount (p.m.) Rs.
Very Good	4	2X	2,000	8,000
Good	8	1.5X	1,500	12,000
Average	6	1X	1,000	6,000
Below Average	2	0.5X	500	1,000
Total				27,000

4.4 Additional Increment/Correction of anomaly in CTC

In order to correct any inequity / anomaly or to revise the CTC of a particular employee based on market considerations, the Executive Director may grant special increment(s) for which the Executive Director shall obtain a special sanction from the Governing Board, as deemed necessary.

4.5 Drawal of Emoluments

Emoluments shall be paid once a month based on actual attendance up to 25th of the month. The emoluments for the month shall be prepared and disbursed to the staff by the last working day of the month. All payments shall be deposited into the respective Bank accounts of the staff or paid to them through cheque/cash.

4.6 Cost to the Company (CTC)

CTC of staff will be worked out and suitably distributed into the following four heads:

- Basic Pay;
- Items linked to Basic Pay;
- Items linked to Levels; and
- Allowance

4.6.1 Basic Pay

Basic Pay means the consolidated salary including Dearness Allowance but shall not include any other allowance, perquisites or benefits of whatsoever in nature payable in cash or in kind if any.

Explanation

In view of Dearness Allowance being merged with the salary all staff working under pay and allowances will receive only Basic Pay and there will be no Dearness Allowance.

4.6.2 Items linked to Basic Pay:

- a) House or House Rent Allowance
- b) Provident Fund
- c) Deposit Linked Insurance Fund
- d) Admn. Charges on EPF
- e) Medical Reimbursement
- f) Leave Travel Concession
- g) Gratuity

a) House or House Rent Allowance:

For staff under Level I

Staff under Level I will be entitled to unfurnished residential accommodation which they may hire in their name or in the name of the Foundation up to the approved limit of 80% of Basic Pay. The staff, before being provided with unfurnished accommodation by the Foundation shall furnish an undertaking to the Foundation in Proforma IV.

- That he/she shall use the accommodation only for residential purposes of self and/or his family and dependents and that he will not sub-let any portion of the accommodation to any one under any circumstances.

- That he/she shall pay the rent as may be in excess of the limits prescribed in this manual by deduction from the emoluments payable to him/her.
- He/she shall peacefully hand over charge and vacant possession of the accommodation to the Foundation or to their order, on the date he/she ceases to be in the employment of the Foundation. In exceptional cases, the Foundation may permit the employee to continue to occupy the accommodation for a further period of 1 month from the date he/she ceases to be in employment with the Foundation. In such cases he/she will undertake to pay rent and other charges for the period of his/her occupation of the accommodation and also for the period of notice required to be given to the land lord as per terms and conditions of the lease. In case of his/her failure to pay rent and other charges as above, the same shall be deducted from the dues if any, payable to the employee.
- Full and final settlement of the dues of the staff shall be made only after the accommodation given to him/her has been handed over back to the Foundation and all rents/charges in that connection have been paid to the satisfaction of the Foundation.
- The Foundation shall not pay any rent or advance any money or enter into any lease/tenancy agreement in respect of any accommodation to be taken on lease or on rent for staff unless the letter of undertaking as mentioned above has been delivered to the Foundation.

If for any personal reasons, the staff still prefers to stay in his/her own accommodation or in the accommodation rented

by him, the Foundation may pay to such employee House Rent Allowance as per the limits mentioned below:

Level I 80% of Basic Pay

For staff under Level II to V

Staff under Level II to V of the Foundation will be given House Rent Allowance at the rates mentioned below:

Level II and III	40% of Basic Pay
Level IV and V	25% of Basic Pay

b) Provident Fund

All staff members on receipt of Basic Pay and CTC in Level I to V shall contribute minimum of 12 per cent of their monthly Basic Pay in the provident fund account. The Foundation shall make a matching contribution subject to a maximum of 12% of the Basic Pay towards Employees Provident Fund and Employees' Pension Scheme as the case may be. The staff may contribute a higher amount but the Foundation's contribution will be limited to 12% or at such rate as may be prescribed by the government from time to time.

c) Deposit Linked Insurance Fund

The Foundation will make a contribution towards Deposit Linked Insurance Fund and towards its Administration Charges at the rates applicable from time to time for all staff working under Basic Pay and

CTC in Level I to V. Presently the contribution towards this is @ 0.51% of Basic Pay.

d) Administration Charges on EPF

The Foundation will make a contribution towards Administration Charges on EPF at the rates applicable from time to time for all staff working under Basic Pay and CTC in Level I to V. Presently the contribution towards this is @ 1.1% of Basic Pay.

e) Medical Reimbursement/Medical Allowance

- The medical benefits scheme for staff provide for reimbursement of expenditure up to one month's maximum of the basic pay drawn during the year for self and the family, in a year. Family includes spouse, unmarried dependent children up to the age of 21 years and parents solely dependent on the employee.

Medical benefits include payments made towards medical insurance, medical treatment, surgical operation, pathological or X-ray examination, consultation with the specialist. Maternity expenses, dental treatment including the cost of denture, glasses and contact lenses prescribed by an Eye Specialist. Physician's bill should include the patient's name, date of visit, nature of illness and charges. Chemists bill should include name of patient, details and cost of medicines. Payment will be made only on production of the original bills and receipts.

- New entrants of the Foundation will not be entitled to medical reimbursement while he/she is on probation.
- No advance will be paid against medical reimbursement. In case an employee leaves the Foundation, actual entitlement on pro-rata basis till the last date of his/her service will be worked out and if any amount already paid as medical reimbursement is in excess of his/her pro-rata entitlement till the date of leaving the service, the same shall be refunded or recovered from the dues payable to him/her.
- Any amount due as unclaimed under medical reimbursement will be paid to the employee concerned as medical allowance subject to income tax at the end of the financial year.
- The above limit for reimbursement may be relaxed by the Governing Board in special cases of prolonged/serious illness and hospitalization.
- Income tax exemption in respect of medical reimbursement will be limited to the amount of exemption available as per the Income Tax Act/Rules applicable from time to time.

Claim for Reimbursement of Medical Expenses will be submitted by the staff members in Proforma V.

f) Leave Travel Concession

The staff of the Foundation shall be eligible for leave travel concession for travel in India on completion of one year service and thereafter LTC can be availed twice in a block of four year, the block year commencing from 2006-2007 financial year. LTC can be availed for self, for the spouse, dependent children up to the age of 21 years, provided they are unmarried and unemployed and dependent to the parents. W.e.f. 1st April 2006 the staff will be reimbursed the actual travel expenses subject to a maximum of one month's basic pay on production of documentary evidence, namely,

air ticket stubs, photocopy of boarding pass, cash receipts or voucher, ticket numbers etc. for the block of two years i.e 2006-07 and 2007-08 and onwards. Where it is not possible to retain ticket stubs, the staff make a note of the ticket numbers and provide full information at the time of submitting the travel claim along with the supporting vouchers. Reimbursement shall not include taxi charges for long distance travel. In case an employee leaves the Foundation, actual entitlement on pro rata basis till the last date of his/her service will be worked out and if any amount paid as leave travel concession is in excess of his/her pro rata entitlement till the date of leaving the service, the same shall be recovered from the dues payable to him/her.

Staff members can draw advance for LTC. An application for advance equivalent to 75% of their entitlement or 75% of the actual anticipated fare whichever is less may be submitted to the Foundation at the time of making travel arrangements for approval and disbursement. This advance is to be adjusted within a week from the date of joining duty. If the journey is cancelled the full amount of advance should be returned to the Foundation within 3 days from the date of cancellation.

The journey may be performed as under :

By economy class air, rail (any class), own car but the amount exempted from income tax will be restricted as applicable from time to time and balance if any will be added as income as perquisite while computing his/her income tax.

Declaration for claiming LTC shall be made in Proforma VI and claim shall be submitted in Proforma VII.

Income tax exemption in respect of Leave Travel Concession will be limited to the amount of exemption available as per the Income Tax Act/Rules applicable from time to time.

g) Gratuity

The staff shall be entitled to retirement-cum-death gratuity at the rate of 15 days salary for each completed year of service or part thereof in excess of 6 months on the basis of last Basic Pay drawn, subject to a maximum of Rs. 3,50,000 or as per the limit prescribed under Payment of Gratuity Act, provided the individual has rendered continuous service of not less than 5 years.

If a regular employee (under Level III to V) who has rendered at least 5 years service, dies while in service, an ex-gratia payment, in addition to retirement-cum-death gratuity shall be paid to the beneficiary at below noted rate.

