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PROCESS MANUAL OF PERSONNEL DEPARTMENT

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PERSONNEL DEPARTMENT

Background :

CIDCO is a premiere planning organisation created by Government of Maharashtra, incorporated on March 17, 1970 with a mission to develop a twin city to Mumbai. The Corporation is controlled by its highest body of Management – the Board of Directors – appointed by the State Government and day-to-day management is looked after by the Vice-Chairman and Managing Director.

One of the most crucial departments of CIDCO is the Personnel department. This department is dealing with matters involving employees, such as hiring, training and benefits, etc.

Brief of Personnel Department :

The Manager (Personnel) is the Head of the Personnel Department reporting to VC&MD / JMD. This department handles variety of functions that help meet the needs of staff. It hires and trains employees, implement company policies and procedures, handle specific performance issues, determine employee salaries, ensure that labour laws are followed and much more. The Personnel Department has Sections viz. Recruitment Section, Establishment Section, Welfare Section & Housekeeping Section. The Sections viz. Recruitment & Welfare are looked after by Personnel Officer – I & the Sections viz. Establishment & Housekeeping is looked after by Personnel Officer – II. The above tasks are handled by the Manager (Personnel) as per the delegation of powers granted and approved by the Board.

The functions of Personnel Department are governed by:

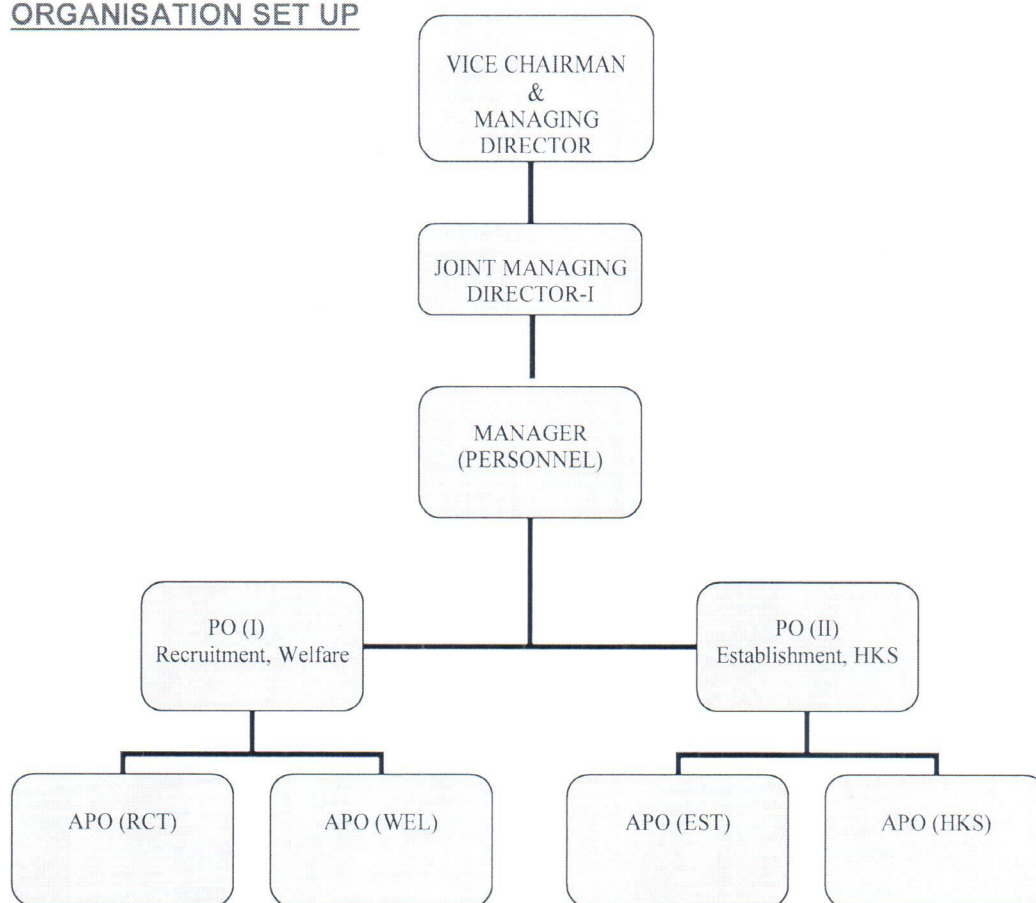
- CIDCO Service Regulations, 1998
- CIDCO Seniority, Promotions and Recruitment Rules, 1977.
- Approved Board Resolutions.
- Maharashtra State GR



