

Bangladesh Disabled Development Trust- BDDT



SERVICE RULES, 2007

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Chairman
Bangladesh Disabled Development Trust


Md. Moniruzzaman Khan
Managing Trustee
Bangladesh Disabled Development Trust

CHAPTER ONE

Articles

1.0 Objective:

The main objective of BDDT is developing PWD's lives. Specific objectives are -

- To provide education and skill development training remunerative employment for the visually impaired persons, physically impaired and other disabled persons, - To rehabilitate the clientele under a rehabilitation programme. To arrange treatment and rehabilitation services for PWDS. To make arrangement for talking and watch library for the disabled. To arrange sports and games for PWDs. To established hospital for presentation of disabilities. To organized mobile eye and ear camps. To Provide educational support and stipend to the talented disabled children and students; Advocacy and lobbying with the policy makers, local authority and the elite groups to restore the rights of the disabled children and persons; To Promote IGAs for economic self-reliance of the disabled persons or the families of the disabled persons in the community; To Promote programs for integrating the disabled persons into mainstream development of the community; To Publication of newsletters to disseminate information on the day to day matters of the disabled persons.

At present the organization operates in Dhaka and Barguna and may operate at any other place as may be decided by the Board of Trustees.

BDDT is an Non-Government Organization and its service rules shall be called Service Rules for BDDT Personnel.

The Service Rules for BDDT Personnel supersedes all the employees service prevailing / existing in the organization,

1.2 Purpose:

The Service Rules for BDDT Personnel embody the conditions of service and the basic rights, duties and obligations of the personnel who are serving under this Organization. The Managing Trustee of BDDT shall provide and enforce such staff rules consistent with these rules and principles when he considers necessary.

Applicability ;

The Service Rules for BDDT Personnel is applicable to all BDDT employees employed on a Regular basis under this organization.

1.3 General Condition ;

No employee shall engage in any political activity which is inconsistent with or might affect the interest of this organization.


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CHAPTER TWO

2.0 Appointment:

2.1 The power of appointment rests with the Managing Trustee or any other person officiating as CEO. Appointment of Grade – I,II, III & IV employees is to be made with the approval of the Board of Trustee. Managing Trustee can appoint of Grade V and VI Directly. However, appointment of the CEO is vested in the Board of trustee only.

2.2 All new recruitments on regular basis shall be subject to advertisement of the vacancy. Before employment applicants shall be called for a written and/or practical examination. Final selection will be done after and oral interview to be administered by appropriate Selection Committee / Board. The Provision of written and / or practical test may be waived by the Managing Trustee for reasons to be recorded in writing for appointment by promotion up to Grade - VI from among existing BDDT employees.

The names of the recommended candidates shall be submitted to the Managing Trustee / Board of Trustee for approval of the recruitment and the employment conditions.

To be eligible for BDDT employment the Candidate must have the minimum age of 18 years.

2.3 On recruitment the employees may be granted one of the following types of appointments. Every new employee win be provided with his / her job description along with appointment letter.

2.3 A) Regular Basis :

All regular appointments shall last until the employee's services are no longer required by the organization or upto the end of (his existing project period or an extended project period, if any; and all regular appointments shall automatically expire on the last day of this" particular project period or an extended project period, as the case may be. However, BDDT authorily may offer new and fresh appointment to any staff. Amount of monthly salary and other terms and conditions of such fresh appointment shall be decided by the BDDT authority.

No employee shall have any claim for service continuation or re appointment after the expiry of the Project phase or an extended project phase.


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2.3 A(i)

On appointment every regular employee shall submit a written undertaking to the effect that he/she will serve in BDDT for at least three years. If any employee leaves his/her job in BDDT before completion of three years continuous employment in BDDT (including probation period) in violation of his/her undertaking, the total amount of BDDT's contribution to his/her Provident fund along with its interest will be forfeited in favor of BDDT.

2.3 A(ii)

BDDT regular employees shall not undertake any other remunerative assignment without prior permission from the competent BDDT authority.

A category of regular employment is given Annexure - 1

2. B) Casual Employment:

B.1 Part Time Basis:

Part Time employees will be appointed for a specific job only. This type of employees will get a fixed salary as decided by the *Managing Trustee* and no other benefits will be admissible for part time employees.