Level III employee	Rs. 25,000
Level IV employee	Rs. 15,000
Level V employee	Rs. 10,000

4.7 Items linked to Levels

- a) Motor car Petrol and Maintenance
- b) Driver's cost
- c) Conveyance Allowance
- d) Children Education Subsidy
- e) Reimbursement of Residential Telephone Expenses
- f) Group Accidental Insurance.

a) Reimbursement of Motor Car petrol and Maintenance

For those staff who own a car and use it for official duty, reimbursement towards insurance, petrol, oil, tyre, tube and maintenance within the Municipal/local limits or 8 kms either way from office, whichever is lower, will be restricted to –

Rs 10,000 per month for Level I

Rs 6,000 per month for Level II

Rs 2,500 per month for Level III

b) Driver's cost

For Level I - Reimbursement of driver's cost will be restricted to Rs 8,000 per month

c) Conveyance Allowance

Conveyance Allowance will be paid

- @ Rs 800 per month to staff members under Level I to III who do not own a car/not claiming reimbursement for Motor car petrol and maintenance/driver; and
- @Rs 800 per month to staff members under Level IV and V

d) Children Education Subsidy

- Children Education Subsidy: Staff on Basic Pay and CTC from Level I to V of the Foundation are eligible for the grant of children education subsidy subject to the details indicated below:
- Children's education subsidy will be applicable to the first two children of the staff.
- Reimbursement of actual expenditure subject to a maximum of Rs. 4,800 per annum will be permitted to those staff members with school/college going child/children.
- Education subsidy will cover from Nursery level to University level including Diploma/ professional courses like Engineering, Medical, Law etc.
- Lower age limit will be 3+ and upper age limit will be 24 years; subject to the condition that the children are not employed.
- Education subsidy will cover the following expenses:
 - a) school/College Tuition Fee;
 - b) Examination Fee;
 - c) Laboratory Fee/Computer Fee;
 - d) School provided transport;
 - e) Expenses on educative excursion;
 - f) Text Books, note books and accessories;
 - g) School Uniforms.

Items (a) to (e) reimbursement will be made on production of receipts/paid challans/certificates from the school/college/concerned authorities in their official letter-head.

Item No. (f), reimbursement will be made on production of cash memo/receipted bill.

Item No. (g), reimbursement will be made on production of cash memo/receipted bill from the school approved tailor/shops/authority, indicating quantity, student's name, class and item.

- Proforma VIII needs to be filled every academic year by the staff member and submitted to the Secretary & Treasurer of the Foundation. If there is any change in between, the staff member must inform the same to the Secretary & Treasurer in writing. Claim for reimbursement of Children Education Subsidy will be submitted in Proforma IX.

e) Reimbursement of Residential Telephone Expenses

Reimbursement of residential telephone expenses will be restricted to Rs 3,500 per month for Level I, Rs 1,500 per month for Level II and Rs 1,000 per month for Level III.

f) Group Accidental Insurance Premium

Group Accidental Insurance policy to cover accidental risks will be taken in respect of all staff based on their level/CTC and the amount of premium paid by the Foundation will be a part of the CTC.

4.8 Allowance

Amount payable as allowance = CTC – (amount paid/payable as Basic Pay + Items Linked to Basic Pay + Items Linked to Level).

4.9 Interest free loan to the staff

Subject to availability of funds, normally the staff members of the Foundation may be given interest free loans during the service with the Foundation. No loan shall be admissible to the staff during the first year of their service with the Foundation. There will be an interval of 1 year from the date of payment of last installment of the earlier loan and the date of application for the next loan.

Loan shall be given for the following purposes :

- (a) Purchases of car/scooter
- (b) Purchase of plot of land / house building;
- (c) House repairs;
- (d) Engagement/marriage ceremony of self/children/sister;
- (e) Higher Education
- (f) Other bonafide purposes approved by Executive Director.

(a) Purchase of car/scooter

Only staff under Level I to III and in exceptional cases staff members under Level IV of the Foundation with the special approval of the Executive Director are eligible for grant of loan for purchase of a car. The loan admissible will be 75% of the actual price of the car subject to a maximum of Rs. 1.50 lakhs. In the case of purchase of scooter by staff in

Level IV and V, the maximum admissible loan will be 75% of the actual price of the scooter/motor cycle.

Staff members seeking loan must have served the Foundation for a period of at least 1 year and they should have further service of at least two years.

Repayment

Loan shall be recovered from the pay and allowances of the staff member in easy equated monthly installments not exceeding 60 or in equated installments within the contracted period of service. In the event of the individual leaving the Foundation earlier, the remaining amount shall have to be paid back in one installment before or at the time of full and final settlement. During the currency of one loan, no other loan shall be sanctioned to the same individual. The Foundation may impose such conditions, as considered necessary at the time of sanctioning the loan in order to safeguard the interest of the Foundation.

(b) Purchase of plot of land/ house building advance

This advance is given for purchasing a residential plot or a dwelling house(outright or on hire purchase basis) or constructing a dwelling house or making substantial additions, alterations, improvements to the dwelling house already purchased on the following conditions:

- This type of loan shall be given only once during the service in Foundation.
- The staff member seeking loan must have served with the Foundation for a period of at least 5 years.
- No loan shall be granted for purchasing a share in a joint property or building a house on land owned jointly, except when it is owned jointly by the staff member and his or her spouse.
- The staff member seeking loan shall produce documentary evidence in support of the expenditure or the anticipated expenditure in connection with the purchase of construction or major alterations/additions to the dwelling house.
- The staff members seeking loan shall produce documentary evidence in support of construction or major alterations/additions to the dwelling house.
- For construction of a house the loan shall not exceed 40 times of Basic Pay subject to a maximum of Rs. 1.5 lakh or the actual cost of the construction whichever is less.
- For construction of house including acquisition of plot, 40 times of Basic Pay subject to a maximum of Rs. 1.5 lakh or the actual cost of the construction whichever is less.
- For purchase of ready built house, 40 times of Basic Pay subject to maximum of Rs. 1.5 lakh or the actual cost of the construction whichever is less.
- For enlarging the existing living accommodation, 40 time of Basic Pay subject to a maximum of Rs. 75,000 or the cost of construction for enlarging the existing accommodation whichever is lower. This type of loan will be given once during the service with the Foundation. If the employee has already a housing loan for construction of a house/purchase of a flat or plot, he/she will be entitled after 5 years of making the last installment of the earlier housing loan.
- While sanctioning the house building advance the repaying capacity of the applicant should be kept in mind i.e. the amount of advance that the loanee could pay back in the remaining part of service.
- The loan shall be recovered in not more than 60 monthly installments.

- where a loan is sanctioned as mentioned above, the staff member shall not sell the dwelling house or the plot, as the case may be, at any time after the withdrawal of the loan till it is repaid in full to the Foundation.
- The original title deeds of the dwelling house or the plot shall be deposited with the Foundation, if so desired, till the loan is fully repaid.
- The staff member seeking loan shall be required to produce a surety from one of his/her colleagues in the Foundation as security for repayment of this loan.
- In the event of the individual leaving the Foundation earlier, the remaining amount shall have to be paid back in one installment before or at the time of full and final settlement.

(c) House Repairs

This type of loan shall be given to staff members who own a house in his/her name or in the spouse name and stays in the same dwelling unit. There should be a gap of five years between loan of his type. The loan admissible would be Rs. 50,000 or 10 times of the Basic Pay whichever is less. There should be a gap of 5 years of making the last installment of the earlier loan.

(d) Engagement/marriage ceremony of self/children/sister

An amount of loan up to 10 months basic pay subject to a maximum of Rs. 40,000 will be granted. Other conditions mentioned in the case of other loans would apply in this case as well.

The decision of the Executive Director taking into account the circumstances of each case, shall be final.

(e) Higher Education:

An employee can avail a maximum interest free higher education loan of Rs 1,50,000 for their first two children in college level at India/abroad.

Recovery of the loan sanctioned under (c), (d) and (e) above will be decided at the time of approval of the loan request.

Amount of interest applicable from time to time for the interest free loan amount will be added as perquisite value in the income tax computation of the respective employee who has availed the interest free loan.

4.10 Uniform for staff under Level V

Level 5 Staff shall be given one set of winter and two sets of summer uniform every year and a pair of shoes every year. Wearing of uniform is compulsory.

SECTION - V

5. LEAVE RULES

- 5.1** Leave cannot be claimed as a matter of right and it may be granted subject to the exigencies of service. Staff on leave may not take up any service or employment elsewhere.

Entitlement per annum up to 31.12.2005

	Staff on pay scale	Others on contract/ projects
Sick Leave	Earned Leave 30 days	Consolidated 30 days
	10 days	
	Causal Leave 12 days	
	Total 52 days	

Entitlement from 01.01.2006

From 01.01.2006 all staff members of the Foundation will have a uniform entitlement of leave of 30 days per annum.

Accumulation limit and encashment of leave

Upto 31.12.2005

Earned Leave: Accumulation of earned leave is allowed up to 240 days and once a year encashment (Basic Salary + DA) subject to a maximum of 50% of leave accumulated is permitted during the service. Request for encashment of earned leave has to be made in Proforma No.X. At the time of leaving the service balance leave at credit up to a maximum of 240 days can be encashed.

