



Lohiya Swachh Bihar Abhiyan (LSBA)

Human Resource Development Manual, 2017.

Lohiya Swachh Bihar Abhiyan

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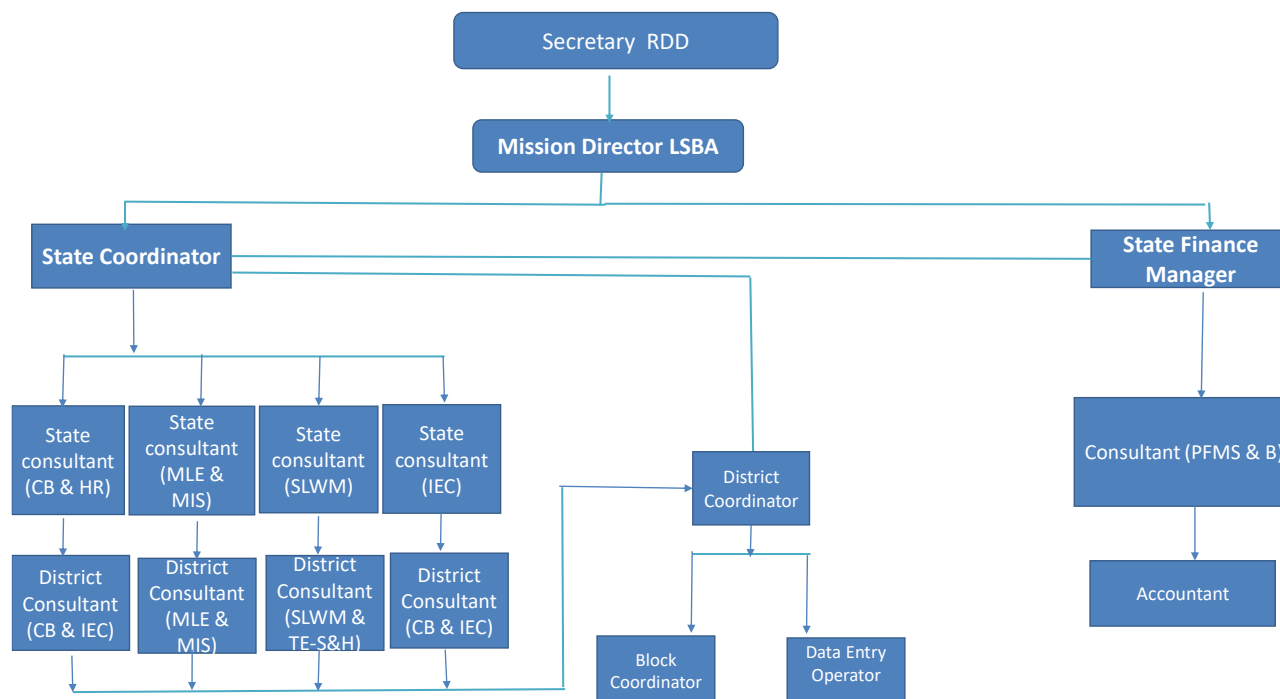
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1. Definitions

- i. “LSBA” means Lohiya Swacch Bihar Abhiyan
- ii. “The Cell” means Lohiya Swacch Bihar Abhiyan (LSBA)
- iii. “SBM-G” means Swachh Bharat Mission-Gramin
- iv. “BRLPS” means Bihar Rural Livelihoods Promotion Society (BRLPS).
- v. “EC” means the Executive Committee of BRLPS.
- vi. “CEO-cum-MD” means Chief Executive Officer, Bihar Rural Livelihoods Promotion Society-cum- Mission Director, Lohiya Swacch Bihar Abhiyan.
- vii. “DWSC” means District Water Sanitation Committee.
- viii. “Staff” mean individuals appointed to posts on contract. This will not include those working under services being outsourced.

2. LSBA Organogram



3. Introduction to LSBA

Lohiya Swachh Bihar Abhiyan (LSBA) is a combination of Swachh Bharat Mission-Gramin (SBM-G)-a centrally sponsored scheme and Lohiya Swachh Yojana (LSY)-a state sponsored scheme which aims to make Bihar Open Defecation Free (ODF) by 2nd October 2019. LSBA aims to achieve an Open Defecation Free Bihar by improving the cleanliness index of rural areas with special focus on Behavioural Change Communication (BCC) among the community members. The objective is to make 8404 GPs of 534 blocks in 38 districts of rural Bihar ODF, covering a total of 1.6 crores IHHL by 2nd October 2019.

In June 2016, LSBA was transferred from Public Health Engineering Department (PHED) to Rural Development Department (RDD) which further delegated the task of implementing LSBA to Bihar Rural Livelihood Promotion Society (BRLPS). Accordingly, BRLPS became the implementing Society for LSBA. Under BRLPS, a separate LSBA cell was created and all existing staff under PHED were transferred to LSBA cell.

At the state level, LSBA cell under BRLPS is to have a separate human resource with separate staffing policy and reporting structure. At the district level, District Water and Sanitation Committee (DWSC) under the chairmanship of the District Magistrate is the nodal for implementing LSBA and all the existing staff at district and block level are under direct control of DWSC.

Therefore, a separate LSBA HRM manual has been developed in order to ensure smooth flow of LSBA processes and internal communication between functions, thematic vertical and levels and across the LSBA cell at state, district and block levels. Hence the HRM manual is aimed to facilitate and nurture higher level of performance and contribution from each staff towards achieving the overall goals of the mission.

4. Structure and Role

A. Structure at State Level

- i. At the state level, the LSBA cell has been formed and staffed with a team of dedicated development professionals.
- ii. The LSBA cell is headed by a Mission Director (MD) who is also the Chief Executive Officer (CEO) of Bihar Rural Livelihoods Promotion Society (BRLPS).
- iii. The Secretary RDD may depute an officer from the department/ BRLPS as State Coordinator of LSBA or may request the General Administration Department (GAD) to make appointment for the post. State cell will consist of one Consultant each for Capacity Building & Human Resource (CB&HR), Information Education & Communication (IEC), Monitoring Learning & Evaluation and Management Information System (MLE&MIS) and Solid Liquid Waste Management (SLWM).
- iv. From time to time, BRLPS may assign the works of LSBA to any of its employees as per its requirement.
- v. A State Finance Manager (SFM) would be responsible for both the fiduciary governance of the project funds as well as ensuring timeliness of funds flow.
- vi. Two Accountants would support the SFM in the financial accounting and auditing of the LSBA cell.
- vii. Further, there will be two consultants for Public Financial Management System and Banking (PFMS&B) who would coordinate and manage the payment processes across all the stages in accounting and audit related functions of the LSBA cell.
- viii. The LSBA cell would proactively work for designing policy, planning intervention and frame operational strategies for the Mission.

B. Structure at District Level

- i. At the District level, District Water and Sanitation Committee (DWSC) would function as an operational unit for each district under the chairmanship of the District Magistrate.
- ii. The District cell would be responsible for planning, coordinating, implementing and managing activities across the blocks in the district.
- iii. A District Coordinator (DC) would be placed under the DWSC and would directly report to the DWSC.
- iv. To support the DWSC, one thematic District Consultant- Capacity Building and Information Education & Communication (CB&IEC), Monitoring Learning Evaluation & Management Information System (MLE&MIS), and Solid Liquid Waste Management & Technical Expert-Sanitation and Hygiene (SLWM&TE-S&H), would be placed at the district level as per the requirement of the cell.

C. Structure at Block Level

- i. At block level, Block Project Implementation Unit (BPIU) has been created as the key implementation unit under the chairmanship of Block Development Officer-cum-Block Sanitation Officer.
- ii. To assist the BPIU, a Block Coordinator (BC) and Data Entry Operator would be placed at the Block headquarter.
- iii. All block level staff would directly report to the BDO-cum-Block Sanitation Officer.

5. Classification of Positions in LSBA

For administrative and governance purposes different positions in the society are categorized as per following:

Category	Post	Scale
Category I	<ul style="list-style-type: none"> • Mission Director • State Coordinator 	As per provision of Parent Department/ BRLPS norms
Category II	<ul style="list-style-type: none"> • State Finance Manager (SFM) • State Consultant-Capacity Building & Human Resource (CB&HR) • State Consultant-Information Education & Communication (IEC) • State Consultant-Monitoring Learning & Evaluation and Management Information System (MLE&MIS) • State Consultant-Solid Liquid Waste Management (SLWM) • Consultant- Public Financial Management System (PFMS) • District Coordinator (DC) • District Consultant- Capacity Building and Information Education & Communication (CB&IEC) • District Consultant-Monitoring Learning and Evaluation & Management Information System (MLE&MIS) • District Consultant-Solid Liquid Waste Management & Technical Expert- Sanitation & Hygiene (SLWM&TE-S&H) 	As per defined salary structure of the positions
Category III	<ul style="list-style-type: none"> • Block Coordinator • Accountant • Data Entry Operator 	As per defined salary structure of the positions

6. Reporting Structure

The Administrative reporting structure within the project would be as follows:

Sl. No.	Positions	Reporting to
1	Mission Director	Executive Committee/ Secretary Rural Development Department
2	State Coordinator	Chief Executive Officer-cum- Mission Director
3	State Finance Manager (SFM)	Chief Executive Officer-cum- Mission Director
4	State Consultant-Capacity Building/ Human Resource (CB&HR)	State Coordinator
5	State Consultant-Information Education & Communication (IEC)	State Coordinator
6	State Consultant-Monitoring Learning & Evaluation and Management Information System (MLE&MIS)	State Coordinator
7	State Consultant-Solid Liquid Waste Management (SLWM)	State Coordinator
8	Consultant- Payment Financial Management System & Banking (PFMS&B)	State Finance Manager (SFM)
9	Accountant at SPMU	State Finance Manager (SFM)
10	District Coordinator	DM-cum-Chairman, DWSC/ DDC-cum-Vice Chairman, DWSC
11	District Consultant- Capacity Building and Information Education & Communication (CB&IEC)	District Coordinator, DWSC
12	District Consultant-Monitoring Learning and Evaluation & Management Information System (MLE&MIS)	District Coordinator, DWSC
13	District Consultant-Solid Liquid Waste Management and Technical Expert- Sanitation and Hygiene (SLWM&TE- S&H)	District Coordinator, DWSC
14	Block Coordinator	BDO-cum-Block Sanitation Officer
15	Data Entry Operator	Block Coordinator, DWSC

The reporting structure would be reviewed and changed as and when required by the cell. For the purpose, CEO-cum-MD would be the final authority.