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ORGANISATION SET UP



I. FUNCTIONS – RECRUITMENT SECTION

The Personnel Officer – I is assisted by the following subordinate staff :-

- 1) APO(Recruitment)
- 2) FO
- 3) Office Assistant
- 4) Clerk/Typist
- 5) Peon

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1. RECRUITMENT

- By direct Recruitment (as per Recruitment Schedule of each Post).
- On Compassionate ground to the legal heir of deceased employees.
- On right of heir ship for Sweeper Cadre only (as per recommendations of Lad Page Committee Report).

2. PROMOTIONS

- On merit cum Seniority basis – for the Posts of Sr.DO & above.
- On Seniority – cum – merit basis - for the Post of DO & below.

The proposal is initiated for promotion of the employees who are eligible as per recruitment schedule prescribed by the management and as per the Government Resolution.

3. MAINTAINING ANNUAL CONFIDENTIAL REPORTS

The Confidential Reports of an employee are written by Reporting Officers annually i.e. for the period of 1st April to 31st March in order to judge his work, conduct, character and capabilities.

The process of Confidential Reports :-

- 1) Sending the blank Confidential Reports to various HODs.
- 2) Collection of Confidential Report forms duly filled in and reviewed by the Competent Authority.
- 3) Communication of the remarks to the employees as reported and reviewed by the Competent Authority i.e. Good / Adverse.
- 4) Take note on the record of these Confidential Reports in the register maintained and follow up with the HOD for CRs not received.



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4. TRANSFER OF EMPLOYEES

The employee of CIDCO is transferred as per the prevailing policy of CIDCO i.e. after completion of every 3 years service in same department. The employees shall be transferred at any transferable place as per the administrative requirements.

5. MAINTAINING OF ROASTER

The roasters are being maintained by Recruitment Section as per the Government Resolution. The roasters are prepared and are checked by the Assistant Commissioner, Kokan Bhavan for Class-III & IV and by the Government Administrative Deptt. for Class-I & II. The work of maintaining roasters are being done from time to time.

II. FUNCTIONS - WELFARE SECTION

The Personnel Officer – I is assisted by the following subordinate staff :-

- 1) APO(Welfare)
- 2) FO
- 3) Office Assistant
- 4) Clerk/Typist
- 5) Peon

1. Loan Facility

a) Housing Loan:

- Housing Loan is sanction to confirmed employees who have completed 5 years service in the Corporation / Govt Semi-Govt.
- 200 times (Basic + GP) or Rs.50 lacs or the price of house or capacity of repayment of advance, whichever is less.
- Interest : upto Rs.15 lacs – 9.5%
Above Rs.15 lacs – 11.5%



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b) **Vehicle Loan** :

The Vehicle Loan is provided to the employee for purchasing motor-car, motor-cycle and scooter as follows:-

- Can be availed after confirmation.
- **Motor Car** - 85% of the cost of vehicle, maximum Rs.5 lacs, Rs.2.50 lacs for old vehicle.
- **Motorcycle** - 85% of the actual cost, maximum Rs.75,000/-
- **Scooter** - 85% of the actual cost, maximum Rs.60,000/-

c) **Computer Loan**:

Computer Loan of Rs.35,000/- is provided to the confirmed employees who have completed 5 years of service in the Corporation. Repayment allowed in 100 instalments.

d) **Petty Loan** :

The Petty loan amount of Rs.1,00,000/- @ 11% interest is provided to the confirmed employees as approved by the Board. Repayment in 60 (sixty) instalments.