Sick Leave: There is no limit for accumulation of sick leave and can be availed as and when the employee fall sick. There is no encashment.

From 01.01.2006

In the revised structure there will be a consolidated leave. Accumulation will be restricted to 60 days and encashment (Basic Pay) will be permitted at the time of leaving the service. There will not be any encashment of leave during service.

Treatment of past accumulated leave:

The accumulated earned leave as on 31.12.2005 will be kept in a separate account. The same may be encashed now or later.

The accumulated Sick Leave as on 31.12.2005 may be availed now or later and there is no encashment.

Leave shall be applied by staff members in advance in Proforma XI.

5.2 Late Coming and Short Leave

All the staff members are expected to be punctual in reaching and leaving office. However, keeping in view the practical difficulties late coming/early leaving (with permission) is allowed and the rules for the same are as under:

If the cumulative late coming/early departure (with permission) in a month is -

- Less than 4 hrs no leave will be adjusted;
- More than 4 hrs and less than 6 hrs half day leave will be adjusted;
- More than 6 hrs and less than 8 hrs full day leave will be adjusted;
- Every one hour or part there of beyond 8 hrs half day leave will be adjusted.

Leave application for short leave should be submitted in Proforma XII .

5.3 Maternity Leave

On completion of probation period with the Foundation, maternity leave of 90 days each shall be admissible to women staff members for the first 2 deliveries in the entire service. There should be an interval of at least three years between two such claims. Leave over and above this period shall be charged to their accumulated sick leave. If sick leave accumulated to the women employee's credit is not sufficient to cover the period over and above 90 days, leave without pay and allowance may be granted for the remainder of the required period of absence duly recommended by a Physician and with the approval of the Executive Director. This counts as service for increments.

5.4 Extraordinary Leave

Extraordinary leave without pay in special cases up to a maximum of 6 months may be granted to staff. This is entirely at the discretion of the Executive Director. This will be allowed when no leave is there to the credit of the employee.

5.5 Compensation for working late/attending office on off days and holidays

This will be applicable to staff in Level IV and V with the approval of Secretary & Treasurer/Joint Director/Project Director as per the details indicated below:

Levels	Working on off days/holidays	Late working, i.e. beyond 6 PM
IV Executive	<ul style="list-style-type: none"> • One day Compensatory Leave for working on an off day/holiday. • Will have to avail the Compensatory Leave within one month from the date. • In addition actual conveyance expenses from residence to office and back subject to a maximum of Rs 100 will be paid. 	<ul style="list-style-type: none"> • Actual conveyance expenses by auto rickshaw from office to residence will be paid.
V Support	<ul style="list-style-type: none"> • No compensatory leave will be permitted; • Rs 50 will be paid if required to work upto 4 hours. • Rs 100 will be paid for work more than 4 hours or upto 6 PM • Rs 150 will be paid if the work is extended beyond 6 PM. 	<ul style="list-style-type: none"> • Rs 50 will be paid towards conveyance expenses.

The Driver of the Foundation will get @ Rs 16.50 per hour as over time. Apart from the Driver the messenger on official driving duty will also get @ Rs 16.50 per hour.

No compensatory leave will be given to the staff while working/traveling on holidays during the official tour.

5.6 Procedure for grant of leave

The Executive Director shall be the approving authority for Additional Director and staff under Level II and those who directly reporting to the Executive Director. Secretary & Treasurer shall be the approving authority for others. An employee before proceeding on leave should make an application in Proforma XI except for early departure of less than two hours for which permission in writing shall be obtained in Proforma XII from the senior staff with whom he/she is working.

5.7 Procedure for attending official duty outside PFI office

The staff members from Level II to V are required to take prior permission from the Division Head/Executive Director for attending official duty outside PFI office in Proforma XIII.

SECTION – VI

6. TRAVEL EXPENSES

Staff members under various levels are classified as under:

GROUP – I	Visionary level
GROUP – II	Leadership Level
GROUP – III	Managerial Level & Executive Level
GROUP – IV	Support Level

- The Executive Director shall approve the tour programmes of Additional Director and staff from Group II to Group IV for all domestic travel.
- A formal proposal in Proforma XIV shall be made, for prior approval of the concerned division head in writing indicating the nature of work involved, places to be visited and the duration of halt at each station. There after with the recommendation of the concerned division head the same will be placed before the Executive Director for approval. Any change in the programme during travel may be informed to the concerned division head by mail/telephone for approval.
- In the absence of Executive Director, tour programmes shall be recommended by respective Leadership level or Programme Heads and approved by the Additional Director which will be ratified by ED post facto.
- Requests for drawing advance money for tour should be made at least 3 working days before the starting date of the tour to the Secretary & Treasurer in Proforma XV enclosing therewith copy of the approved tour programme and giving full details of anticipated expenditure under each head, namely, travel expenses, accommodation, daily allowance, local travel and other incidental expenses. Advance for tour shall not be allowed if previous tour advance remains unadjusted.
- Immediately on return from tour, a report on the results of the tour shall be submitted to the Executive Director by Additional Director and all staff under Group II and to the Executive Director through concerned division head by staff under Group III to IV.
- Within 5 working days from return of tour, travel expenses claim statement in Proforma XVI duly supported with bills/receipts and other vouchers seeking reimbursement of travel expenses admissible/adjustment of advance will be submitted along with the unutilised amount of advance, if any, to the Secretary & Treasurer.
- The staff members will be entitled to outstation travel expenses for journey on duty at the rates indicated at Page Nos. 48-51.

Travel Abroad

All travels out of India on Foundation's work and any expenditure and per-diem abroad shall be with the prior approval of the Executive Director, which shall indicate the itinerary, duration of halt at each place and anticipated expenditure. On completion of the tour, an employee shall render the expenditure statement with supporting vouchers. For travels out of India by Executive Director, prior approval of Governing Board/Executive Committee is required. In case of urgency, Chairman, PFI may approve.

In the case of tours undertaken by the senior staff on invitation from organisation abroad, normally no expenditure of any kind will be met from Foundation, unless it is for local travelling from residence to airport etc. In exceptional cases, if the terms of invitation so provide that some part of the expenses is liable to be incurred, prior approval for the same needs to be obtained.

SECTION - VII

7. DISCIPLINARY ASPECTS

The inculcation and maintenance of a sense of discipline is fundamental for efficient working of any organisation. To fulfil its objectives, the Foundation, which has only a limited staff must have its members of high quality and competence. The Management, therefore, expects that each employee will be honest, courteous, tactful and pleasant in all his/her association with the public and colleagues and at the same time maintain the highest standard of personal conduct. Any abuse or misuse of benefits or privileges provided by the Foundation are viewed as a serious matter and can be cause for disciplinary action.

The staff of the Foundation shall not during the course of his/her employment be involved, concerned or interested, directly or indirectly, in any other assignment/occupation, business, employment or work unless it has the approval of the Foundation in advance in writing. If such approval is granted the employee concerned shall ensure that the interest of the Foundation is not sacrificed. Besides such approvals if granted, shall be towards the promotion of technical knowledge.

Prolonged personal telephone calls during office hours, congregating at desk and in the hallways, loud talking, misuse of internet facility and other activities of a distractive nature in an office interfere with its business and lowers its image, efficiency and effectiveness.

The Foundation expects the staff to comply with the rules and regulations of the Foundation and all orders and directions of the superior authorities. The Foundation also expects that the staff shall not take part in any unlawful activities of political or communal party. Any matter relating to the conditions of services of an employee for which no provision is made in this manual shall be determined by the Governing Board or on its behalf by the Executive Director.

7.1 Disciplinary Measures

An employee whose conduct is considered by the superior officers unsatisfactory shall be subject to disciplinary action. If an employee is at any time found guilty of misconduct or misbehavior as judged by the administration or refuses or willfully neglects to perform his/her duty to the Foundation, the appointing authority may at once, with required notice or pay in lieu thereof, terminate the services.

According to the gravity of the offence, disciplinary action may take the form of any one or combination of the following:

- Oral warning
- Written reprimand
- Stoppage of increment
- Stoppage or withholding of pay and allowance in full or in part for a specified period
- Termination of services
- Dismissal.

If an employee is placed on suspension as result of disciplinary action, he/she shall be liable for loss of any benefits that the administration may decide during this period. This period shall also count as time lost for the next annual increment.

7.2 Authority Competent to Impose Penalty

The appointing authority or any other authority superior to the appointing authority may impose on an employee any of the above mentioned penalties.

7.3 Suspension of staff

If a charge of serious misconduct is made against a member of the staff and it is considered that the charge is prima facie, well founded and that the staff members' continuance in the office pending an investigation of the charge would prejudice the inquiry, the staff member may be suspended from his/ her post pending investigation. In case of suspension on part payment or without pay and if the charges are not sustained, salary withheld shall be paid.