7. Recruitment and Selection of Staff

A. System of Recruitment

The following methods will be applicable for selection of all other positions in LSBA except for the positions of the CEO-cum-MD & the State Coordinator.

- i. By recruiting individuals from the open market, either directly or through a competent HR agency.
- ii. By selection of personnel on deputation from Government Departments and BRLPS.
- iii. By outsourcing the services to an external agency for support services e.g. data entry operator etc.
- iv. By head hunting through HR Agencies.
- v. By deputation of employees from BRLPS from time to time as and when required by the LSBA cell.

For the purpose of recruitment, staff categorization and method of selection will be as indicated in the table below:

Sl. No.	Categories of Staff	Methods of Recruitment and Selection		
		Directly from Open Market	On deputation	Outsourcing the Services through an external agency
1	Category II	ALL	ALL	All
2	Category III	ALL	ALL	ALL

Recruitment process has to focus on selecting competent individuals who have people centred attitude and their approach must reflect genuine thinking on working towards achieving the objectives of LSBA, ability to perform in team and commitment towards his/her responsibilities. Before recruitment of staff in LSBA, creation of posts would be approved by the Executive Committee of BRLPS. Once the post is created, CEO-cum-MD would be authorized to choose the selection method and accordingly recruit and select staff for all the required positions. For normal recruitment of all other positions, the following steps would be followed.

- a) Executive Committee approves the number of positions and job profile of the positions to be recruited.
- b) Minimum eligibility criteria for each position would be defined. The criteria should define the education and experience necessary for that position and desirable criteria if any.
- c) Selection of Agency as per procurement norms of BRLPS (if it is decided by LSBA to conduct recruitment through external agency)
- d) Notification in leading newspaper/s and/or on related job sites on internet.
- e) Receiving the applications, short-listing them, inviting shortlisted candidates and conducting selection process.

The selection process of LSBA would comply with the Government of Bihar rules of reservation as applicable. CEO-cum-MD would be authorized to take decision based on urgency and cost implications regarding filling of vacant positions.

B. Selection Process

For selection of staff, LSBA may utilize the present staff or seek the services of a qualified HR Agency. The selection of the agency will follow the procurement norms of BRLPS. For each position, a set of minimum eligibility criteria would be defined beforehand based on which candidates would be shortlisted for the selection process. This would detail out the following

- i. Minimum Educational Qualification required
- ii. Minimum years of Experience required
- iii. Age limits (if any)

C. System of Outsourcing Support Services

The services of Data Entry Operator may be outsourced from Government empanelled list and by entering into a contract with a single or multiple service provider agencies. The service provider/s could be empanelled by the cell and their services sought as per the procurement norms of the BRLPS. The CEO-cum-MD would hold the authority of engaging and contracting such agencies. The CEO-cum-MD would have the authority to renew the contract with the outsourcing agencies based on the satisfactory performance. In case of unsatisfactory performance by the person whose service is hired, the CEO-cum-MD would warn the service provider agency and ask for necessary action. If required, CEO-cum-MD would annul the contract made in this regard. The individuals whose service is hired through outsourcing will be the employees of service provider agencies; they shall not be the staff of LSBA. Hence all liabilities of such person would lie upon the service provider agency.

8. Staff Contract Policy

A. Policy Guidelines

- i. If and when the cell requires personnel with specific skills/ expertise in handling specific subjects/ special qualifications, such personnel shall be contracted for a consultancy assignment following the procurement norms of BRLPS.
- ii. The authority to appoint such personnel in LSBA would be with CEO-cum-MD.
- iii. The duration for contract of staff employed with LSBA would be for two years, further extendable based on performance or till the project continues (whichever is earlier).
- iv. Those appointed on contract shall be initially on probation for a period of 3 months and on their successfully completing probation, would be retained for a period of two years including the period spent on probation.
- v. Probation would be assessed on the following parameters:
 - a) Performance on tasks given during the period of probation
 - b) Task orientation and Team work
 - c) Communication skill displayed
 - d) Sensitivity towards the objective of the LSBA
- vi. The candidate, whose performance, character and conduct are not up to the mark while on probation, shall be discharged after giving them a fair hearing.

The authority to renew contract for all staffs lower than CEO-cum-MD and State Coordinator would be with CEO-cum-MD.

B. Termination of Contract

The employment with LSBA may be terminated through a written notice by concerned competent authority as follows.

- i. 30 days' notice from either side or one month's salary (gross) in lieu of notice period.
- ii. In case of termination during the probation period, 7 days' notice from the employer and 15 days notice or one month's salary (gross) in lieu of notice period from the employee.
- iii. During the month of termination, the employee will be eligible to all allowances on a pro-rata basis. This clause will however not be applicable to cases of termination without any notice period.
- iv. Days in service will be calculated till the last day (rounded off to lower day in case of fractions) presence at office.

C. Separation

Staffs may separate from the LSBA cell for various reasons including any unforeseen circumstances. In all cases of separation, settlement of all dues should be made fast and fair not only for the sake of appreciation of her/his services rendered but also as a matter of financial discipline.

In all possible cases, a process of counselling would be undertaken to know the reasons due to which the employee is seeking separation. In case there are misunderstandings or an issue which can be resolved, the State Coordinator along with a team of two other staffs of the LSBA cell/ BRLPS (appointed by CEO-cum-MD) would try to counsel the concerned person.

The resignation letter should be addressed to the CEO-cum-Mission Director with a copy marked to the reporting officer.

The following procedure and guidelines will guide cases of separation:

Separation because of,

- i. Resignation tendered by employee
- ii. Non-renewal of contract
- iii. Dismissal due to compelling reasons

In all cases of separation due to above causes, the employee concerned should take a 'No Dues Certificate' before the last day of his/her duty from all concerned authorities.

This certificate should be finally signed and approved by CEO-cum-MD for payment of all dues. At the state level, State Consultant-Capacity Building & Human Resource (CB&HR) and at the district level, District Consultant- Capacity Building and Information Education & Communication (CB&IEC) shall prepare a final list of recoverable (in case of advances) and dues within fifteen days of receipt of the copy of the approved resignation letter. All recoverable must be first settled as per the accounting norms before payment of dues. The staff should hand over charge including LSBA assets to any person authorised by competent authority at Block, District and State cell.

D. Separation because of desertion

In such cases, LSBA cell shall make contacts over telephone to enquire about reason of desertion. If suitable answers are not received the cell may serve at least two letters to the permanent residential address as per records. The competent authority shall prepare a final list of recoverable (in case of advances) and dues and inform CEO-cum-MD. If required legal proceedings (notice through newspaper) may be initiated against the person. Absconding staff may be terminated in case of continued absence from duty without any information to concerned authority (i.e. more than 7 days). In such instances, recovery of one month's gross salary in lieu of one month notice period as provided above would be made from the concerned terminated staff.

E. Separation due to unforeseen circumstances

In case of unforeseen circumstances faced by any of the staff under which he/she can no longer give service to LSBA, State Consultant-Capacity Building & Human Resource (CB&HR) at the state level and District Consultant- Capacity Building and Information Education & Communication (CB&IEC) at the district level would be responsible to prepare a status list of clearance from all concerned authorities and submit to CEO-cum-MD for approval. Recoverable (in case of advances) may be settled as per the accounting norms and payment of dues made to the nominated member of the staff at the earliest.

9. TRANSFERS

A. Policy Guidelines

LSBA cell is spread across 534 blocks of 38 districts in Bihar. In the interest of LSBA, it is expected that staff may be transferred to different locations based on requirements. Transfers should not be made as a matter of routine, but generally in order to;

- i. Transfer necessitated by the exigencies of LSBA.
- ii. Transfer in a district/ block having less than required number of manpower.
- iii. Transfer on disciplinary/administrative grounds.

In this context, a transfer is defined as relocation intended for a period exceeding six months.

B. Transfer Allowance

In case of a transfer, one time lump sum amount will be payable as follows:

Sl. No	Category	Amount	
1	Category-I	As per provision of BRLPS norm	
2	Category-II	10,000/- (Outside District)	Within district 2500/-
3	Category-III	7500/- (Outside District)	Within district 2500/-

The advance would be payable to the staff and adjustment of advance would be done as per actual expenditure. However, no allowances would be payable in case of transfer on request from the staff or on disciplinary ground.

C. Authority

For all transfers, the CEO-cum-MD would be the final authority. The request for transfer could also be initiated by the State Coordinator, either due to requirements or due to a request from staff.

The request for transfers of a new employee shall be considered only after one year of service is completed. The request should be made to the CEO-cum-MD in writing, through the reporting authority specifying the reasons with adequate information and documentary proof. The decision of approval/rejection should be conveyed to the concerned staff within thirty days of the receipt of request for transfer, with a copy of the approval/rejection to State Consultant-Capacity Building & Human Resource (CB&HR), at the state level and District Consultant- Capacity Building and Information Education & Communication (CB&IEC), at the district level.

A staff on transfer shall join the new location of duty within specified period (as mentioned in table given below) of his/her being relieved. The specified period of days allowed for joining would be granted as Transfer Leave with pay and will not be accounted for in the staff's leave account.

Transfer Status	Joining period after Transfer	Authority
Relocation of staff from one block to another within the same district.	2 days from the date of transfer	DM-cum-Chairman, DWSC
Relocation of staff from one district to another district	7 days from the date of relieving from the previous post.	CEO-cum-MD
Relocation of staff from SPMU to any of the LSBA districts or blocks.	7 days from the date of relieving from the previous post	CEO-cum-MD
Relocation of staff from any of the LSBA districts or blocks to SPMU.	7 days from the date of relieving from the previous post.	CEO-cum-MD

10. REMUNERATION AND BENEFITS

A. SCOPE OF THE POLICY

- i. This policy is for all the staff including Consultants appointed for LSBA project.
- ii. The policy does not include staff on the rolls of contractual agency, interns, temporary staff or any person engaged by LSBA through any kind of arrangement other than the regular engagements.