B.2 Dally Basis:

Daily basis employment shall be given to meet an emergency such as to cover a gap.

B.3 Contractual Basis :

This type of employment shall be on contractual basis for a particular period of time. Terms of such daily / contractual engagement shall be decided by the Administration and no other claims shall be entertained.

2.4 All appointments on regular basis are subject to a six month probation period; upon successful completion of the probation period, appointing authority may issue a letter, confirming the appointment.

The appointing authority, if it deems necessary, may extend the probation period for another six months

2.5 The services of an employee during the probation period may be terminated by 24 hours notice. However, a promote employee on probation may be reverted to his / her previous post for unsatisfactory performance during the probation period.


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2.6 Any employee may be deputed to work under any officer, who will be his / her immediate supervisor.

2.7 After appointment, duties or duty-station may be changed according to the needs of the organization. Personal circumstances and preferences of individual employee may, however, be considered as far as possible.

3.0 Working hours :

3.1 The normal working-hours are 42 hours per week.

This daily working of BDDT Offices is :

Saturday - Thursday :

9.00 A.M - 1:00 P.M

1:30 P.M. - 4:30 P.M

3.2 The weekly holiday is Friday.

3.3 During the month of Ramazan the office hours will be determined by the Management with some relaxation considering the time of Iftar.

Overtime means time worked in excess of the scheduled working day, or nine worked on official holidays, provided such work has been authorized by an authorized person. Compensation for overtime shall be admissible when at least one hour's overtime work has been done in a day at a stretch.

Details of Over time will be issued by Managing Trustee time to time in the light of above rules.

3.4 The above regulations (paragraph 3.1 - 3.4) are not applicable to Guards, Peons, Gardeners, Sweepers and Drivers, who will carry out their duty according to special working hours schedule.

Details of working hour for BDDT Guard, peon, cleaner, Gardener and driver will be issued by Managing Trustee time to time in the light of above rules.


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CHAPTER THREE

4. Salary and Allowances :

BDDT Salary structure shall be adjusted by the Board of trustees from time to time.

- 4.1 Salary Enhancement by steps is subject to personal performance. Thus assessment of each individual employee shall take place once a year; preferably in the month of December. The policy in regard to special salary enhancement will be determined by the Board of trustees.
- 4.2 All regular employees confirmed in BDDT service shall be paid festival allowance equivalent to two months basic salary — one to be paid before Eid-ul-Fitar and the other before Hid-ul-Azha. The festival allowance is not applicable for staff employed on daily, part time or contract basis. However, a confirmed regular employee promoted to a higher post shall be entitled to festival allowance during the probation period on the basis of his/her present pay.

Provided that a regular employee confirmed in BDDT employment after expiry of the Eid-ul-Fitar festival, shall be entitled to receive only one festival allowance equivalent to one month's basic salary.

Festival allowances shall be paid at least one week before the day of the festival

- 4.3 Salaries and allowances are subject to Bangladesh Income Tax Laws and accordingly income tax shall be deducted at source by BDDT Administration from the monthly salaries of individual employees. Each individual employee will be issued a certificate at the end of each fiscal year for the amount of income tax deducted at source.
- 4.4 Dairy Allowance (DA) and Traveling Allowance (TA) are applicable, only when proceeding on duty outside the respective duty stations. The term "Duty Station" .
- 4.5 Full DA shall be given for trips of more than 12 hours or overnight stay outside duty station. Half DA shall be given for trips of minimum 6 hours. Reimbursement will be made as per approved rates.


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Details of Per diem(Daily and Travel Allowances) will be issued by Managing Trustee time to time in the light of above rules.

Travel claims must be submitted to the respective Accounts Sections on a BDDT Travel Claim Form duly signed and approved by the supervising officer and accompanied with necessary papers, if any, immediately after the end of the travel. If required, a reasonable advance upto 75% of the estimated bill can be paid before the journey.

4.6 Any employee attending training outside duty station is entitled to TA / DA. for the journey according to the rules in paragraph 4.4; DA during the actual training period will be paid as per training rules.