The administration of the population Foundation of India shall be the sole and final judge for all disciplinary measures in respect of the staff of the Foundation.

7.4 Dealing with grievances of the employee

Grievances shall first be discussed with the employee by his immediate superior in an effort to bring about a fair and reasonable solution. If the nature of the grievance is pressing, then the employee can bring this to the attention of the superior next in line by a written request routed through his/her immediate superior. In no instance whatsoever should a genuine grievance be dismissed unless the employee is fully satisfied and does not request that the matter be referred to higher authority. Staff resorting to direct access to higher authorities than his immediate superior shall become liable to disciplinary action. In any event, no penalty should be imposed unless an opportunity of being heard is given to the employee and his/her explanation is duly considered.

SECTION - VIII

8. OFFICE PROCEDURES

8.1 Procedure for Incoming Mails

The below noted procedures shall be followed for incoming Mails:

- All in-coming mails will be opened centrally by PA to the Secretary & Treasurer, except those addressed and coming by name or designation. There after all the mails will be passed on to the Record Clerk.
- Print out of all official e mails received will be passed to the Record Clerk by the concerned staff.
- Record Clerk will date-stamp all the Incoming Mail.
- Record Clerk will enter all the incoming mail in the Incoming Mail Register kept for the purpose.
- All incoming dak will be circulated among the Senior Staff and the Executive Director addressed 'by name'. The Executive Director may mark the reference to staff concerned who has to initiate action thereon.
- While in circulation no letters should be removed 'en route'.
- Mail addressed by name will be opened by the respective Senior Staff Member(s) and they will also be circulated along with the other letters, unless they are 'confidential'.
- After circulation, all the letters will go back to Record Clerk for distribution among the concerned staff.
- While in circulation, senior staff will identify to the extent possible their papers and mark them "TO ME" and initial them.
- Record Clerk will then distribute the mail to the concerned PA's/PS's of the senior staff through the 'Incoming Register' and obtain their initials.
- PS's/PA's will maintain a register for receipt of 'dak' and enter the receipts on the same day, including those coming in by name.
- The receipts should be put up to the concerned senior staff, together with the files for action within 24 hours.
- The Executive Director may assign any paper(s) to any member of the Senior Staff during transmission and transit. In order to facilitate distribution by the Inward Dak Incharge, every paper should clearly indicate "TO ME" by the concerned senior staff. Any paper without such marking will be assigned by the Executive Director to the concerned senior staff member.
- While broadly there will be classification such as project/accounts/administration among the senior staff, there should be miscellaneous correspondence which would need special marking by the Executive Director.
- All papers coming in should be in the hands of the respective senior staff members within 24 hours of their receipt.
- Under no circumstances, should a paper be dealt with in a loose leaf fashion.
- Once the papers reach the senior staff officers through their PS's/PA's, any movement of the file from one to the other should be through an entry made in the register kept by the PA's/PS's.
- Incoming mail requiring action should be attended to within a maximum of 7 days either by sending an interim reply, or, final disposal.
- Those coming in only for information within the Foundation should be disposed of accordingly.
- PA's/PS's should watch disposal of the receipts and bring the items pending to the notice of their officers for necessary further action every fortnight. The Dak Pad should be retrieved by the PA's/PS's whenever there is a likelihood of the senior staff being away on tour/leave/ for more than a week.
- Senior Officers will deal with the file only through a proper note sheet attached to the file and the note sheet should contain all discussions, notings, decisions etc. till the matter is finally disposed off.
- The note sheet should be a permanent part of the file and should reflect the latest position as regards the subject dealt with.

- Any communication coming into the Foundation should be acknowledged immediately and replied within seven days. If, for any reason delay is anticipated, an interim reply should go communicating the approximate date by which a final reply will be sent.
- No receipt coming into the Foundation should be dealt with without Diary No. and registration in the incoming register.
- Urgent dak needing immediate action will be distributed immediately on its receipt and can be circulated after taking necessary action thereon.
- Responsibility for proper maintenance of files will be that of the PA's/PS's of the Senior Staff.

8.2 Procedure for Out-going Mail

- Out-going mail register will be maintained by the Record Clerk.
- All out-going letters should indicate the reference/file number and the subject.
- All out going letters should be entered in the outgoing/dispatch register.
- Those going by post should be sorted out and sent after affixing the necessary stamp on the same.
- Those going by hand should be sent through the peon book, once in a day at 3.00 p.m. unless the matter dealt with in the letter requires very urgent action, and is so indicated by the senior staff member.
- Those communications sent through e mail, a copy of the same should be given to the Record Clerk by the concerned official for circulation.
- Confidential/secret letter should indicate the reference number and date on top of the envelope and the dame number and date should be entered in the outgoing/dispatch register in case of letters by post, and in the peon book in case of communications by hand.
- No confidential/secret letters should be sent without there being a marking of the reference number and date on top of the envelope.
- Senior staff members signing the outgoing mail will also indicate the mode of dispatch i.e. courier/speed post/special messenger/fax/regd. post/ordinary post etc.
- Confidential copy of all letters sent by fax will invariably be sent to the addressee.
- All letters typed should bear the initials of the senior staff members and the PS and PA typing it.
- No loose papers/letters should be lying with the PA's/PS's without being indexed on the file.
- A Master file, termed as the without being indexed on the file. A Master file, termed as the Reading File would be maintained on daily basis, which should be circulated every day to all senior staff members. Thereafter this Reading File should form part of the Master File maintained by the Receptionist in the Foundations. The Reading File will contain all letters going out of the Foundation for the previous day.
- Copies of all letters issued and e mails sent by the Foundation on any subject should find a place in the master file, except copies of confidential/secret letters which are given in closed covers as per item 6 above.

8.3 System of Filing Papers

A proper filing system is essential for convenient, identification, sorting, storage and retrieval of papers.

- All files will be marked the subject to which it relates and will be assigned file number based on the function to which it relates.
- All current 'live' files and new files that may be opened will be assigned file a sample of which is available in the Foundation.
- Papers required to be filed will be punched on the left hand side and tagged on to the file, the latest receipt being on top. Papers should be arranged on a chronological order on the basis of dates of receipt, and issue of letters as the case may be.

- Note sheet containing internal discussions and orders should also be with dates, the latest page of which being at the bottom of the note sheets. These note sheets which would be on top of the correspondence portion of the file should also be tagged on to the file.
- All papers on file, including note sheets, should be consecutively page numbered (note sheets to be page numbered separately).
- The note sheets should contain a record of all discussions and final orders/disposal.
- When either the notes or the correspondence portion of a file becomes bulky, say exceeds 100 pages, it will be stiched and marked Vol. I. Further papers on the subject would be added to the new volume of the same file which will be marked Vol. II and so on.
- Pamphlets, books, reports, received in connection with the subject handled in a file should be placed in a separate folder and kept alongwith correspondence file giving suitable indications in the file.
- Each item of receipt in a file should contain a serial number and date of receipt which should be displayed on the right hand top.
- The sample file available in the Foundation gives the arrangement of papers and note sheets for guidance.

All PA's/PS's handling files on behalf of their seniors will follow the procedure laid down above and introduce the system as and when they handle current "live" files as well as new files that may be opened from now.

8.4 Communication

- All communications may be made as far as possible by email and wherever it is felt necessary, the same may be sent by post or courier.
- In case where email facilities are not available urgent messages may be conveyed by fax.
- Staff have to maintain a record of STD/Trunk Calls made from their extension and certify the same when the print out in respect of their extension is provided. Staff should use dynamic STD/Local lock system available to avoid misuse.

8.5 Attending seminars by staff of the Foundation in India

Frequently senior staff of the Foundation participate in seminars, conferences, workshops conducted by the various organisations. There has been no uniform policy laid down as regards the number of seminars and conferences that may be attended by the staff of the Foundation.

The following principles are, therefore, laid down:

- The Executive Director may at his/her discretion attend seminars/conferences.
- The Additional Director with the approval of the Executive Director may attend seminar/conferences. In addition, he/she may also attend the seminar/conference in the absence of the Executive Director where the invitation is for the Executive Director.
- With the prior approval of the Executive Director staff can attend at the expense of the Foundation one seminar/workshop outside Delhi in a year on the subject directly concerned with their expertise/job requirements.
- Staff can attend seminars to which they are specifically deputed by the Foundation depending upon the nature of the seminar.
- With the prior approval of the Executive Director staff can attend the seminars in which they are professionally interested at their own expense but the period of absence will be treated as on duty in deserving cases.

8.6 General

All staff members of the Foundation will ensure austerity in use of stationery, consumption of electricity, postage, telephone, internet and other expenses. It should be ensured that expenses incurred are not more than those warranted by the occasion.

SECTION - IX

9. DELEGATION OF POWERS

Subject to the guidelines and overall annual budget provisions approved by the Governing Board, Executive Director has been delegated the below noted administrative and financial powers.