B. POLICY GUIDELINES

- i. LSBA would base its compensation on the benchmarks assessed through a comparison of LSBA staff with the compensation of staff performing similar tasks in similar projects.
- ii. A recommendation would be made to the Executive Committee for approval.
- iii. These recommendations would be made considering the budget.

C. REMUNERATION

- i. Those joining on deputation from Government of Bihar/BRLPS would continue to draw salaries as per the scales in their parent department. They shall however receive Deputation Allowance/ Project Allowance as per BRLPS policy.
- ii. The remuneration would be based on monthly consolidated salary with Tax Deduction at Source, if applicable.
- iii. In order to retain and incentivize those staff with more years of experiences, the monthly consolidated salary would be combined with an incentive pay component which would be based on experience in relevant areas and linked with performance of the staff.
- iv. The base year for calculation of Experience Incentive would be December 2016.
- v. For the purpose of calculation of Experience Incentive, experience would be counted only in relevant thematic area.
- vi. For the purpose of awarding Experience Incentive, performance of the staff will be awarded grade wise as detailed in Performance Management System.

Fitment for experience incentive is attached as **Annexure- I**

Details of salary structure (break up) for various positions at district and block level in the LSBA cell are as under:

Sl. No.	Name of Positions	Basic	FLTA	Project Allowance		Total
				Medical Allowance	Communication Allowance	
1	District Coordinator	32000/-	4000/-	2000/-	2000/-	40000/-
2	District Consultant- Capacity Building and Information Education & Communication (CB&IEC)	32000/-	4000/-	2000/-	2000/-	40000/-
3	District Consultant-Monitoring Learning and Evaluation & Management Information System (MLE&MIS)	32000/-	4000/-	2000/-	2000/-	40000/-
4	District Consultant-Solid Liquid Waste Management and Technical Expert- Sanitation and Hygiene	32000/-	4000/-	2000/-	2000/-	40000/-

	(SLWM&TE-S&H)					
5	Block Coordinator	20000/-	2000/-	1500/-	1500/-	25000/-

All allowances along with the basic would be part of salary and if minimum number of days (15 days) in a month, local travel is not completed, the reporting officer may deduct from the FLTA.

The consolidated amount for all positions with Job details is attached as **Annexure – II**

D. Laptop Policy

To increase the efficiency of LSBA staff and equip them with better communication facilities and also with a view to ensure easy access to MIS, Laptop facilities would be made available to LSBA staffs. Laptops used by the individual staffs have to be maintained by themselves. There are two options which are offered to the staffs for the purchase of laptop by the staffs.

Option: 1

- The laptop with prescribed configuration (Core 2 Duo/20 GHz/ 2MB L2 cache/2GB RAM/ DVD/ LAN, Wifi/ 14 inch Monitor/160 GB/HDD/ windows licensed/ antivirus/ warranty 2 years) would be purchased by the staff within a week after getting 75% (34500/-) of contribution amount from LSBA.
- Configuration of Laptop will be verified by the State Consultant-Monitoring Learning & Evaluation and Management Information System (MLE&MIS) at state level and District Consultant-Monitoring Learning and Evaluation & Management Information System (MLE&MIS) at the district and block level.
- In case of separation from LSBA within one year, outstanding amount will be deposited through a demand draft by staff in favor of LSBA, otherwise it will be deducted from the staff's outstanding salary.
- Photocopy of the invoice with One year warranty and two years AMC will be submitted in SPMU and DWSC office respectively.

Option: 2

If any staff have/wants to purchase his/her own laptop with prescribed minimum or higher configuration with any make or any cost, for rendering services for official purpose, a lump sum amount of Rs.2000/- would be given to the staff as Computer Maintenance expenses every month till the staff continues in the office and cost of maintenance and spare parts would be borne by the staff. Once the staff has purchased a laptop and gets the computer maintenance expenses, photocopy of invoice in respect of cost of laptop would be submitted for inspection and verification of laptop configuration by the office.

The Undertaking for applying for Option I & Option II is attached as **Annexure III**.

11. LEAVE RULES

A. Scope of the Policy

This policy is applicable for all staff recruited for LSBA cell except Government employee on deputation.

Staffs working for LSBA are entitled to the following types of holiday and leave:

- Official holidays
- Casual Leave
- Earned Leave
- Maternity leave
- Paternity Leave
- Special Leave to Women

B. General Rules

- i. Leave is to be regarded as a privilege, and not as a right. It is allowed both in the interest of the staff and that of the LSBA. The employee cannot claim leave as an unqualified right.
- ii. All leave is granted subject to exigency of services and leave already granted can be curtailed or cancelled at any time by the authority granting the leave. However, this condition will apply to a staff on casual and vacation leave only.
- iii. Any leave not covered under these rules shall be referred to the CEO-cum-MD of LSBA for consideration.
- iv. Staff when on leave shall not take up any paid service/ employment elsewhere unless approved by the CEO-cum-MD.

C. Leave Entitlement

All staff shall be entitled to following number of days leave with pay for a calendar year, subject to the provisions under each category of leave. These leaves are over and above the holidays declared as per the Government of Bihar.

- a) Casual Leave (CL) is admissible @ 1 leave for every completed month of service except in the month of December when it would accrue after the 1st week of the month.
- b) Earned Leave (EL) earned @ 2 days after completion of every month of service
 - i. Earned Leave shall be credited in the account of every staff at the rate of 2 days on completion of each month. For staff joining LSBA in between 1st to 15th day of a month, two days EL for the month shall be credited in his/her account and for staff joining in between 16th to the last day of month, one day EL for the month shall be credited in his/her account. Likewise, if staff is separated in the first fortnight of a month, no EL will be credited and if the staff is separated in the second fortnight, one day EL will be credited to his/her account.
 - ii. Unutilized EL of staff in a calendar year shall accumulate and shall be carried forward to the next calendar year and keep on accumulating till his/her separation. A maximum of 12 EL would be carried forward to the leave account of the employee for every year prior to 30th June. Subsequent to that date, entire unspent EL would be carried forward to the leave account of an employee subject to the maximum limit of 24 days.

These leaves would be credited to individual leave account in each calendar year. Staff joining in between the calendar year would be entitled to leave on a pro-rata basis. Casual leave lapses at the end of each calendar year and cannot be carried forward or used for encashment.

D. Maternity Leave

- i. All female staff are eligible to avail Maternity Leave upon production of a medical certificate.
- ii. The period of leave granted may extend up to 6 months, subsequent to its date of commencement or six weeks subsequent to the date of confinement, whichever is earlier.
- iii. The leave would be considered as leave with pay.
- iv. This leave is applicable even in case of a miscarriage, including abortion, supported by a medical certificate to that regard.
- v. Maternity leave may be combined with any other leave.
- vi. Maternity leave shall not be debited against the leave account.
- vii. Such leaves would be limited to two occasions subjected to the maximum number of 2 living children. Prior written approval must be taken from the competent authority as per the DOP before availing maternity Leave

E. Special Leave to women

All women staffs are eligible to avail two days of special leave every month because of biological reasons. This is in addition to all the other eligible leaves.

F. Paternity Leave

- i. Male staff may be granted Paternity Leave on production of medical certificate of spouse.
- ii. A male staff with less than two surviving children may be granted paternity leave by the competent authority, for a period of 7 days during confinement of his wife for child birth that is up to 15 days before or up to six months from the date of delivery of child.
- iii. Such leaves would be limited to two occasions subject to the maximum number of 2 living children. Prior written approval must be taken from the competent authority as per DOP before availing Paternity Leave.

G. Absence without Leave

Staff of LSBA shall not absent herself/himself from duty, without prior approval except under medical emergencies. Even in such cases, intimation about absence shall be sent at the earliest. If a staff is absent without intimation to her/his superior officer for more than five days and s/he does not report for duty, s/he shall be deemed to have vacated her/his post. In extreme cases, the CEO-cum-MD would be the final authority to decide whether the staff should be allowed to join back.

H. Leave Encashment

- i. A staff would become eligible for encashment of EL only after completion of **six months** of service with approval of CEO-cum-MD.
- ii. Full encashment of EL will be allowed only on separation from the LSBA.
- iii. A staff in case of separation from LSBA would be entitled to full encashment of Earned Leave subject to maximum number of days arrived at by the formula given below:

15 days per year multiplied by the number of years served by a staff or accumulated EL (up to a limit of 240 days) whichever is lower, at the time of separation from LSBA.

I. Conditions of Admissibility of Leave

- i. Leave shall be granted for all working days involved. Any Sunday/ Holiday which may fall during the leave period (except in case of EL) may not be counted as leave.

- ii. An application for leave must normally reach the office of the authority granting leave at least three working days before the date from which the leave is to be commenced. However, when a staff is unable to report for work due to illness or due to un-foreseen urgent circumstances, s/he may convey a message over the telephone or any other means to his/her supervisor and receiver of such message should record it in a register maintained for such calls. Once the staff returns to work, s/he should submit a leave form to cover her/his absence. In such cases, leave applications should be submitted and approved within two days of joining.
 - iii. The EL cannot be availed in anticipation of approval by the competent authority. The staff would avail EL only if it is approved on or before the date of leave.
 - iv. Casual Leave (CL) may be approved by the reporting officer.
 - v. Casual Leave may be taken in terms of half day, for either the first or second half; the first half ending with conclusion of lunch interval and the second half beginning with the commencement of lunch interval.
 - vi. Extension of leave already granted shall not normally be allowed. Competent Authority at her/his discretion may grant extension in event of any emergency.
 - vii. In case of non-compliance to any of the above norms, the CEO-cum-MD shall have the full authority to treat the whole period of leave as leave without pay or otherwise.
- During leave, the salary of staff shall be disbursed as per norms during normal period of work. In calculating Casual Leave, government declared holidays and Sundays should be excluded. Earned leave when it is to be spent outside the station includes Sunday and Government declared holidays falling within the period of such leave.

J. Authorization for recommendation and sanction of leave

Authority granting leave to an officer shall usually be the supervising officer to whom the employee is reporting for work, unless otherwise specified by the CEO-cum-MD.