2. **Allotment of tenement**

- **On rental basis** (after joining the service and on demand & as per availability and terms and conditions as per the prevailing policy)
- **On ownership basis**
 - i) **Category – I** : After completion of 5 years services
 - ii) **Category – II** : After completion of 10 years from first allotment on terms and conditions as per policy)



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3. Allowances

- Education allowance of Rs.10,500/- per child (Only for 2 children)
Can be availed after confirmation. Primary, Secondary & College education upto the level of Degree / Diploma.
- Canteen Allowance in the form of Coupons per month where canteen facility is available else cash payment is made.
- Entertainment Expenditure as enumerated below:

1	For Officers with Rs.6600/- grade pay	Not exceeding Rs 500/- per month.
2	For Officers with Rs.7600/- grade pay and above	Not exceeding Rs.2000/- per month.
3	For Officers with Rs.8700/- grade pay and above	Not exceeding Rs.4000/- per month.
4	For Officers with Rs.8900/- grade pay and above	Not exceeding Rs.5000/- per month.
5	IAS & IPS cadre officers-	No limit

As per the Delegation of Powers approved under Welfare Measures the M(MKT)/ M(P) is delegated powers of Rs.50,000/- p.m.

- Family Welfare Funds
 - a) After death of employee while in service for funeral expenses – Rs.75,000/-
 - b) Diseases that are not covered under Medicalim – Rs.500,000/-
 - c) Sponsorship to higher education to the wards of Class-IV employees Rs.50,000/-.
 - d) Memento to retired employees – Rs.11,000/-
 - e) Merit Prize Distribution function for felicitation of meritorious wards of staff (only for 10th & 12th Std. having 60% & above marks and Laptop + Rs.2,000/- for topper meritorious students).
- Group Insurance Scheme of Rs 10 Lakhs is applicable per employee.

- 4. Annual Social Gathering & Sports is also arranged every year and the total expenditure towards the same is borne by the Corporation.



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5. TRAINING TO THE EMPLOYEES: As per the policy of the Corporation, the training is imparted to our employees.

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III. FUNCTIONS - ESTABLISHMENT SECTION

The Personnel Officer – II is assisted by the following subordinate staff:-

- 1) APO(Establishment)
- 2) Field Officer
- 3) Office Assistant.
- 2) Clerk/Typist
- 3) Peon

The Establishment Section is responsible for processing of works relating to:-

- 1) **Confirmation of employee** – On completion of Probation period of one year and after receiving performance report, fulfilling terms & conditions of Appointment Order Employee is confirmed on his post.
- 2) **Time Bound Promotion (TBP)** - 1st after 12 years service & 2nd after 24 years' service.
- 3) **Accelerated increment** – As per 6th Pay Commission and as per the GR on being assessed minimum three A and two A+ in consecutive five years.
- 4) **Annual increment** - On 1st July of every year as per the Government Regulation.
- 5) **Ex-gratia** – On the occasion of Diwali.
- 6) **Leave Encashment** – Earned Leave & Casual Leave.
- 7) **Types of Leave** –
 - a) **Earned Leave** : 2 ½ E.L. per month during Probation period and 30 days per year i.e. January to June – 15 E.L. & July to December – 15 E.L. after confirmation.



- b) Sick Leave (Full Pay & Half Pay) : 5 & 10 day per year respectively after confirmation. (5 full day or 10 half Day Sick leave to be granted to Employees /Officers on probation, Pending for approval of Board)
- c) Casual Leave – 14 days per year.
- d) Child Care Leave for female employees –Minimum 15 days leave and Maximum 180 days in a calendar year and Splitting of leave can be done only three times in a year. Maximum 365 days can be availed in whole service which can be availed only after confirmation in service of Corporation.
- e) Maternity Leave – Maximum 180 days of maternity leave can be availed as per the rules of Corporation and Government Regulation, and can be availed only for first two Children.
- f) LTA Rs.20,000/- every block year.
- g) Property Declaration forms to be submitted by Class – I / II / III employees every year as per Government Regulations.