9.1 Administrative

- To create post of Level IV and V staff members
- To appoint staff against sanctioned posts in Level III.
- To promote staff under sanctioned posts in Level III to V.
- To secure personal deputation from other institutions/government except senior staff on normal terms against sanctioned post.
- To disburse salary, TA and other personal claims of staff.
- To terminate services of staff members except for senior staff.
- To suspend staff members.
- To approve tour programmes of staff.
- To grant leave*
- Fixation and extension of probation period
- To sanction annual increments**
- To with hold annual increments
- To sanction advance increments
- To allow performance of journey by any class/mode of conveyance in respect of work
- To institute, conduct and defend any legal proceedings.
- To execute contracts, deals, instruments on behalf of the Foundation.

9.2 Financial

- To sanction projects upto Rs. 1 lakh with a ceiling of Rs. 4 lakhs per annum.
- To sanction expenses on seminars upto Rs 25,000 with a ceiling of Rs 1 lakh per annum.
- To sanction expenses for Project Development, Monitoring & Evaluation and IEC within the approved budget.
- To release project grants against sanctioned projects.
- To sanction loan to staff upto prescribed limits.
- To incur expenditure of capital nature such as furniture, equipment etc.
- To sanction honorarium and consultation fee.
- To sanction legal expenses.
- Payment of expenses for***:
 - Repair and maintenance of office/residence
 - Rent
 - Insurance
 - Electricity and water
 - Postage and telegram,
 - Telephone,
 - Printing and stationery,
 - Meeting expenses
 - Staff welfare expenses
 - General expenses
 - Bank charges
 - Courier expenses
 - Repairs of Furniture/fixtures and Equipment
 - TA and other personal claims of staff
 - TA advance/advance for other official purposes
 - Travelling expenses, boarding and lodging expenses
 - Local conveyance expenses/incidental charges to members of Governing Board/Advisory Council/consultants
 - Library Books/periodicals

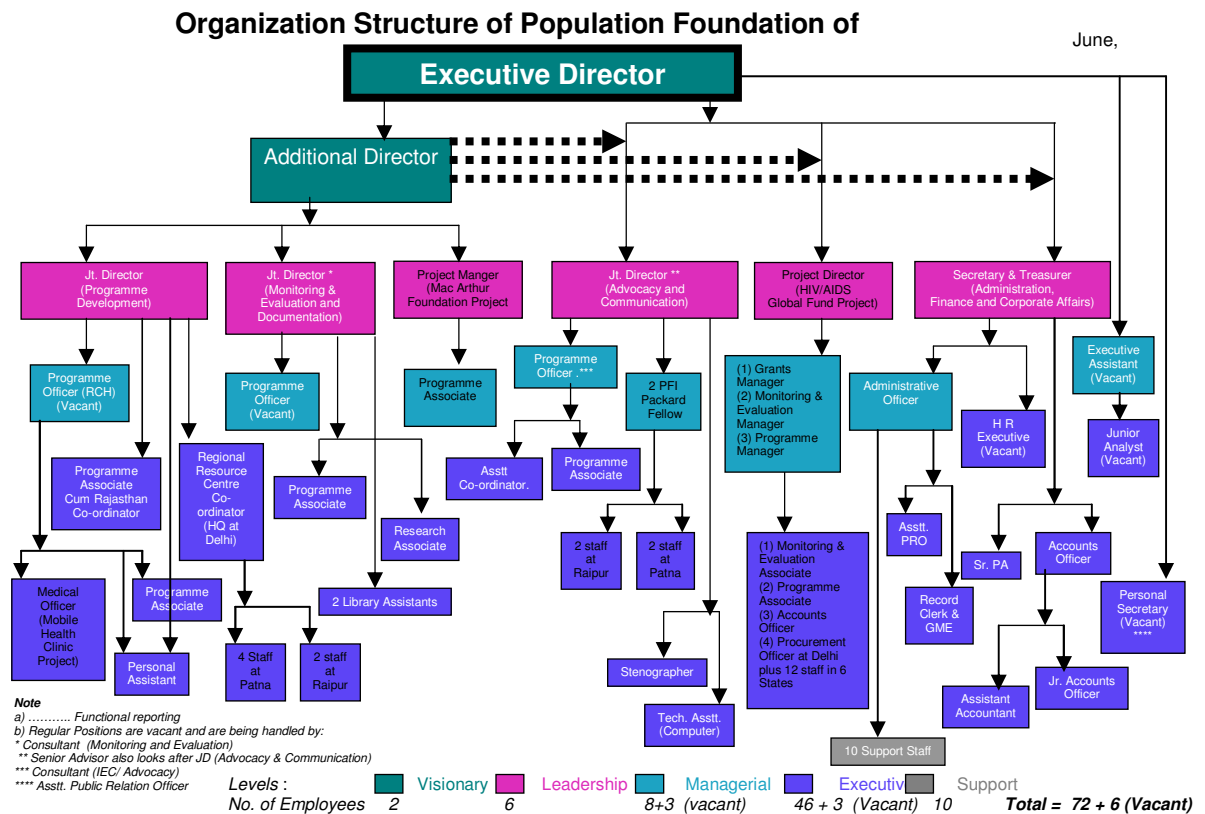
Lunch/dinner to guests of the Foundation

- Utilization of funds received from external sources for specific projects in accordance with the project budget approved by the grantor.
- To sanction ex-gratia payment in deserving cases upto Rs 5000/- each case
- Any other item not provided for Rs 5000/- each item.

Under overall control of Executive Director, Secretary & Treasurer has been delegated powers in respect of items marked:

- * - to grant leave up to 3 days
- ** - for Levels III, IV and V
- *** - payment of expenses for.

NOTE: Executive Director may sub delegate any of the powers mentioned above in whole or part to the Additional Director / Secretary & Treasurer.



POPULATION FOUNDATION OF INDIA

Break up of CTC per month (Minimum & Maximum)

Visionary Level

**(Amount in
Rs.)**

Particulars	Minimum	Maximum
(A)Basic Pay	35000	52500
	35000	52500
<u>(B) Items linked to Basic Pay (110.91 %)</u>		
House Rent/ House Rent Allowance @ 80% of Basic Pay	28000	42000
Provident Fund @ 12 % of Basic Pay	4200	6300
Deposit Linked Insurance Fund @ 0.51 % of Basic Pay	179	268
Admn.Charges on EPF @ 1.1% of Basic Pay	385	578
Medical Reimbursement @ 8.33 % of Basic Pay	2917	4375
Leave Travel Concession @ 4.17 % of Basic Pay	1458	2188
Gratuity @ 4.8 % of Basic Pay	1683	2524
	38821	58232
<u>(C) Items linked to level</u>		
- Motor car Petrol & Maintenance	10000	10000
Driver's Cost	8000	8000
Children Education Subsidy	400	400
Reimbursement of Residence Telephone Expenses	3500	3500
Group Accidental Insurance Premium (New Item)	188	188
	22088	22088
(D) Allowance	4091	17180
	4091	17180
CTC Per month {(A) + (B) + (C) + (D) }	100000	150000

POPULATION FOUNDATION OF INDIA

Break up of CTC per month (Minimum and Maximum)

Leadership Level

**(Amount in
Rs.)**

Particulars	Minimum	Maximum
(A) Basic Pay	24000	44000
	24000	44000
<u>(B) Items linked to Basic Pay (70.91 %)</u>		
House Rent/ House Rent Allowance @ 40% of Basic Pay	9600	17600
Provident Fund @ 12 % of Basic Pay	2880	5280
Deposit Linked Insurance Fund @ 0.51 % of Basic Pay	122	224
Admn.Charges on EPF @ 1.1% of Basic Pay	264	484
Medical Reimbursement @ 8.33 % of Basic Pay	2000	3667
Leave Travel Concession @ 4.17 % of Basic Pay	1000	1833
Gratuity @ 4.8 % of Basic Pay	1154	2115
	17020	31204
<u>(C) Items linked to level</u>		
- Conveyance Allowance/ Motor car Petrol & Maintenance	6000	6000
Children Education Subsidy	400	400
Reimbursement of Residence Telephone Expenses	1500	1500
Group Insurance Premium (New Item)	188	188
	8088	8088
(D) Allowance	892	8374
	892	8374
CTC Per month { (A) + (B) + (C) + (D) }	50000	91666

POPULATION FOUNDATION OF INDIA

Break up of CTC per month (Minimum and Maximum)

Managerial Level

**(Amount in
Rs.)**

Particulars	Minimum	Maximum
(A) Basic Pay	14000	31000
	14000	31000
<u>(B) Items linked to Basic Pay (70.91 %)</u>		
House Rent/ House Rent Allowance @ 40% of Basic Pay	5600	12400
Provident Fund @ 12 % of Basic Pay	1680	3720
Deposit Linked Insurance Fund @ 0.51 % of Basic Pay	71	158
Admn.Charges on EPF @ 1.1% of Basic Pay	154	341
Medical Reimbursement @ 8.33 % of Basic Pay	1167	2583
Leave Travel Concession @ 4.17 % of Basic Pay	583	1292
Gratuity @ 4.8 % of Basic Pay	673	1490
	9928	21984
<u>(C) Items linked to level</u>		
- Conveyance Allowance/ Motor car Petrol & Maintenance	2500	2500
Children Education Subsidy	400	400
Reimbursement of Residence Telephone Expenses	1000	1000
Group Insurance Premium (New Item)	143	143
	4043	4043
(D) Allowance	2029	9639
	2029	9639
CTC Per month { (A) + (B) + (C) + (D) }	30000	66666

POPULATION FOUNDATION OF INDIA

Break up of CTC per month (Minimum and Maximum)

Executive Level

(Amount in
Rs.)