Details of the sanctioning authority for leave of all positions is specified at **Annexure IV**.

Note:

1. EL of the officers on deputation shall be sanctioned as per the rules applicable to them in their parent department/ BRLPS norms.
2. CEO-cum-MD may further delegate the authority of sanctioning EL as and when required.

12. Travel Rules

A. Local Travel – Mobility Expense

LSBA staff on official tour would be entitled to Travelling Allowance which is intended to cover expenditure incurred in connection with journey performed for LSBA, as provided hereinafter.

For within the Headquarter travel, allowance would be part of the Consolidated Salary as per Fixed Local Travel Allowance (FLTA) component to the concerned staff at district and block level. For this, duly filled log book shall be maintained and produced before the concerned authority/ Reporting officer. For claiming full FLTA, the minimum number of days for field visit is 15 days, and the reporting authority may deduct FLTA of the employee if found to be less than 15 days on pro rata basis.

The eligibility for FLTA and maximum limit for reimbursement of mobility expenses will be as per **Annexure- V**

The reimbursement of fares for journeys performed outside the Headquarters station by the staffs of various categories via different means of transport shall be as per the following entitlement, subject to actual. These rules are applicable only when a staff travels for official work outside his/her place of posting.

B. Nature of Entitlement outside Headquarter

Sl.	Category	Entitlement for travel*		
		Rail	Air	Within City
1	Category I	1 st AC	Economy Class	Actual Taxi Fare
2	Category II	3 rd AC	Economy class with prior Permission of CEO-cum-MD	Actual AC/ Deluxe Bus/ Auto/ Taxi Fare limited to Rs. 12/ K.M
3	Category III	3 rd AC	N/A	Actual Deluxe Bus/ Auto/ Non AC Taxi Fare limited to Rs. 9/ K.M

*CEO-cum-MD may allow travelling on higher class in special cases.

- i. Charges for sleeper accommodation, Tatkal charges, super-fast train surcharge, reservation, telegram charges by railways for booking of tickets as well as telegram charges levied by airlines for reserving accommodation and, with the approval of the CEO-cum-MD, charges for cancellation of tickets for journey not undertaken due to official reasons will be reimbursable.
- ii. In addition, agency charges paid to travel agents for booking of tickets, subject to such monetary limit as may be prescribed from time to time by the CEO-cum-MD for each journey are also reimbursable on production of vouchers.
- iii. In exceptional cases, cancellation charges may be reimbursed, at the discretion of the Competent Authority where the journey is not undertaken due to unforeseen mishap in her/his family.
- iv. Non-availability of reservation by train is not an acceptable reason for not performing the journey connected with official work. Also, in case of non availability of ticket in the entitled class and/or modes, a staff can travel by higher class but will be entitled only for the fare of designated class, unless specially allowed by CEO-cum-MD.
- v. A staff would also be entitled for reimbursement of actual conveyance charges for journeys between railway station/bus stand/airport and residence/place of stay either at Headquarters or tour stations and other official journeys performed by road at tour stations through means of conveyance.

- vi. However, the staff may be reimbursed actual charges of conveyance with permission of CEO-cum-MD, wherever emergency arises.

C. Daily Allowance

LSBA staff on official tour would be entitled to daily allowance intended to cover expenses incurred on food and incidentals in the course of travelling and for boarding and lodging at places other than headquarters, as provided hereinafter.

I. Daily allowance will be admissible at the following rate for Outside State:

Sl.	Category		Accommodation charges subject to max. of (Rs./day)			Allowance for food & incidentals (Rs./Day)		
			Metro Cities (M)	Capital Cities (C)	Other(O)	M	C	O
1	2		3	4	5	6	7	8
1	Category I	CEO-cum-MD	Limited to rent of a single room or suit in a five star Hotel	Limited to rent of a single room or suit in a five star Hotel	Limited to rent of a single room or suit in a five star Hotel	1000	800	800
		State Coordinator	Limited to rent of a single room or suit in a three star Hotel	Limited to rent of a single room or suit in a three star Hotel	Limited to rent of a single room or suit in a three star Hotel	800	600	600
2	Category II		3000	2500	1800	600	550	500
3	Category III		2000	1800	1400	500	450	400

Actual room rent paid to Govt. /Semi Govt./ Corporation guest houses paid will be reimbursable, subject to maximum amount of column 3 or 4.

II. Daily allowance will be admissible at the following rate for inside State*:

Sl.	Category		Accommodation charges subject to max. of (Rs./day)		Allowance for food & incidentals (Rs./Day)	
1	2		3	4	5	6
			C	O	C	O
1	Category I	CEO-cum-MD	As per actual, limited to rent of a single room or suit in a five star Hotel	As per actual, limited to rent of a single room or suit in a five star Hotel	-	600
		State Coordinator	As per actual, limited to rent of a single room or suit in a three star Hotel	As per actual, limited to rent of a single room or suit in a three star Hotel	-	600

2	Category II	2000	1500	550	500
3	Category III	1000	800	450	400

*DA would be applicable only for travel outside posting place.

TA/DA approving authority is attached as Annexure-VI

Actual accommodation charges limited to the amounts as shown in column (3) in case of Capital cities and in column (4) in case of other places for stay in any hotel or any other guest house will be reimbursed subject to production of receipts. The limits of accommodation charges may be relaxed in exceptional cases on merit with the approval of the CEO-cum-MD. A staff who does not produce receipts of accommodation charge would be paid only daily allowance at the rates indicated in column (5) and column (6) for stay at Capital cities and other places respectively.

A staff, who having proceeded on official tour, returns to her/his Headquarters within a period of 24 hours from the time of his departure from her/his place of work/residence, would be entitled to daily allowance, at the rate applicable to the place of visit, as per following.

Period of Absence (Hrs)	Admissible Allowance
Upto 6 hours	Nil
6– 12 hours	Half
12-24	Full

Provided that where the accommodation booking is for a full day, accommodation charges in full would be admissible.

For prolonged halts, full daily allowance would be drawn for a period of 15 days and for a further period of 28 days, half daily allowance would be admissible.

These limits relate to stay at any one station only. The CEO-cum-MD may relax these conditions in special circumstances for an additional period upto 60 days with half daily allowance as different entitlements, as the case may be, irrespective of the place of stay. Notwithstanding the above provision, actual accommodation charges as per entitlement will be reimbursed, when daily allowance is not claimed.

If only lodging is provided free of charge, s/he would be paid allowance as per entitlement as the case may be. If only boarding is provided free of cost, s/he would be paid 1/4th of the amount of the entitlement, in addition to charges for accommodation as per entitlement, subject to actual as the case may be. If a staff is provided with both boarding and lodging free of cost, s/he would not be entitled to draw DA.

The daily allowance would be admissible for journey periods on all halts on tour and holidays occurring during the period of halt but the same would not be admissible for the period of leave of any kind availed while on tour. If a staff breaks journey enroute due to personal reasons, s/he shall not be paid the daily allowance for such period (s) of halt.

In case a staff is deputed to undergo training other than her/his headquarters, for a period of more than 28 days on a continuous basis and is normally not expected to get back to her/his place of duty every day after attending training, the headquarters of the staff concern shall be deemed to have been shifted to the place where s/he is required to undergo training; and accordingly, s/he shall not be entitled to reimbursement of local travelling expenditure for local journeys performed by her/him between her/his residence and the place of training.

However, when the trainees are required to be sent from their Headquarters for short duration to other places for work visits, practical demonstration etc. as part of their training; they will be entitled to TA/DA etc. as per rules. For this purpose, any period of stay up to 28 days at a particular outstation shall be treated as short duration visits. In case the stay exceeds 28 days at any one outstation, the Headquarters of the trainees would be deemed to have been changed from previous place to the new place of training.

When the trainees move from one Headquarters to another, the TA/DA etc. for the journey period will be admissible to them; and they will be entitled to bare journey time only, but no preparation time.

When the trainees are recalled from outstation to Headquarters at the end of their training for final appraisal and placement etc., and if the period of stay at Headquarters during the period of training is not more than 28 days, the same will be treated as on tour and accordingly, TA/DA etc. will be admissible to them.

If a trainee is sent on official tour other than training TA/DA etc. shall be admissible to him as per his entitlement. Recourse to this provision can be taken only in very exceptional cases with specific approval of Reporting Officer.

Notwithstanding what has been mentioned above, in case the absence from Headquarters involves overnight halt, full Daily Allowance shall be admissible to the place of visit.

Any other expenses not covered herein before, incidental to and incurred during the course of tour would be reimbursed only at the discretion of the CEO-cum-MD.

In exceptional cases, on merits, the CEO-cum-MD may permit employees to travel by a class/mode higher than their entitlement.

D. Claim

- i. Claims for reimbursement of travelling allowance in all applicable cases would be entertained only on completion of the return journey, wherever applicable.
- ii. Claims for reimbursement of journey fare and baggage allowance, wherever applicable, must be supported with adequate proof of the amount of expenditure incurred such as ticket number/money receipt/ticket folder (in case of air journey).
- iii. All claims for journeys undertaken under these rules should be preferred in the prescribed proforma, within the time limit of 30 (thirty) days duly countersigned by the Reporting Officer.
- iv. Claims for reimbursement of travelling allowance after one month will not be entertained normally except with the special approval of CEO-cum-MD, when he is satisfied that non-submission of the claim on the part of an employee was due to reasons beyond his control.

E. Additional Benefits for Female Staff

For female staff, an additional 25% over and above the prescribed rates for lodging would be permissible in case they are travelling alone as female member outside their place of posting.

In cases when they have to stay at work after office hours due to meetings, etc. an official vehicle would be made available to drop them home.

F. General Rules

The CEO-cum-MD is empowered to make amendments to these rules which involve changes of a minor nature. In case of any doubt in regard to interpretation of any of the provisions of these rules, the matter will be referred to the CEO-cum-MD, whose decision shall be final.

The travel claim shall be approved by the competent authority for reimbursement/ settlement.

The claim form once verified and signed, has to be accepted by the competent authority. In case of any discrepancy, the competent authority shall seek explanation and clarify its reservations from the

concerned staff within a maximum of seven working days. This clarification could be sought over the email, phone or in writing.