Over & above the works mentioned above, the Establishment Section is also looking after the following works :-

- I. Maintenance of personal files of all employees.
- II. Maintenance of leave record.
- III. Pay fixation of employees on appointment / promotion.
- IV. Maintenance of record of employees on deputation / contract basis and consultants.
- V. Maintenance of record of Declaration of Property of employees and Officers.
- VI. Settlement of final dues on account of resignation, superannuation and death.
- VII. Encashment of Causal leave & Earned leave @ 1 ½ times of salary.



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8. **Central Dispatch**: The Central Dispatch main roles and responsibilities include receiving and dispatching of mails, couriers to various Departments and Nodal Offices.

IV. FUNCTIONS – HOUSEKEEPING SECTION

The Personnel Officer – II is assisted by the following subordinate staff :-

- 1) APO (Housekeeping)
- 2) OA
- 3) Assistant Foreman
- 4) Clerk/Typist

The Housekeeping Section is responsible for processing of works relating to:-

1. **Purchase of Stationery & Distribution as per requirement provided by the department :**

➤ **Manual Tending**

On the basis of requisition for office stationery received from various depts./ sections of CIDCO, the proposal if below Rs 3 Lacs is put up for administrative approval / financial concurrence to the Competent Authority for finalising the agency for supply of stationery.

➤ **E- Tendering**

If the Proposal is for above 3 Lacs E-Tenders are called for purchase of Office Stationery and the lowest bidder is finalised for supply of office stationery.

2. **Printing of Visiting cards for various Officer and various forms, Registers, visiting slips etc.**

➤ **Manual Tendering**

For Printing of visiting cards / forms , registers, visiting Slips etc as per the requisition received from various depts./ sections of CIDCO, the proposal if below Rs 3 Lacs is put up for administrative approval / financial concurrence to the Competent Authority for finalising the agency.

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➤ **E- Tendering**

If the Proposal is for above 3 Lacs E-Tenders are called for Printing of visiting cards / forms, registers, visiting Slips etc and the lowest bidder is finalised for supply of office stationery.

3. Purchase of Urgent materials for Chairman, MD, JMD & Directors as per their requirement

For requirement of urgent material from the Hon'ble Chairman, MD, JMD as also from the Directors staff is received, the material is being purchased.

4. Purchase of Uniforms, Dress materials, Shoes, Umbrellas, Raincoat & Woolen Jercies for Class-III employees (Drivers, Security Staff & Fire Staff) and Class-IV (Peon, Daftari Mali, Sweeper, Mukadam, Cleaner, Hamal etc.)

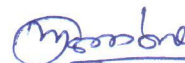
After getting the administrative approval / financial concurrence from the Competent Authority, the Tenders are called once in a year for the purchase of the above said items for Class-III & IV employees through Tendering process. The lowest bidder is selected and order is placed accordingly.

5. Purchase of Vehicles for office(department) use as per requirement

As per the requirement for purchase of vehicle from HOD / HOS, the administrative approval / financial concurrence is sought from the Competent Authority. After receiving approval, the order is placed with the authorized Dealer of Rate Contract, Government of India, Director General of Supplies and Disposals, New Delhi and accordingly the vehicle is purchased from them.

6. Purchase of fuel - petrol / diesel quota for Departmental vehicles :

The quota of fuel is fixed for HOD / HOS and accordingly the petrol / diesel slips of the authorised dealer of Petrol pump in the 1st week of every month are issued to the concerned Driver of the HOD / HOS. The bills are then submitted by the authorised dealer to this office for payment. The bills are scrutinized and submitted to Accounts Section for release of the payment.