Particulars	Minimum	Maximum
(A) Basic Pay	5200	18300
	5200	18300
<u>(B) Items linked to Basic Pay (55.91 %)</u>		
House Rent/ House Rent Allowance @ 25% of Basic Pay	1300	4575
Provident Fund @ 12 % of Basic Pay	624	2196
Deposit Linked Insurance Fund @ 0.51 % of Basic Pay	27	93
Admn.Charges on EPF @ 1.1% of Basic Pay	57	201
Medical Reimbursement @ 8.33 % of Basic Pay	433	1525
Leave Travel Concession @ 4.17 % of Basic Pay	217	763
Gratuity @ 4.8 % of Basic Pay	250	880
	2908	10233
<u>(C) Items linked to level</u>		
Conveyance Allowance	800	800
Children Education Subsidy	400	400
Group Insurance Premium (New Item)	99	99
	1299	1299
(D) Allowance	1899	7668
	1899	7668
CTC Per month {(A) + (B) + (C) + (D) }	11306	37500

POPULATION FOUNDATION OF INDIA

Break up of CTC per month (Minimum and Maximum)

Support Level

**(Amount in
Rs.)**

Particulars	Minimum	Maximum
(A) Basic Pay	2900	9600
	2900	9600
<u>(B) Items linked to Basic Pay (55.91 %)</u>		
House Rent/ House Rent Allowance @ 25% of Basic Pay	725	2400
Provident Fund @ 12 % of Basic Pay	348	1152
Deposit Linked Insurance Fund @ 0.51 % of Basic Pay	15	49
Admn.Charges on EPF @ 1.1% of Basic Pay	32	106
Medical Reimbursement @ 8.33 % of Basic Pay	242	800
Leave Travel Concession @ 4.17 % of Basic Pay	121	400
Gratuity @ 4.8 % of Basic Pay	139	462
	1622	5368
<u>(C) Items linked to level</u>		
- Conveyance Allowance	800	800
Children Education Subsidy	400	400
Group Accidental Insurance Premium (New Item)	55	55
	1255	1255
(D) Allowance	473	4610
	473	4610
CTC Per month { (A) + (B) + (C) + (D) }	6250	20833

POPULATION FOUNDATION OF INDIA

Entitlement of Domestic Travel Expenses

Group	Mode of Travel	Hotels	Incidental charges during journey		If own arrangements are made for board and lodging, Daily Allowance admissible		If arrangements for board and lodging are made by office, Daily Allowance admissible	Local Travel Expenses
			Journey exceeding 6 hours but less than 12 hours	Journey exceeding 12 hours but less than 24 hours	A Class cities	Other cities		
			Rs.	Rs.	Rs.	Rs.		
I	By Air Train – AC first class Road – AC Car/taxi However, as an austerity measure, as far as possible staff under Level I may travel by II AC class instead of Travel by air/AC first class especially when over night train facilities are available	4 Star (actuals)	150	300	1,500	1,125	<ul style="list-style-type: none"> If boarding and lodging 20% of Daily Allowance Free Lodging alone. 50% of Daily Allowance 	AC Taxi (where taxi is retained and payment involved is more than Rs 100/-, a receipt from the taxi driver should be obtained).
II	-do-	3 Star	150	300	1,200	900	-do-	-do-
III	By Rail – AC 2 or 3 tier/First Class/AC Chair Car By Road – AC/deluxe bus	2 Star	120	240	900	675	-do-	Taxi (where taxi is retained and payment involved is more than Rs 100/-, a receipt from the taxi driver should be obtained).

Group	Mode of Travel	Hotels	Incidental charges during journey		If own arrangements are made for board and lodging, Daily Allowance admissible		If arrangements for board and lodging are made by office, Daily Allowance admissible	Local Travel Expenses
			Journey exceeding 6 hours but less than 12 hours	Journey exceeding 12 hours but less than 24 hours	A Class cities	Other cities		
			Rs.	Rs.	Rs.	Rs.		
	<ul style="list-style-type: none"> Only in exceptional cases, ED may permit air travel to Group III staff. 							
IV	By Rail – 2 Class – Sleeper/A	Economy Hotel	60	120	450	375	-do-	Auto Rickshaw (in exceptional cases, Executive

	C 3 tier Road – Bus						Director may permit taxi).
		<ul style="list-style-type: none"> As an austerity measure as far as possible staff under all Groups are encouraged to stay at a lower category hotel / economy / tourist hotels / guest houses. 	<ul style="list-style-type: none"> Where the period of journey exceeds 24 hours, staff members are entitled to incidental charges at the proportionate rate for every additional 6 hours or part thereof. Production of voucher is not required for claiming this entitlement. 	<ul style="list-style-type: none"> Where night stay is not involved, entitlement shall be restricted to 50 % of the aforesaid rates. Where night stay is not involved, but accommodation is provided, entitlement shall be restricted to 25% of the daily allowance rates 		<ul style="list-style-type: none"> For reimbursement of local travel expenses, each place of visit and the expenditure on each trip should be indicated separately duly supported by Vouchers/ 	

Group	Mode of Travel	Hotels	Incidental charges during journey		If own arrangements are made for board and lodging, Daily Allowance admissible		If arrangements for board and lodging are made by office, Daily Allowance admissible	Local Travel Expenses
			Journey exceeding 6 hours but less than 12 hours	Journey exceeding 12 hours but less than 24 hours	A Class cities	Other cities		
			Rs.	Rs.	Rs.	Rs.		
			<ul style="list-style-type: none"> Where during the period of journey, refreshments/break fast/lunch/dinner is provided; no entitlement for incidental charges is permitted. 	<ul style="list-style-type: none"> Entitlement for meals and other incidental expenses will be 50% of the daily allowance entitlement as per their respective Level. 			receipts or such other available evidence	

Others:

- Unless permitted specifically, other than conveyance and official telephone calls, no other reimbursement or entitlement is allowable under these rules
- Telephone calls made for official purposes only are reimbursed.
- No reimbursement are allowed for any other incidental expenses, including and not limited to personal calls, laundry, bar/alcohol or expenses of personal nature.

For official journeys performed beyond the prescribed limits by staff members using their own vehicle the reimbursement will be made at the rates given below:

Group	Type of Vehicle	Amount per K.M.
I & II	A/c Vehicle	Rs. 8.00
III	Non A/C Vehicle	Rs. 6.00
IV	Scooter/Moped	Rs. 2.50

Staff under Level I to III, who are in receipt of reimbursement as at 4.7 (a), but are engaging hired vehicles as per their entitlement, reimbursement shall be made after deduction of 8 kms either way as per the rates mentioned above.

LIST OF 'A' CLASS CITIES

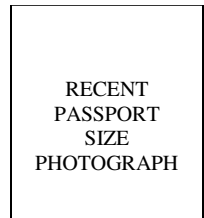
1. All State Capitals
2. Pune
3. Kanpur
4. Lahul & Spiti Districts
5. Vishakapatnam

Cities that are included in A Class: Expensive/Remote/Hill area

6. Darjeeling District (except Siliguri / NEFA areas)
7. Darjeeling Town
8. Expensive & Remote localities of Himachal Pradesh (Shimla)
9. Naga Hills, NEFA Areas

Any addition / modification to this list will be circulated as and when found necessary.

POPULATION FOUNDATION OF INDIA (PFI)
B-28, Qutab Institutional Area, Tara Crescent, New Delhi – 110 016
Phone : 42899770



APPLICATION FOR EMPLOYMENT
(TO BE FILLED IN BY APPLICANT IN OWN HANDWRITING)

1. Post Applied for
.....
.....
2. Name in Full
.....
.....
(IN BLOCK LETTERS)
3. Name in brief (e.g. A R
Sinha).....
.....
4. Present
Address.....
.....

E- mail Address, if
any.....
.....