Deductions made, if any, have to be informed in writing or through email to the concerned staff giving explanation for the reasons of deductions.

G. Working Hours & Attendance

- i. All LSBA employees shall report to office from 10.00 hours to 17.00 hours on every working day for official duties. However the nature of work may require different working hours at times and hence office timings would be subject to requirement of the LSBA cell for which decision would be taken by DWSC/CEO-cum-MD.
- ii. Lunch interval for an employee shall be from 1:15 to 1:45 pm.
- iii. An attendance register must be kept in every office, in which the time of arrival and departure of all staff of LSBA should be written, with his/her signature.
- iv. A monthly statement showing attendance and leave taken by staff if any must be prepared for all locations and maintained by State Consultant-Capacity Building & Human Resource (CB&HR), at state level and District Consultant-Capacity Building & Information Education & Communication (CB&IEC), at district and block level for accounting purpose.

For the purpose of calculating salary etc, an attendance register and leave register would be maintained at the respective headquarters as under:

Headquarter	Attendance Register	Leave Register
Block	BDO-cum-Block Sanitation Officer	BDO-cum-Block Sanitation Officer
District	Director, DWSC	DDC-cum-Vice Chairman, DWSC
State	State Consultant-Capacity Building/ Human Resource (CB&HR)	State Consultant-Capacity Building/ Human Resource (CB&HR)

All the LSBA staffs would enter daily in the Attendance Register when not in field. For field visit a separate log book would be maintained.

13. Performance Management System

Performance management is an integral part of a comprehensive human resource management strategy. Its objective is to maximize staff performance and potential with a view to attaining organizational goals and enhancing overall effectiveness and productivity.

A. PURPOSE

The performance review and management mechanism of LSBA aims at improving individual performance by setting performance expectations aligned with the organisational goals and recording the assessment of a staff's performance over a certain period. LSBA would use performance management process as a tool to relate improvement in career growth and rewards to performance.

B. SCOPE OF THE POLICY

- i. This policy is for all the staff that is appointed for LSBA cell.
- ii. This policy doesn't apply to the staff on deputation from BRLPS/ Government of Bihar or Government of India.
- iii. The policy doesn't include consultants, contractual staff on the rolls of an agency, interns, temporary staff or any person engaged with LSBA through any kind of arrangement than the regular engagements.

C. PRINCIPLES & PHILOSOPHY

- i. LSBA believes in building a performance culture at all levels in the organization.
- ii. LSBA believes in aligning individual staff's performance objectives to organizational goals and objectives.
- iii. LSBA believes in assisting individual staff in improving personal performance to ensure the organizational goals are met effectively in a stipulated time line.
- iv. LSBA believes in building objectivity and fairness in evaluating individual performance.
- v. LSBA would utilize its performance management mechanism to:
 - a) Improve organisational effectiveness by making best use of human resources
 - b) Identify personnel with potential for taking on increased responsibility
 - c) Build on the strengths of the individuals and identify areas needing improvement
 - d) Provide feedback to enable staff to improve
 - e) Identify training and development needs
 - f) Determine non-performance and take suitable action
 - g) Link compensation rewards and career growth to performance

D. PERFORMANCE MANAGEMENT EXERCISE

- i. Performance management exercise would be conducted annually/ half yearly as required and decide by CEO-cum-MD.
- ii. The State Human Resource Manager would be responsible for managing and coordinating the exercise
- iii. It would be the responsibility of the State Human Resources Manager to ensure all the levels of staff understand their role in the exercise.
- iv. The State Human Resources Manager would ensure that seriousness and focus for the exercise is maintained through adequate training and communication to all staff.

E. PERFORMANCE MANAGEMENT STRUCTURE

- i. Each staff would have a clear role definition and understanding of personal duties and responsibilities on the job.
- ii. Based on the broad guidelines of the approved Annual Action Plan, Key Focus Areas (KFA) for each role would need to be defined and clearly communicated to the staff.
- iii. There would be weightages given to each of the Key Focus Areas (KFA) for the role in order to ensure importance level of various focus areas is understood by the staff in their roles.
- iv. This Key Focus Areas (KFA) would be further split into the Key Performance Indicators (KPI) that becomes SMART Goals (Simple, Measurable, Actionable, Result Oriented and Time bound) to be achieved.
- v. Key Performance Indicators (KPI) needs to be communicated to the individual staff clearly in order to set clear performance goals and objectives in the beginning of each review period.
- vi. Key Performance Indicators (KPI) would then be used to measure and assess performance achievements.
- vii. The achievement percentage in each Key Performance Indicators (KPI) would then be collated for Key Focus Area (KFA) to define performance levels in each Key Focus Areas.
- viii. The product of weightages and the achievement score in each focus area would indicate the performance achievement levels of the staff.
- ix. Ratings would be given based on the following matrix

Achievement Scores	Rating	Performance Rating
Above 90%	Excellent	A
Between 70% to 89%	Good	B
Between 50% to 69%	Adequate	C
Below 50%	Poor	D

Performance ratings would be used for award of Experience Incentive and contract renewals as follows:

Sl. No.	Grade	Reward
1	A	Experience Incentive
2	B	Experience Incentive
3	C	No Experience Incentive
4	D	Termination from Duty

F. PERFORMANCE AND POTENTIAL MATRIX

- i. A committee headed by CEO-cum-MD would define a clear set of Key Focus Areas (KFA) and Key Performance Indicators (KPI) for each role based on the broad guidelines of the approved Annual Action Plan.
- ii. Based on the KFA and KPI, weightages would be assigned for each role at all levels of LSBA staffs.
- iii. Following would be the matrix headers:

- a) High Potential – High Performance
- b) High Potential – Low Performance
- c) Low Potential – High Performance
- d) Low Potential - Low Performance

G. ANNUAL CONTRACT RENEWAL

- i. Performance scores of the staff would be an important consideration for annual contract renewal.
- ii. The latest performance score of the staff has to be entered in the contract renewal form of the staff.
- iii. Any other issues and decision regarding Performance Appraisal would be at the discretion of the CEO-cum-MD.

14. GRIEVANCE REDRESSAL SYSTEM

A. Policy Guidelines

LSBA recognizes that grievances are incidental to the work environment and that they need to be positively addressed and resolved. A Grievance Redressal Mechanism has been formulated towards providing a channel to staff across all levels for expressing a grievance and seeking quick redressal.

The Grievance Redressal Mechanism has the following precepts:

- i. That every grievance needs to be heard and resolved
- ii. That redressal delayed implies redressal denied
- iii. That the mechanism is not an alternative for the normal official channels, but an additional channel for staff to seek redressal for their grievances when the official channel fails to provide quick and satisfactory responses.

B. Definition of Grievance

It is a cause or source of grief or hardship or burden or distress. In the context of the work environment, the aforesaid may be of various types such as:

- i. Those related to terms of service and benefits and their interpretations. Examples under this category would be issues related to leave, working beyond normal hours, workload etc.
- ii. Those related to the work environment. Examples under this category would be issues related to cleanliness of premises, space for functioning, furniture etc.
- iii. Those relating to interpersonal relationships, discipline and conduct of colleagues.
- iv. Those related to Sexual Harassment.
- v. Others not falling under the above mentioned categories as decided by CEO-cum-MD.

A nodal person from SPMU team at the state would be identified who would be approached by all other for lodging their grievance. This person could be nominated by the CEO-cum-MD.

A three to four member committee to settle grievances would be constituted at the state level (State Grievance Redressal Committee) consisting of State Coordinator, SPM – HRD and the nodal person (at the state level) as its members. Remaining member/s would be nominated by CEO-cum-MD. At least one person in the committee should be a woman.

A grievance lodging register would be kept with the concerned nodal person. An acknowledgement of the lodged grievance would be issued (in writing or through mail) by him/her at the earliest. A separate minute's book with all proceedings of the meeting among members would be recorded.

C. Sexual Harassment

Sexual harassment has been recognised as the most intimidating, degrading and violating form of violence. Within the workplace, it creates a hostile work environment and reinforces the perception of subjugation and suppression. In the context of the workplace, the rejection of attempts at sexual harassment may affect a decision concerning the employment status, conditions of work, compensation and other terms and conditions of employment.

In India, “sexual harassment” is defined as any unwelcome sexual determined behaviour¹ (whether direct or by implication). The definition of “Sexual Harassment” under the Sexual Harassment of Women at

¹ Unwelcome sexually determined behaviour shall include but not be limited to the following instances

- a) Where submission to or rejection of sexual advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions or
- b) Such advances, requests or conduct (whether direct or implied) have the purpose or effect of interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Workplace (Prevention, Prohibition and Redressal) Act, 2013 includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- i. Physical contact and advances; or
- ii. A demand or request for sexual favors; or
- iii. Making sexually colored remarks; or
- iv. Showing pornography; or
- v. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.”

Whether or not a particular action or behaviour constitutes sexual harassment is determined by the impact on the recipient, and is not dependent upon the intention of the perpetrator.

As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, it is mandatory that an organisation set up a Committee to deal with cases on sexual harassment. It is also the responsibility of the organisation to ensure that an environment is created within the organisation, which shows a strong commitment of the organisation towards a ‘zero tolerance to sexual harassment’. The following may be kept in mind, when constituting a Committee to address sexual harassment in the workplace:

- a) It is mandatory that the Chairperson is a woman.
- b) Half of the committee members should be women.
- c) The Committee should depute a third party representative, either from an NGO and/ or someone who is familiar with issues of sexual harassment, as one of the members.
- d) Decision by the committee under Sexual Grievance Redressal Committee would be taken as per prevailing Act (Prevention, Prohibition and Redressal) Act, 2013 and proceeding / recommendation would be submitted to CEO-cum-MD for final decision.