4.7 The Managing Trustee is empowered to grant special allowance to an employee at his own discretion.

4.7 Transfer Allowance :

BDDT employees are entitled to full DA for self only for each day of journey Actually joining a new posting on transfer. They are also entitled to :

- a) Actual Bus/Train/Air/Water way transport fare as per grade-wise entitlement for self and family members which include spouse, children and mother and / or father wholly dependent on and residing with the employee.
- b) For carrying household articles of such transferred employees cost will be borne by BDDT on production of documentary evidences subject to the maximum rate as given
- c) No transfer allowances shall be admissible in case of mutual transfer, voluntary transfer and transfer on promotion.

4.8 Charge Allowance :

Any BDDT employee holding the current charge of any of the mentioned posts for a period not less than one month, shall be paid charge allowance at the rates will be fixed by Managing Trustee

Provident Fund and Insurance benefits / charges shall be payable on the basis of grade pay he/she originally belongs to. Such current charge holder shall enjoy the TA/DA of the higher post he / she holds during the period of holding such current charge.

4.9 If any employee dies on duty, the next of kin shall be compensated by an amount equivalent to 2 months' gross salary excluding all other entitlements


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CHAPTER FOUR

5.0 Leave:

Leave may be allowed in the following categories : Earned Leave, Casual Leave, Medical , Maternity Leave (for female staff only), Quarantine Leave, Study Leave

5.1 Earned Leave:

Persons employed on Regular Basis shall be entitled to Earned Leave, while in full pay status at a rate of 1 1/2 days per month a year; equivalent to 18 days per year of service.

5.2 For Project staff and Divisional Office staff Earned Leave is to be taken compulsorily on BDDT school holidays. But such leave shall be subject to exigencies of service which may require an employee to readjust his Earned Leave as per decision of the appropriate authority Earned Leave' may not be compulsory for BDDT guards engaged in rosier duty for whom separate arrangements may be made as required.

5.3 Un-availed Earned leave cannot be converted to cash; but can be accumulated upto a maximum of 30 days.

5.4 Employees employed on regular basis shall be entitled to Casual leave at a rate of 1 day per month in year; equivalent to 12 days per year of service,

Any leave cannot be claimed as a right, Leave may be taken only when authorized, but the personal circumstances and preferences of the individual employee shall, as far as possible, be considered.

5.5 Casual Leave :

For important reasons like urgent family affairs, sudden illness, death in close family, etc. the employee can avail casual leave. A confirmed staff is entitled to 12 days casual leave per year. Un-availed casual leave during a year will not be carried over to the next year.

Any other absence without prior approval shall be regarded as "unauthorized absence", which will lead to disciplinary action. Pay for the days of absence shall be deducted from the salary.

5.6 Medical Leave :

Employees including probationers who are incapacitated from the performance of their duties by illness or injury, will be granted Medical leave in accordance with the following provisions ;

- a) All Medical Leave will be approved by the Managing Trustee or any person authorized by him.


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- b) Medical leave shall be granted at a rate of 15 days per year.
- c) Employees shall be responsible for informing their superiors, as soon as possible, of absence due to illness or injury.
- d) Absence for illness exceeding 3 (three) days shall require certificate from a registered Medical Practitioner.
- e) Medical leave can be carried forward to the next calendar years and can be accumulated upto 30 (thirty) days. This accumulated medical leave can be enjoyed by the employee during his/her sickness.

5.7 The Concerned Offices will maintain a Leave Register which must be updated from time to time.

5.8 Maternity Leave

Female employees on regular basis shall be entitled to Maternity Leave upto 2 births during her entire service career with BDDT according to the following provisions. In case of more than two births maternity leave shall have to be taken without pay :

- a) Employees shall be responsible for informing their supervisor of their pregnancy not later than 3 months before the probable date of confinement.
- b) Maternity Leave shall be granted for a period of 90 days only.
- c) Maternity Leave can be availed before and / or after confinement according to the discretion of the applicant.
- d) Paid Maternity leave shall only be granted after 9 months of employment with BDDT.
- e) All Maternity Leave will be approved by the *Managing Trustee* or any person authored by him,

5.9 Quarantine Leave

Any BDDT employee falling sick of infectious diseases like chicken pox, etc. shall be granted 21 days Quarantine leave on mil pay subject to production of Medical Certificate from a registered Medical Practitioner. Quarantine Leave will be sanctioned by the Component Chief / Manager / Director.