Phone: Residence.....Office.....May we telephone
you discreetly at Office if necessary – Yes/ NO
5. Permanent Address.....Telephone
No.....
6. Father's / Husband's
Name.....Occupation.....
.....
7. Place of Birth.....Date of
Birth.....Age.....Gender.....
8. Nationality..... Whether you belong to
SC/ST/OBC.....
9. Marital
Status.....
.....
10. Age/ Sex of children, if
any.....
.....
11. Other dependents if
any.....
.....

12. Identity

Mark.....
.....

13. Have you any physical handicap? If yes, what?.....

14. Have you had illness in the last three years which lasted for more than 15 days? If yes, please give details

.....
.....

15. Have you ever been interviewed by or worked in P.F.I or its project before?

(a) Interviewed – Yes/ No. If yes, for what post & When? If worked :

Period		Name of the Project	Position Held	Last Salary Drawn	Reason for Leaving
From	To				

16. Are you related to any one now employed in P.F.I or its project? Yes/ No if Yes:

Name of Relative	Designation	Relationship

17. Academic and Professional Qualification (Beginning from School Leaving examination)*

Examination	Year	Name of School/College/Institute	Name of Board University/Institute	Division & Merit	% of Marks Distinction, If any	Passed at which attempt	Main Subject

* (Please indicate break in studies, if any, with reasons thereof.)

18. Relevant Experience

Please highlight relevant experience possessed by you relating to key aspects of the job in the space below:

<u>Job Component</u>	<u>Organization</u> (please also provide brief details of exposure/responsibilities handled	<u>Exposure (in months)</u>

19. Understanding of Job, Skills, Interests and Experience of Relevance to your application:

Please read the **Job Description** available at the end of this form and use this page to describe what you understand to be the key responsibilities of the ----- . Considering the same, please highlight your qualifications, skills, attributes and past experience to demonstrate suitability for the position.

20. Details of Experience Commencing from Present Employer/ if unemployed, give details from last employer

Your Surname

Dates		NAME ADDRESS OF EMPLOYER		Total number of employees	POSITION HELD		Nature of work done and to whom responsible	Length of Service	SALARY & PERQUISITES Rupees per month		Reasons for leaving service (if discharged, state full particulars)					
From	To				Start	Finish			Start	Finish						
Details of Emolument from Present Employer/ last Employer (if unemployed) – Rupees per month																
Remuneration	Basic	D.A	HRA	Conveyance	Servant	Newspaper	Entertainment	Electricity	Education	LT A	Medical	Soft furnis	House Mainten	Bonus	Others	Total

	Salary											hing	ance			
On Joining																
At Present																
Retirement benefits	P.F	Gratuity	Superannuation	Benefits in kind						Other Benefits						
Employer's Contribution %				House	Furniture	Fridge	Cooler	AC	Car							

21. Present Employment/ If unemployed, details of last employment:

(i) Name and Address of employer.....
.....

.....
.....

(ii) Nature of Employer's business.....
.....

(iii) Number of Employees.....No. of employees under you.....

(iv) Annual Turnover Rs.....
.....

(v) Designation.....Effective from.....

(vi) Please outline your job responsibilities.....
.....

.....
.....

.....
.....

.....
.....

(vii) To whom are you responsible..... }
Please explain it through an organization }

(viii) Who are responsible to you.....
Chart in a separate sheet.

22. Minimum remuneration acceptable:

Salary.....
..

Perquisites.....
.....

23. How soon would you be free to take up the appointment?

24. Languages

known.....
.....

25. Hobbies/Pastime including membership of social and cultural bodies.....

.....

.....

26. Membership of : Professional bodies/ Institute with dates.....

.....

.....

.....

27. Foreign Stay/ Travel, (Give details with dates).....

.....

.....

.....

28. Are you prepared to work in any part of India?.....

29. May we refer to your previous Employer?.....

.....

(No reference will be made to the present employer without your permission)

30. Please summarise what you consider are the important aspects of your experience to date and what are your future plans and aims.....

.....

.....

.....

.....

.....

.....

.....

31. Name and address of referees, two of whom should be other than relatives or former employers. (Please indicate whether we may contact them straightaway – Yes/ No.

Sl. No.	Name	Position	Address
(i)			
(ii)			
(iii)			

DECLARATION

I hereby declare that my answers to each of the foregoing are true and in case it is proved otherwise, I shall be liable for dismissal.

Place.....

Date.....
 Signature

Applicant's

FOR OFFICE USE ONLY

1. Date of Interview

Interviewed by

Place of Interview

.....

.....

2. Date of Interview

Interviewed by

Place of Interview

.....

POPULATION FOUNDATION OF INDIA

CLEARANCE CERTIFICATE FOR SETTLEMENT OF FINAL ACCOUNT

Name :

Designation :

Department :

Date of release :

(BY CONCERNED DEPTT.)

STAGE - I

1. Charge has been taken over from this employee by Mr _____
2. Clearance accorded

Date _____ Signature of the Designated official _____ Signature of Deptt. Head _____

(BY ADMINISTRATION DEPTT)

STAGE - II

1. The stationery items, identity cum attendance card, equipments, laptops etc. issued by the PFI.
2. Clearance accorded

Date _____ Signature of Administrative Officer _____

(BY LIBRARY)

STAGE - III

1. All books, cassettes, CDs returned
2. Clearance accorded.

Date _____ Signature of Library Assistant _____

(BY ACCOUNTS DEPTT)

STAGE – IV

1. Checked the following:
 - Loan Account
 - Advance
 - Salary
 - Any other.
2. Final account can be settled

Date

Signature of Accounts Officer

(FOR APPROVAL)

STAGE – V

- Secretary & Treasurer
 - Additional Director
 - Executive Director
-

POPULATION FOUNDATION OF INDIA

PROFORMA FOR ANNUAL APPRAISAL

Name of the Employee

Designation

Targets	Weightage	Achievements	Marks	
			Score	Maximum
1.		1.		
2.		2.		
3.		3.		
4.		4.		
5.		5.		
Total				100

(Signature of the Superior)

Date:

Comments of the Superior's Superior

Signature of the Superior's Superior

Date:

LETTER OF UNDERTAKING
(For unfurnished residential accommodation)

The Executive Director/Secretary & Treasurer
Population Foundation of India
B-28 Qutab Institutional Area
Tara Crescent
New Delhi-110016

Sir,

I am thankful to you for your kindly sanctioning at my request unfurnished residential accommodation for me and my family in premises No. (description) -----
-----.

I confirm having agreed to as follows :-

1. The accommodation has been sanctioned to me purely as an incidence of my services with you. I will be entitled to enjoy this accommodation at your pleasure. I undertake to pay the rent as may be in excess of% of my salary and also other charges in this connection.
2. This accommodation will be utilized only for the purpose of actual residence of myself and my family and shall not be sublet in any case.
3. Should you withdraw this facility or should my service be terminated, whether on account of termination by you or on account of my resignation, I shall hand over to you vacant and peaceful possession on the day I cease to be on the rolls of the Foundation or within such period as may be specified by the Foundation in this behalf. I confirm and I declare that on and from the date I cease to be an employee of the Foundation, you will be entitled and deemed to be in possession of the said accommodation.
4. I undertake to indemnify the Foundation against any loss or damage to the said residential accommodation and/or to the fixtures and fittings therein.
5. I have read and understood the present Rules in this connection and also the lease-deed relating to the above accommodation.
6. I shall observe and abide by any rules and regulations (as amended from time to time) framed or to be framed by the Foundation for regulating residential accommodation to employees.

Yours faithfully,

Signature
Name of the employee

POPULATION FOUNDATION OF INDIA

Claim for Reimbursement of Medical Expenses

Name of Claimant:

Date:

Amount of Claim:

Declaration by the Claimant

I certify that I have incurred a sum of Rs _____ (_____) on medicine and medical consultation etc. for self/wife/son/daughter/dependent parents during the period from _____ to _____ as under:

<u>Sl.No.</u>	<u>Cash Memo No./ Receipts</u>	<u>Date</u>	<u>Name of the persons</u>	<u>Relationship with the Claimant</u>	<u>Amount Rs.</u>
---------------	------------------------------------	-------------	----------------------------	---	-----------------------

Original Cash memos/Receipts are enclosed. Amount admissible may be reimbursed to me.

(Signature of Claimant)

Payment recommended for Rs. _____

(Administration Officer/Accounts Officer)

Approved

Secretary & Treasurer/Executive Director

Sub Register Folio No.

Note: 1. To be submitted not more than once in a quarter; and
2. To be submitted in the 1st week of April, July, October,

January

POPULATION FOUNDATION OF INDIA

DECLARATION FOR AVAILING LEAVE TRAVEL CONCESSION FOR
THE BLOCK YEAR COMMENCING 20 - 20 .

- 1) Name in Full:
Designation:
Date of Birth:
- 2) Wife's/husband's name:
Age
Total Number of Dependent Children:

<u>Name</u>	<u>Sex</u>	<u>Age</u>
-------------	------------	------------
- 3) First Child:
- 4) Second Child
Dependents:
- 5) Father' Name:
- 6) Mother's Name:

I, declare that all the above facts stated by me are correct.