D. Different kinds of Sexual Harassment

Forms of Unwelcome Behaviours Which Can Constitute Sexual Harassment

Verbal	Non-verbal	Visual	Physical Contact
derogatory comments of a sexual nature or based on gender	staring	presence of sexual visual material, such as posters, cartoons, drawings, calendars, pinups, pictures, computer programs of a sexual nature	unwelcome hugging, sexual touching or kissing
sexual or gender-based jokes or teasing	sizing up a person's body (looking up and down)	written material that is sexual in nature, such as notes or e-mail containing sexual comments	unwelcome hugging, sexual touching or kissing
comments about clothing, personal behaviour, or a person's body	Derogatory gestures of a sexual nature	knick-knacks and other objects of a sexual nature	standing too close to or brushing up against another person, leaning over, invading a person's space
requesting sexual favours	sexually suggestive looks		patting, stroking, grabbing or pinching
pressure for dates	facial expressions of a sexual nature; winking, licking lips		blocking someone's path with the purpose of making a sexual advance
graphic descriptions			Stalking

of pornography			
obscene phone calls			rape or attempted rape
telling lies or spreading rumours about a person's personal or sex life			actual or attempted sexual assault, or forced fondling
turning work discussions to sexual topics (using "puns")			

15. PROFESSIONAL CONDUCT & ACCOUNTABILITY OF STAFF

All staffs at LSBA including Consultants, on the rolls of contractual agency, interns, temporary staff or any person engaged by LSBA through any kind of arrangement than the regular engagements, shall live up to the highest standards of conduct, accountability and performance. The following are guiding principles by which all staff of LSBA shall adhere to.

- i. S/he will behave in a disciplined manner in all interactions with colleagues and outsiders. We will operate on basis of trust and mutual respect.
- ii. S/he will not indulge in any activities prejudicial to the interests and reputation of LSBA. We will abide by all the rules and regulations of LSBA.
- iii. S/he will show respect to the dignity of all our colleagues, particularly women, minorities, differently abled and other marginalized groups. We will not use authority to undermine a colleague's sense of pride or dignity.
- iv. S/he will show due frugality in the matter of use of all resources (funds and assets) at our disposal. We pledge that dereliction in rendering accounts will be treated as a serious breach of professional misconduct.
- v. S/he will not have commercial dealings of the LSBA with parties in whom we, our friends or colleagues have a direct financial interest or connection, or indulge in any dishonesty with its funds and works, or act in a way which will procure undue enrichment for us or others.
- vi. S/he will not engage in outside employment or reveal any confidential information relating to the LSBA work to any outsider, nor defame LSBA or a colleague.
- vii. S/he will not smoke in the work place in the interests of the good health and working comfort of all our colleagues and visitors.
- viii. S/he will not indulge in substance abuse, or the use of alcohol or drugs.
- ix. S/he will endeavor to behave in a manner befitting the LSBA, its values and mission.
- x. No staff of LSBA shall be in possession of any minute or document circulated within LSBA for any purpose other than those conveyed to him/her for his/her information, compliance or action.
- xi. LSBA staff is prohibited from making use of any unpublished or confidential information made known to him/her in the normal course of his/her work within LSBA for any purpose other than his/her normal duties.
- xii. LSBA staff shall obtain prior approval from the CEO-cum-MD in writing for any publication of any book or article or any other work, subject matter of which is connected to the official functions of the LSBA.
- xiii. LSBA staff shall not release any information to media and /or be involved in any interview with media without explicit approval of the CEO-cum-MD of the LSBA.
- xiv. LSBA staff shall not engage in any outside occupation which is likely to affect the proper discharge of her/his duties as a staff of the LSBA cell.
- xv. No staff would be actively associated with the management of, or hold a financial interest in any business concern, if it were possible for her/him to benefit from such association or financial interest by reason of her/his employment in the LSBA. However, LSBA staff is not debarred from holding shares in a public company unless such holding amounts to controlling interest of such company.
- xvi. LSBA staff shall not accept any favor or a gift for any services rendered by her/him on behalf of the LSBA without explicit approval of the CEO-cum-MD.

- xvii. In the event that s/he does not observe the code of conduct, in its full meaning, or indulge in unacceptable standards of work, action of behavior, s/he will render her/his liable to disciplinary action.

16. DISCIPLINARY CONTROL SYSTEM

A. Policy Guidelines

Disciplinary action is warranted only in a situation where in a staff commits any act of misconduct. The objective of a disciplinary action is to inform the staff of the type of behaviour desired. It is also expected to act as a deterrent for others.

All lapses, acts of misconduct, fraud, neglect of duty, indiscipline, discourtesy, insubordination, general inefficiency and contravention of any official instructions or directions already issued or that may be issued from time to time can therefore be dealt with disciplinary action. These acts mentioned above are illustrative and other acts as defined by the competent authority would be included later on.

Misconduct is an act which is inconsistent with the fulfilment of expressed or implied conditions of service. It has a material bearing on the smooth and efficient working of the LSBA cell or which is otherwise considered a criminal act by the law of the country.

An act of misconduct can be broadly classified as follows.

- i. Minor acts of misconduct – acts of misconduct which are not of a serious nature.
- ii. Major acts of misconduct – acts of misconduct which are of a serious nature.

Classification of misconduct is given as **Annexure - VII**

B. Action by authorized officers

The power of major disciplinary control of LSBA staff is vested with the DM-cum-Chairman, DWSC, at the district level and block level and the CEO-cum-MD at the State cell, LSBA.

All minor disciplinary power will be vested with the State Coordinator at the state level, DDC-cum-Vice Chairman, DWSC at the district level and BDO-cum-Block Sanitation Officer at the block level.

In the case of minor acts of misconduct:

- i. The staff may be cautioned verbally and an entry made in his or her personal record.
- ii. If the offence requires more than a verbal caution, the authorized official may call upon the concerned staff to furnish his or her explanation in writing and caution or advice.
- iii. In the case of major acts of misconduct, where the interest of the LSBA cell is adversely affected, the staff would be relieved of his or her duties without any notice once s/he is found guilty of it.
- iv. Where disciplinary action is contemplated against a staff of the LSBA, a preliminary investigation would be conducted to ascertain the facts fully and collect necessary evidence in the act of misconduct along with the staff given a chance to present his/her case before competent authority.

Officers who may be delegated to exercise disciplinary power under this disciplinary procedure are described in **Annexure-VIII**

C. Appellate Authority

As Per Annexure –VII where the final authority is CEO-cum-MD, the appellate authority will be Secretary RDD and where the final authority is DM-cum-Chairman, the appellate authority would be CEO-cum-MD.

The disciplinary order made by the Disciplinary Authority should contain,

- i. Whether the staff is guilty of each charge and
- ii. Punishments imposed in respect of charges of which the accused staff is found guilty as self speaking order.

All acts of misconduct or lapses by staff should be brought to the notice of the relevant authority as soon as possible by the officer holding supervisory or administrative authority over the staff or officer concerned.

Failure to report such instances by officers holding supervisory or administrative authority also amounts to misconduct calling for disciplinary action against the staff holding supervisory and/or administrative authority over the concerned staff.

17. Zila Swachh Bharat Preraks (ZSBP)

The professionals called “Zila Swachh Bharat Preraks (ZSBPs)” under Ministry of Drinking Water and Sanitation (MoDWS) are hired on the payroll of the Tata Trusts and are deputed in the district to support SBM-G. ZSBPs would bring in fresh ideas, energy and enthusiasm to the Mission, and help accelerate the path to an ODF India.

From time to time, deputation and roles of ZSBP would change as per instruction from Ministry of Drinking Water and Sanitation and as per requirement of the LSBA cell. ZSBPs would also be deputed at state headquarter on need basis and shall report to the State Coordinator, LSBA.

Leave rule of the ZSBPs shall be sanctioned according to the rules applicable to them as per MoDWS. However, for the purpose of TA/DA, ZSBPs shall be covered under Category-II of LSBA staffs. For approval of Leave and Travel Rules, the approving authority would be as follows:

Category	Recommending Authority	Approving Authority
Leave	DDC-cum-Vice Chairman, DWSC	DM-cum-Chairman, DWSC
TA/DA	DDC-cum-Vice Chairman, DWSC	DM-cum-Chairman, DWSC

Annexure-I

FITMENT FOR EXPERIENCE INCENTIVE		
STATE LEVEL POSITIONS		
EXPERIENCE BRACKET	PERCENTAGE	AMOUNT
0 YEARS UPTO 5 YEARS	0%	55000
MORE THAN 5 YEARS UPTO 7 YEARS	5%	57750
MORE THAN 7 YEARS UPTO 9 YEARS	10%	60500
MORE THAN 9 YEARS UPTO 11 YEARS	15%	63250
MORE THAN 11 YEARS AND ABOVE	20%	66000
DISTRICT LEVEL POSITIONS		
EXPERIENCE BRACKET	PERCENTAGE	AMOUNT
0 YEARS UPTO 3 YEARS	0%	32000
MORE THAN 3 YEARS UPTO 5 YEARS	5%	33600
MORE THAN 5 YEARS UPTO 7 YEARS	10%	35200
MORE THAN 9 YEARS UPTO 11 YEARS	15%	36800
MORE THAN 11 YEARS AND ABOVE	20%	38400
BLOCK LEVEL POSITIONS		
EXPERIENCE BRACKET	PERCENTAGE	AMOUNT
0 YEARS UPTO 3 YEARS	0%	20000
MORE THAN 3 YEARS UPTO 5 YEARS	5%	21000
MORE THAN 5 YEARS UPTO 7 YEARS	10%	22000
MORE THAN 9 YEARS UPTO 11 YEARS	15%	23000
MORE THAN 11 YEARS AND ABOVE	20%	24000

Annexure-II

CEO-cum-MD would be the final authority to make any changes in qualification, experience and job description of positions under LSBA cell. Any hike in consolidated fee would be approved by EC of BRLPS.