7. Insurance of Office Building & Departmental Vehicles :

The Insurance policies of CIDCO Bhavan, Raigad Bhavan, Kille Gaothan Guest House, Panchsheel Guest House, PAP Training Centre at Dronagiri and other site offices in Navi Mumbai is insured with M/s. New India Assurance Co., Santacruz (West), Mumbai. The payment of yearly premium is made to the Company accordingly.

The Insurance Policies of Departmental vehicles for Mumbai / Navi Mumbai are insured with the Govt. Insurance Company and Private Insurance Co. at Mumbai / Navi Mumbai and accordingly, the annual premium is made to the insurance Companies.

8. Disposal of Old Vehicles & scrap materials :

In the first, the value of scrap of the old vehicles is sought from the Government Valuer and thereafter the Tenders are called.

In respect of Scrap material, the quotations through local agency are called and the scrap is sold accordingly.

The Cheque / Demand draft received from the proceedings are deposited with Accounts Section.

9. Vehicles for Election Duty/Police Bandobast :

As per the requirement of vehicle received from the Election Commissioner as well as Police Commissionerate for Bandobast, etc. such as Ganpati Utsav, Navratri Utsav, Election duty, etc.. the sanction of the Competent Authority is taken and accordingly the vehicle alongwith the Driver is send to the concerned Govt. deptt.

10. Allotment of hired (Tourist) vehicles for various Officers/Engineers etc. as per the requirement :

E-Tenders are invited for finalisation of contract for Hiring of Vehicles for Type-I, II & III from bidders and the tender is awarded to the lowest bidder.

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Process Activity of Personnel Department

Sr No	Process/ Activity	Department	Employee / Officer Concerned	Time Lines
1	Direct Recruitment	Recruitment	FO-APO-PO-M(P)-JMD- MD	--
2	Compassionate Ground	Recruitment	FO-APO-PO-M(P)-JMD- MD	As per vacancy within one month
3	Right of Heir ship (Sweeper Cadre only)	Recruitment	FO-APO-PO-M(P)-JMD- MD	One Month
4	Promotion (Merit cum Seniority)	Recruitment	up to FO cadre :- FO-APO-PO-M(P) ADO and above:- FO-APO-PO-M(P)-JMD- MD	One Month
5	Promotion (Seniority cum merit)	Recruitment	up to FO cadre :- FO-APO-PO-M(P) ADO and above:- FO-APO-PO-M(P)-JMD- MD	One Month
6	Housing Loan	Welfare	FO-APO-PO-M(P)	15 Working Days
7	Vehicle Loan	Welfare	FO-APO-PO-M(P)	15 Working Days
8	Computer Loan	Welfare	FO-APO-PO-M(P)	15 Working Days
9	Petty Loan	Welfare	FO-APO-PO-M(P)	15 Working Days
10	Confirmation of employee	Establishment	up to FO cadre :- FO-APO-PO-CVO-M(P), For ADO :- FO-APO-PO-CVO-M(P)-JMD, DO and above:- FO-APO-PO-CVO--M(P)-JMD- MD	One Month
11	Time Bound Promotion	Establishment	CT-FO-APO-PO-M(P)	One Month
12	Accelerated Increment	Establishment	CT-FO-APO-PO-M(P)	One Month
13	Ex-gratia	Establishment	FO-APO-PO-M(P)-JMD- MD	15 Working Days
14	Leave Encashment	Establishment	FO-APO-PO-M(P)-CAO	07 Working Days
15	Leave	Establishment	FO-APO-PO-M(P)	One Day
16	Child Care Leave	Establishment	up to ADO cadre :- FO-APO-PO-M(P) DO and above:- FO-APO-PO-M(P)-JMD/ MD	15 Working Days

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17	Manual Tendering	Housekeeping	OA-APO-PO-M(P)	One Month
18	E- Tendering	Housekeeping	OA-APO-PO-M(P)- JMD	Three Months
19	Purchase of Vehicles	Housekeeping	OA-APO-PO-M(P)- JMD-MD	Two Months
20	Disposal of Old Vehicles	Housekeeping	OA-APO-PO-M(P)- JMD-MD	Three Months

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