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CHAPTER FIVE

6.0 Separation from Service

6.1 The Managing Trustee may terminate the appointment of an employee under the following conditions. Provided that such termination of an employee under Grades - I to II will be subject to prior approval by the Board/Chairman.

6.1.1 If the necessities of the service require abolition of the post or reduction of the employees.

6.1.2 if the service of the individual proves unsatisfactory.

6.1.3 if the employee shows any kind of disrespect to the authority /organization.

6.1.4 if the employee is incapacitated for further service for reason of health,

6.1.5 if the employee remains absent from duty for more than 10 (ten) calendar days at a stretch without permission from his / her controlling authority.

6.1.6 if any activity of the employee is found prejudicial to the interest of the organization; and for such other acts and omissions which may adversely affect the interest of the organization or hamper smooth functioning of the programs. [Dissemination of rumour among BDDT staff or in the public, encouraging or instigation hostility among BDDT staff or activities which may in any way damage the collegial relation among BDDT employees or create mistrust among BDDT staff or damage the image and goodwill of the organization, etc. will be considered as activities prejudicial to the interest of the organization].

Termination of service under clause 6.1.5 and 6.1.6 shall be implemented without any compensation or notice pay.

6.2 An employee whose appointment is to be Terminated for the reasons in Article 8.1 shall be given not less than one month's written notice or one month's salary in lieu thereof. Provided that to terminate appointment of an employee from grades III to VI three months' notice, or three months salary in lieu thereof, shall be required.

6.3 30 days written notice of resignation shall be given by the employees employed on Regular Basis.

6.4 An Employee is obliged to compulsory retirement at the age of 60 years. However, in special circumstances, an extension upto 5 years may be granted by the Board of trustee on contract basis,


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6.5 Upon termination/resignation following certificates / papers must be submitted to the superior.

- a) Up-to-date cash account, if applicable,
- b) Certificate from the accounts section stating no outstanding ' advance in the employee's name.
- c) Statement of any financial transactions dealt by the employee.
- d) Certificate stating mat the project equipment / articles under his / her possession have been duly handed over to his / her superior or any other authorized officer.
- e) Identity Card issued by BDDT
- f) Clearance from the Library

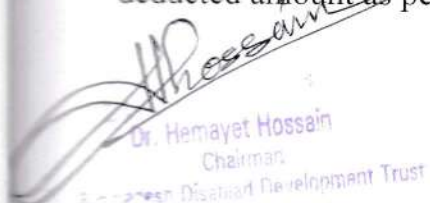
7.0 Disciplinary Procedures

- a) The Managing Trustee may impose disciplinary measures on an employee on the ground of misconduct. Misconduct means conduct prejudicial to good order or service discipline or contrary to any provision of the BDDT Rules and Regulations as adopted by the BDDT authority from time to time or unbecoming of an officer or a Staff or a gentleman/lady, and includes -
- i) disobedience to lawful and reasonable order of a superior,
 - ii) habitual negligence to duty or gross neglect of work,
 - iii) flouting of any orders, circulars and directives of BDDT authority,
 - iv) habitual late attendance or habitual disregard for priority work.
 - v) habitual breach of or deviation from the rules and procedures, applicable for any particular work or an^ kind of works,
 - vi) falsifying, tampering with, damaging or causing loss of any official record of BDDT,
 - vii) sexual harassment of any colleague or BDDT beneficiary,
 - viii) theft, fraudulent conversion, dishonesty and etc.