Salary Structure with Detailed Job Description

Name of Position	Qualification & Experience	Job Description/Responsibility	Consolidated Fee (Monthly)
State Consultant-Capacity Building & Human Resource (CB&HR)	<p>Post Graduate Degree/Diploma in Human Resource Management / Business Administration/ Rural Management/ Social Work/ Rural Development or Public Health from a recognised institute with minimum 5 years' post qualification experience in the area of Capacity Building and Training and Development in field of Public Health / WASH / Social / Rural Development projects.</p> <p>S/he should have strong communication skills and knowledge of working with MS office. Proficiency in English is mandatory. S/he should have sound understanding of Participatory Training Methodology and skills of trainer.</p> <p>Candidates with an experience in Community Led Total Sanitation (CLTS)/ Water Sanitation and Health (WASH)/ Rural Water Supply and Sanitation sectors would have an advantage.</p> <p>Candidates with an experience in successfully managing training and capacity building events in Sanitation/ community based programmes would be preferred.</p>	<p>The incumbent will be responsible for the entire Capacity Building (CB) & Human Resource component of the Lohiya Swachh Bihar Abhiyan (LSBA). S/he would be responsible for planning and managing all training for district staff and community resource persons. S/he would design the annual training programme of the state and ensure its timely and effective execution. S/he will monitor and review all training and capacity building programmes organized by the district training cell. S/he will support the personnel administration and HRM-related functions under LSBA- flagging of information gaps and emerging issues and challenges in management and implementation of HRM-related activities.</p> <p>Her/ his major duties and responsibilities will include the following:</p> <ul style="list-style-type: none"> • Planning, managing and implementing Monthly/ Quarterly and Yearly Human Resource Development (HRD) training and capacity building plan of action and training calendar. • Planning, managing and implementing capacity building (CB) and communication efforts in relation to HRM, including training programmes, exposure visits, workshops, seminars, symposia, network meetings, etc. • Prepare Monthly/ Quarterly/ Yearly progress report • Develop and maintain Roster of resources (community motivators and expert institutions) • Partnership with training agencies (expert institutions, Civil Society Organisations (CSOs) etc.) • Preparation of training modules/ training materials/ training calendar at State and District level • Preparation of manpower forecasting report • Recruitment, selection and induction of staff • Tracking report of procurement activities under proposed Action/ Work Plans • Development of easy to retrieve information/ data relating to past and current staff • Report of HRM component information on physical and financial progress under LSBA. <p>S/he will also have to undertake extensive field visit to ensure the quality project/program interventions. Any other duties and responsibilities that may be assigned as part of official requirements.</p>	Rs. 55,000/-

State Consultant-Information Education and Communication (IEC)	<p>Post Graduate Degree/Diploma in Mass Communication / Business Administration/ Rural Management/ Social Work or Rural Development from a recognised institute with minimum 5 years' post qualification experience in Advertising / Media Industry with experience in Social Media Communication or in a similar capacity and role in Developmental Social Sector Project/s.</p> <p>S/he should have strong communication skill and knowledge of working with MS office. Proficiency in English is mandatory. S/he should have sound understanding of participatory training methodology and skills of trainer.</p> <p>Candidates with an experience in developing strategies to build a common vision of project across the staff and provide inputs towards streamlining communications requirements of the project would be preferred.</p>	<p>The incumbent will be responsible for the entire Information Education and Communication component under LSBA and her/ his major duties and responsibilities will include the following:</p> <ul style="list-style-type: none"> As part of the IEC team at state level, S/he would be primarily responsible for rolling out the communication strategies across the project. S/he will be responsible for developing and disseminating state and district specific IEC materials. Partnership with training and IEC agencies (expert institutions, CSOs etc.) developed and formed for IEC Campaigns. Preparation of training modules/ training materials/ training calendar at State/ District and Block level. Development of periodic Situation Analyses/ Issue Briefs/ Theme Papers on work done. Prepare monthly, quarterly and yearly IEC plan of action and activity calendar at state and district level. Develop Newsletter/Case studies/ documentation of best practices/ learnings. Develop the concepts and designs of campaign materials as necessary. Assist department in developing guidelines, manuals and technical notes on Programme Communication for all the programmes under WASH Sector. Coordinate dissemination of available IEC materials for Water & Sanitation to all districts and blocks. Assist department in organizing review meetings, seminars, workshops on communication for sanitation / hygiene education. <p>S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of official requirement.</p>	Rs. 55,000/-
State Consultant-Monitoring Learning & Evaluation & Management Information System (MLE & MIS)	<p>Graduate in Engineering with a specialisation in Computer science or Information Technology OR Post Graduate in Social work/ MBA/Rural Management/Rural Development /Public Policy/ Statistics or Actuarial sciences (Recognised by The Institute of Actuaries of India (IAI)), Operation Research from recognised institute. Should have minimum 5 years of relevant post qualification experience.</p> <p>Candidates should have experience in Documentation, Reporting, Data Analysis, Data Mining, MIS Related works and Evaluation And Monitoring activities in Developmental Programme/Project in WASH or similar Social Sector Projects.</p> <p>Candidate need to possess excellent written and oral communication skills. Proficiency in English is mandatory. Candidates with proficiency in Designing Data Structures, Data Management Software and Tools like MS Excel, SPSS, CPRO, and MATLAB Data</p>	<p>The incumbent will be responsible for Monitoring Learning & Evaluation management activities, facilitating reviews at various project level and documentation work. S/he will be responsible for streamlining information flow through periodic compilation of progress, periodic analysis of data based on project Sanitation indicators and circulation of the same both downward and upward to all concerned. S/he will be responsible for periodic evaluation at state level. S/he will be responsible for documenting identified best practices of the project along with anchoring studies, process monitoring and periodic evaluation at district level.</p> <p>The incumbent will be responsible for the management of information system under LSBA and her/ his major duties and responsibilities will include the following:</p> <ul style="list-style-type: none"> Development of a Perspective Plan for the Information system management under LSBA for the State. Development of periodic Action/ Work Plans for MIS Entry/Update in different modules under IMIS of SBM(G) and their integration with the Rural Development Department's overall Perspective and Action/ Work Plans, including Perspective and 	Rs. 55,000/-

	<p>Management And Other Data Analysis Tools will have an advantage.</p>	<p>Action/ Work Plans sought by the Central and State Government, Development Partners and others as directed by the Reporting Authority.</p> <ul style="list-style-type: none"> • Periodic tracking of the implementation of proposed Perspective and Action/ Work Plans. • Maintenance of timely, comprehensive, complete, updated and easily retrievable information/ data relating to SBM (G). • Ensure timely submission of information on physical and financial progress and other identified monitoring parameters to the Central and State Government and others as directed by the Reporting Authority. • Flagging of information gaps and emerging issues and challenges in management and implementation. • Assist the districts in the updation of MIS baseline data <p>S/he will also have to undertake extensive field visit to ensure quality project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of official requirements.</p>	
<p>State Consultant-Solid Liquid Waste Management (SLWM)</p>	<p>Post Graduate Degree in Environmental Science, Environmental Engineering, Civil Engineering, Agriculture, Rural Development, Urban Planning and Development from a recognised institute with minimum 5 years' post-qualification experience in Designing, Planning and Implementing Solid And Liquid Waste Management Systems and Processes including Collection, Treatment, Recycle And Safe Disposal.</p> <p>Environmental Engineering, Civil Engineering or Agriculture from a recognised institute with minimum 6 years' post-qualification experience in handling Waste Management Processes in a large Corporation or Municipal Limit covering not less than 10K households may also apply. However, experience should include full cycle management from collection to disposal/recycle.</p> <p>Candidates need to possess excellent written and verbal communication skills. Proficiency in English and computer skills is mandatory. Diploma in Solid & Waste Management will be preferred. Knowledge in Project Management skills will be an advantage.</p>	<p>The incumbent will be responsible for the entire Solid Liquid Waste Management (SLWM) component under LSBA and her/ his major duties and responsibilities will include the following:</p> <ul style="list-style-type: none"> • Development of periodic Situation Analyses/ Issue Briefs/ Theme Papers on SLWM. • Development of SLWM State-level Perspective Plan and periodic Action/ Work Plans. • Plan and implement Trainings on community based approaches on SLWM at State and District under LSBA. • Prepare Monthly physical progress report under SLWM. • Develop plan of scaling up SLWM initiatives in the state. • Develop best practices across the state on SLWM for replication. <p>S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of official requirements.</p>	<p>Rs. 55,000/-</p>

<p>State Finance Manager</p>	<p>Chartered Accountant/MBA-Finance /Cost Accountant from recognized institute/university with minimum 5 years of post-qualification experience in handling internal/statutory audit and consultancy in accounts, taxation etc.</p> <p>S/he should have worked in a development program/project/companies/organisation. S/he should be instrumental in designing and developing the financial management system of development project/companies/Firms.</p> <p>Candidates need to possess excellent written and verbal communication skills. Proficiency in English and computer skills is mandatory.</p>	<p>The incumbent will be responsible for the entire set of finance, accounting and audit-related functions under LSBA and her/ his major duties and responsibilities will include the following:</p> <ul style="list-style-type: none"> • S/he will be responsible for certifying the consolidated unaudited report, identifying, rectifying, and suggesting preventive majors for financial, accounting and statutory compliances related issues/problems of the allotted Districts. • S/he will be responsible for Monitoring and supervising timely completion of statutory/internal audit and ensuring compliance/settlement of audit observation. • S/he will be also Assist Chief Finance Officer in financial management issues at SPMU. • S/he will be responsible for Updating financial management Manual and guidelines in State/District. • S/he will be also coordinate for timely release of fund, verification of books of accounts of District/Block. <p>S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of official requirements.</p>	<p>Rs. 55,000/-</p>
<p>Consultant Public Financial Management System & Banking (PFMS &B)</p>	<p>Post Graduate qualification in Business Administration (Finance), Banking and Finance, Commerce, Financial Management, Computer Application, Information Technology, Computer Science, Economics, with minimum 3 years' post qualification experience in a Managerial Role in operating Web Based Financial Monitoring & Management system of Central/ State Government such as PFMS or a similar web based Financial Management System applicable for Social Sector Programmes.</p> <p>Candidates need to possess excellent written and verbal communication skills. Proficiency in English and computer skills is mandatory. Candidates must be able to analyze and solve complex problems and possess the ability to work effectively within teams and manage multiple stakeholders.</p> <p>Candidates with strong skills in math, communication, analysis and experience in sanitation sector will have an advantage.</p>	<p>The incumbent will coordinate and manage the payment processes across all the stages of beneficiary enrolment, recording of events, payment execution, and monitoring of payments, accounting and audit-related functions and components under LSBA. Her/ his major duties and responsibilities will include the following:</p> <ul style="list-style-type: none"> • Provide a full range of services including development of financial plans, preparation and audit of payment to beneficiaries, salary and allowance payments as per policy guidelines. • Ensure accurate and timely financial data and processing as per users requirements. • Record, analyze and report financial data and plans for the prevention of waste, fraud and mismanagement. • Establish and maintain close relations with bank officials and resolve payment related issues. • Develop and maintain financial management system, ensure compatibility and synchronise with requirements of the user, bank MIS and National PFMS portal. • Timely support and coordination with multiple stakeholders on aspects of: fund flow; finance, accounts and audit; and, Information Technology (IT) • Development and implementation of accounting procedures for LSBA in the state in consultation with officials & its roll out in the district. • Prepare Monthly accounting reports for all districts. • To conduct and provide training, handholding, IT support to officials at district and block level for disbursement of payment under LSBA to beneficiaries. • Assist officials on any queries related to PFMS Module Application/ Resolve any technical or other issues faced by users of the application/ Escalation of issues to State Coordinator/ State Consultants in a timely manner. 	<p>Rs.40,000/-</p>