(Signature)

Date:

(Change if any, should be intimated immediately)

For office use

Declaration admitted PAYMENTS MADE DURING THE BLOCK YEAR

(Secy & Tresr.)

<u>Sl.No.</u>	<u>Vr.No.</u>	<u>Date</u>	<u>Amount Paid for</u>	<u>F.O.'s</u>
			<u>claim(s) in</u> <u>respect of</u> <u>Sl.No.</u>	<u>Signature</u>

Sub Register Folio No.

POPULATION FOUNDATION OF INDIA

**CLAIM FOR REIMBURSEMENT OF EXPENSES OF LEAVE TRAVEL
CONCESSION FOR THE BLOCK YEAR 20 - 20 .**

Name of the Claimant:
Amount of Claim:

Date:

Declaration by the Claimant

I certify that I have incurred a sum of Rs..... (Rupees.....
...only) on leave Travel as detailed below:

- 1) Journey performed by: Self/wife/son(s)/daughter(s)/ dependent father/dependent mother
Name of the persons travelled: (1)
(2)
(3)
(4)

- 2) Details of Journey:
- | <u>Journey (Station)</u> | | <u>Date of</u> | <u>Mode of</u> | <u>Air/Ticket(s)</u> | <u>Fare</u> |
|--------------------------|-----------|----------------|----------------|----------------------|-------------|
| <u>From</u> | <u>To</u> | <u>Travel</u> | <u>Travel</u> | <u>No.</u> | <u>Rs.</u> |

- 3) I have not claimed any LTC before in the block year 20 - 20 . I have already claimed Rs..... for the journey performed during this block year vide voucher No. Dated.

(Signature of Claimant)

- a) If journey is by air, used ticket(s) (air stub) is to be attached.
b) If the journey is by train, please indicate the class/type of compartment AC, Ist class, IInd class ordinary, AC Chair etc.
c) If the journey is by bus, please indicate whether by ordinary or Deluxe bus.

For Office use

- (a) Claim is for Sl.No.(s):
(b) Entitlement for a period of two years
In this block year, i.e. 20 - 20 .
(c) Fares verified and found correct:
(d) Claim is passed for payment Rs.

(Administrative Officer)

(Accounts Officer)

Approved
Secretary & Treasurer/Executive Director

Sub register folio No.

PROFORMA - VIII

PROFORMA - STAFF CHILDREN EDUCATION SUBSIDY

Date:

- 1) Name of the staff:
- 2) Designation:
- 3) Residential Address:

- 4) Total Number of Children:
- 5)
 - i) First Child:
 - (a) Name:
 - (b) Sex:
 - (c) Date of Birth:
 - (d) Name & Address of the Educational institution
 - (e) Class:
 - (f) Date of Admission:
 - (g) Academic Year:
 - ii) Second Child:
 - (a) Name:
 - (b) Sex:
 - (c) Date of Birth:
 - (d) Name & Address of the Educational institution
 - (e) Class:
 - (f) Date of Admission:
 - (g) Academic Year:

I declare that all the above facts stated by me are correct.

(Signature of the Staff)

Declaration admitted

(Secretary & Treasurer)

POPULATION FOUNDATION OF INDIA

CLAIM FOR CHILDREN EDUCATION SUBSIDY

Date:

1. Name of the Claimant :
2. Designation:
3. Amount of Claim:

Declaration by the Claimant

I certify that I have incurred a sum of Rs. _____ (.....
Only) on my son(s)/daughter(s) education during the year 200 - as per the details -
supports/vouchers attached.

Sl.No.	Item	For		Total Rs.
		I Child Rs.	II Child Rs.	
1.	School / College Tuition Fee			
2.	Examination Fee			
3.	Laboratory Fee/Computer Fee			
4.	School provided transport			
5.	Expenses on educative excursion			
6.	Text Books (according to curriculum)/ note books / accessories			
7.	School Uniforms			
	TOTAL	_____	_____	_____
		_____	_____	_____

The amount admissible may please be reimbursed to me.

(Signature of Claimant)

Amount Admissible

Amount already allowed

Amount now reimbursed

Verified

(Admn. Officer)

(Accounts Officer)

Approved

Secretary & Treasurer / Executive Director

Sub Register Folio No.

POPULATION FOUNDATION OF INDIA

ENCASHMENT OF EARNED LEAVE

Date:

1. Name:
2. Designation:
3. Encashment requested for _____ days Earned Leave.
Amount of encashment may please be released to me.

(Signature of Claimant)

Date:

4. Date of Joining the Foundation:
5. Last leave encashment drawn : _____ days on _____.
6. Earned leave due (as on 1st January 20....): _____ days.
7. Monthly Basic Pay : Rs.
8. Amount of encashment fordays of leave: Rs.
Recommended for payment of Rs.....as encashment of.....days
Earned Leave.

Checked by: (Admn. Officer)

Accounts Officer:

Approved

Secretary & Treasurer/Executive Director

Sub Register Folio No.

POPULATION FOUNDATION OF INDIA

LEAVE APPLICATION

Name of Applicant :
Designation :
Number of days of leave :
(with dates)
Reason for leave :

(Signature of Applicant)
Date:

Recommended

(Official Incharge)

II

Leave at credit		Now sanctioned
Balance		
as on date		and Adjusted

Sanctioned
Secretary & Treasurer/Executive Director

Above leave is adjusted.

Folio No.

(Admn. Officer)

POPULATION FOUNDATION OF INDIA

Requisition for short leave

Name of Employee:

Designation:

Date:

Time:
From To

Reason:

(Signature of the Employee)

Date:

Recommended

Recorded

Sanctioned

(Official Incharge)

(Administrative Officer)

(Secretary & Treasurer/
Executive Director)

POPULATION FOUNDATION OF INDIA

Requisition for short leave

Name of Employee:

Designation:

Date:

Time:
From To

Reason:

(Signature of the Employee)

Date:

Recommended

Recorded

Sanctioned

(Official Incharge)

(Administrative Officer)

(Secretary & Treasurer/
Executive Director)

POPULATION FOUNDATION OF INDIA

Requisition for attending official duty outside the PFI office

Name of the Employee :

Designation :

Date :

From (Time) :

To (Time) :

Reason :

(Signature of the Employee)

Recommended
(Offier Incharge)

Recorded
(Administrative Officer)

Sanctioned
Secretary & Treasurer/
Executive Director

POPULATION FOUNDATION OF INDIA

TOUR PROGRAMME

I request my tour programme may kindly be approved as under:

1. Date of Departure :
2. Place(s) of Journey :
3. Mode of Journey by
Air/Rail(class)/Road :
4. Date of Return :
5. Contact Address and
Telephone No. on Tour
6. Purpose :

Signature _____
Name

Date:

To:

Executive Director

Tour Programme Approved

(Executive Director)

POPULATION FOUNDATION OF INDIA

REQUISITION FOR TA/DA ADVANCE FOR TOUR

I request that TA advance of Rs _____ may kindly be sanctioned for undertaking tour as per Tour Programme approved by Executive Director (copy enclosed).

Details of anticipated expenses are:

- (i) Fare :
- (ii) Local conveyance :
- (iii) Hotel :
- (iv) Daily Allowance :
- (v) Miscellaneous :

Signature _____

Name:

Date:

To:

Secretary & Treasurer

TA advance of Rs _____ sanctioned.

(Secretary & Treasurer)

TRAVEL EXPENSES ACCOUNT

NAME OF THE EMPLOYEE:

DESIGNATION:

PERIOD OF TRAVEL: FROM:

TO:

Date	Places visited		Mode of transport	Class. In case of train, name of the train	Fare *	Departure of train/flight at starting place		Arrival of train/flight at the destination		Total hours of travel	Incidental charges during journey	Local Conveyance **	Hotel Expenses	Daily Allowance	Miscellaneous**	Total Expenses	
	From	To				Rs.	Date	Time	Date								Time
TOTAL																	
Less: Amount taken as advance for tour																	
Net Total Refundable / Payable (-) (+)																	

* If directly paid by PFI, not required to mention the amount

ATTACH

Receipted Hotel Bills/ Used air stubs/Boarding pass/Photocopies of train tickets

** Please attach the expenses details

IMPORTANT: This bill must be submitted within five working days on completion of tour/resuming duty

It is certified that tour is as per tour programme approved by the Executive Director and tour report has been submitted on concerned file.

MISCELLANEOUS CODES:

A. OFFICIAL TELEPHONE B. PORTERAGE C. CANCELLATION CHARGES

D. OTHERS

(As per details attached).

Approved

Checked

Total expenses recommended

for Rs _____

and net amount to be paid/refunded

Rs _____

Date Submitted

Finance Officer

Signature of Claimant

Secretary & Treasurer

Administrative Officer