7.1 The disciplinary measures can be :

- a) verbal warning;
- b) written warning;
- c) deduction from salary and imposition of a fine;
- d) demotion to lower rank and status / lower grade of pay;
- e) suspension and
- f) removal or dismissal from services

7.2 In case of suspensions the employee shall be informed by letter indicating the suspension period and the reason for the suspension. During suspension, the employee will be allowed to receive 50% of his/her gross salary. If the accused is absolved from the charges and reinstated he/she shall be entitled to the deducted amount as per decision of he Management


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7.3 Dismissal Procedure :

The Managing Trustee or any officer authorized by him shall :

- a) Formulate a charge sheet against the employee mentioning the specific allegations and Specifying the penalty of dismissal or removal.
- b) Require the employee to reply to the charges in writing within a specific period of not more than 7 (seven) days.
- c) Appoint if appropriate, an Inquiry Officer or Committee, hear The employee's reply in writing and / or in person, if the employee desires, on a special date, and conclude if the charges are valid or not
- d) Dismiss or clear the employee on tiic basis of the findings of the Inquiry Officer /Committee or himself A dismissal will be with immediate effect from the date on which the penalty is impugned,
- e) Dismissal of Grades - I to II employee will be subject to prior approval by the Board of trustees.

7.4 The dismissed person will be entitled to get his/her dues from BDDT Provident Fund and no other benefits:

7.5 The said dismissal can be appealed through proper channel.


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CHAPTER SIX

8.0 Contributory Provident Fund(CPF):

Employees of BDDT employed on a regular basis are eligible to be a member of "BDDT Provident Fund." The membership will only have effect from the date of confirmation of service.

As a member of the fund, the employee shall deposit 10% of the basic salary each month. BDDT shall similarly deposit an amount equivalent to 10% of the basic salary. The money shall be deposited in a special bank account under the control of the Board of Trustees of the BDDT Provident Fund or a committees Account until the P.F board of trustees is being formed.

Provided that, an employee leaving BDDT employment before completion of three years service shall not be entitled to BDDT contribution to his/her Provident Fund [as per condition laid down under Article No. 2.3 A(i)].

A regular and confirmed BDDT employee appointed to a higher post on promotion is entitled to Provident Fund benefits from the date of joining the higher post. If any such promote is not confirmed in the higher post and reverted to his/her previous post provident fund deduction shall be adjusted.

An independent C.P.F policy will be adopted in the light of this subject to available of adequate CPF member and fund.

9.0 Group Insurance :

All employed on regular Basis are covered by the BDDT Group Insurance. The premium of the insurance shall be shared between BDDT and the employee so that the total amount is paid half by BDDT and half by the employees covered by the Group Insurance.

10.0 Social Security :

Any employee employed on Regular Basis is covered by the BDDT employees' Group Insurance and the next of his/her kin shall be compensated in accordance with the insurance rules. The insurance will also cover Accidental Death (AD), Permanent Total Disability (PTD) and Permanent Partial Disability (PPD) of the employee. If any employee dies on duty, the next of kin shall be compensated by an amount equivalent to 2 months' gross salary excluding all other entitlements.

11.0 Staff Uniform:


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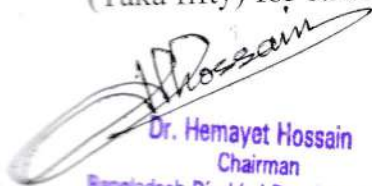

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11.1 Grade VI staff those doing menial works and / or whose services so require are entitled to uniform etc

10.2 Identity Card

All regular and confirmed staff employed under the organization will be issued an Identity Card which the incumbent must keep with him while on duty.

The initial expenditure for issuing this card will be borne by BDDT but subsequent cost of issue in case of loss/damage shall be met by the individual on payment of Tk. 50 (Taka fifty) for each card.


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Annexure - I

BDDT Employment Category

<u>Grades</u>	<u>Designation</u>
Special	Managing Trustee/CEO
I	Director
II	Deputy Director
III	Project Manager/Coordinator / Program Officer/Personnel Officer/Monitoring, Research and Development Officer/ Accounts Officer/ Internal Audit Officer
IV	Asstt: Program Officer/Accountant/Field Supervisor/ Secretary (to DD)/ Secretary (to MT)
V	Junior Program Officer/ Junior Accountant/ Asstt-cum-Telephone Operator/Field worker
VI	Driver, Despatch Rider, Security In-charge I Guard, Peon, Gardener, Cook and Cleaner


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25/12/2007