		<ul style="list-style-type: none"> Monitor daily progress of payments made by banks and report to State Coordinator. <p>S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of official requirements.</p>	
District Coordinator	<p>Graduate in any discipline with preference to Post Graduate/ MBA with a minimum 5 years of post qualification experience in the area of social/ rural development/ Social work (at least 2 years at district level).</p> <p>S/he should have strong communication skill and knowledge of working with MS office. Proficiency in English would be preferred.</p> <p>Candidates with an experience in Community Mobilization, Community Led Total Sanitation (CLTS) and Water Sanitation and Health (WASH)/ rural water supply and sanitation sectors would have an advantage.</p>	<p>The incumbent will be the nodal person responsible for coordination between Block, District, State and Development Partners under LSBA. Her/ his major duties and responsibilities will include the following:</p> <p>Preparation of Annual Implementation Plan (AIP) for District and Supporting in the preparation of ODEP/AIP of Gram Panchayat /Block under SBM (G).</p> <p>Creating enabling environment for achievement of District AIP.</p> <p>To facilitate District Capacity Building Plan and its rollout at different level.</p> <p>Nodal person for Reporting at all levels.</p> <p>Support consultants in CB, IMIS, IEC and MLE activities.</p> <p>Ensure timely updation of data entry at IMIS.</p> <p>S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of official requirements.</p>	Rs. 40,000/-
District Consultant-Capacity Building and Information Education & Communication (CB&IEC)	<p>Post Graduate Degree in Human Resource Management/ Business Administration/ Rural Management/ Social Work/ Rural Development or Public Health from a recognised institute with a minimum 3 years' post qualification experience in the area of Capacity Building and Training in field of Public Health / WASH / Social/ Rural Development projects.</p> <p>S/he should have strong communication skill and knowledge of working with MS office. Proficiency in English is mandatory. S/he should have sound understanding of Participatory Training Methodology and Trainer Skills.</p> <p>Candidates with an experience in Community Led Total Sanitation (CLTS) and Water Sanitation and Health (WASH)/ rural water supply and sanitation sectors would have an advantage. Candidates with an experience in successfully managing training and capacity building events in Hygiene, ODF, Sanitation/ community based programmes would be preferred.</p>	<p>The incumbent will be responsible for the entire Capacity Building and Information Education and Communication component under LSBA at district level. Her/ his major duties and responsibilities will include the following:</p> <ul style="list-style-type: none"> Plan & execute trainings on community based approaches on sanitation and hygiene at District under SBM(G). Prepare Monthly/ Quarterly and yearly training and capacity building plan of action and training calendar. Develop Roster of resources (community motivators and expert institutions) Partnership with training and IEC agencies (expert institutions, CSOs etc.) developed and formed for CB and IEC Campaigns. Preparation of training modules/ training materials/ training calendar at District and Block level. Development of periodic Situation Analyses/ Issue Briefs/ Theme Papers on work done. Monthly, quarterly and yearly IEC plan of action and activity calendar. Develop Newsletter/Case studies/ documentation of best practices/ learning. Develop the concepts and designs of campaign materials as necessary. <p>S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of official requirements.</p>	Rs. 40,000/-
District Consultant-Monitoring Learning & Evaluation	<p>Graduate in Engineering with specialisation in Computer Science or Information Technology or a Graduate in Statistics, Actuarial Sciences (Recognized by The Institute of Actuaries of India (IAI)) from a recognised institute with minimum 5 years' of post-qualification experience in undertaking Data Analytics, Data Mining and MIS related works in Social Sector projects.</p>	<p>The incumbent will be responsible for Management of information system and ML&E management activities under LSBA, facilitating reviews at various project level and documentation work. S/he will be responsible for streamlining information flow through periodic compilation of progress, periodic analysis of data based on project Sanitation indicators and circulation of the same both downward and upward to all concerned. S/he will be responsible for periodic evaluation at district level. S/he will be responsible for documenting the identified best practices</p>	

Management Information System (MLE& MIS)	<p>Knowledge and understanding of Banking and Business Processes would be an advantage. Proficiency in English is mandatory. Proficiency in using tools like MS Excel, SPSS, CPro, Matlab, and other data tools will be an advantage</p>	<p>of the project along with anchoring studies, process monitoring and periodic evaluation at district level. Responsible for the management of information system under SBM(G) and her/ his major duties and responsibilities will include the following:</p> <ul style="list-style-type: none"> • Development and implementation of MIS action plan for SBM(G) implementation in the district. • Online monitoring of sanitation programme components. • Monthly analytical report of physical & financial progress of SBM(G) • Capacity building on MIS to the District. • Development and implementation of Monitoring, Evaluation, Accountability and Learning (MEAL) plan for SBM(G) in the district. • Ensure timely updation on progress under SBM-G. • Reporting of online monitoring of SBM (G) on IMIS for physical and financial progress. <p>S/he will also have to undertake extensive field visit to ensure quality project/program interventions. Any other duties and responsibilities that may be assigned as part of official requirements.</p>	Rs. 40,000/-
District Consultant-Solid Liquid Waste Management & Technical Expert-Sanitation and Hygiene (SLWM & TE-S&H)	<p>Post Graduate Degree in Environmental Science, Rural Development, Social Work, or Graduate Degree in Environmental Engineering, Civil Engineering or Agriculture from a recognised institute with minimum 5 years' post-qualification experience in implementing and running Solid And Liquid Waste Management Processes including Collection, Treatment, Recycle and Safe Disposal.</p> <p>Candidates with an experience in waste management processes in a large Corporation area would be an added advantage.</p> <p>Candidates need to possess excellent written and verbal communication skills. Proficiency in English and computer skills is mandatory. Knowledge in Project Management skills will be an advantage.</p>	<p>The incumbent will be responsible for the entire Solid Liquid Waste Management (SLWM) and Provide guidance to ensure that program implementation adheres to appropriate technical standards and guidelines under SBM(G) at District Level. Her/ his major duties and responsibilities will include the following:</p> <ul style="list-style-type: none"> • Development of periodic Situation Analyses/ Issue Briefs/ Theme Papers on SLWM. • Development of SLWM District-level Perspective Plan and periodic Action/ Work Plans. • Trainings on community based approaches on SLWM at District and Block under LSBA. • Monthly District level physical progress report under SLWM. • Develop plan of scaling up SLWM initiatives in the District. • Develop best practices across the District on SLWM for replication. • Ensures the quality of implemented technical activities and systems at all levels. <p>S/he will have to undertake extensive field visit to ensure the quality of project/program interventions. Any other duties and responsibilities that may be assigned as part of official requirements.</p>	Rs. 40,000/-
Accountant (State Level)	<p>Post Graduate in Commerce from a recognized institute/university with minimum 2 years of post-qualification relevant experience in book keeping, accounts related job and secretarial assistance with reputed institutions, Government programmes/ project or Social Sector Projects.</p> <p>Or</p> <p>Graduate in Commerce from recognized institute/university with minimum 3 years of post-qualification relevant experience in book keeping, accounts related job and secretarial assistance with reputed institutions, Government programmes/ project or Social Sector Projects.</p> <p>Knowledge of working on computer and operating Tally Software will be essential. Typing skill in Hindi and English would have an advantage.</p>	<p>The Accountant will support the financial accounting related functions under LSBA and her/ his major duties and responsibilities will include the following:</p> <ul style="list-style-type: none"> • S/he will be responsible for maintaining books of records/account at SPMU level and regularly updating them. • S/he will also provide all secretarial assistance to SPMU finance/accounts Team. S/he will also maintain all official records and book keeping. • S/he will be responsible for channelling upward and backward official communication. • Consolidation of monthly accounting reports from all districts. <p>S/he will have to undertake extensive field visit to ensure the quality of project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of official requirements.</p>	Rs. 30,000/-

<p>Block Coordinator</p>	<p>Post graduate degree /diploma in rural management/ development/MSW with minimum 2 years of post qualification experience in the area of social development/ rural development</p> <p>OR</p> <p>Graduate in any discipline with minimum 3 years of post qualification experience in the areas of social development/rural development/Social work.</p> <p>S/he should have working knowledge of MS Office.</p> <p>Preference would be given to those candidates having experience of working on Water and Sanitation.</p>	<p>Key Responsibility: Community mobilization, awareness generation, motivation, training and monitoring of sanitation facilities to village communities, GPs and VWSCs in the implementation of LSBA at Block level.</p> <p>Monthly Deliverables:</p> <ul style="list-style-type: none"> ❖ Progress report on activity implementation as per the Block AIP ❖ Preparation of ODEP ❖ ODF verification ❖ Documentation of IEC activities and all records at block level ❖ Ensure appropriate toilet technology ❖ Master roll management of Motivators at block level. ❖ Record keeping of CB, Masons training, CLTS activities ❖ Monthly status report on block level community mobilization activities and communication activities. ❖ Progress report on the SBM-G/LSY in the block <p>S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.</p> <p>Any other duties and responsibilities that may be assigned as part of the Mission requirements.</p>	<p>25,000/-</p>
<p>Data Entry Operator</p>	<p>Graduate in any discipline/BCA with 1 year of DCA having 6 months experience</p> <p>OR</p> <p>Intermediate with minimum 1 year DCA having experience of 2 years of post qualification experience.</p> <p>Candidates need to possess experience in data entry in both Hindi @ 30 words/ minute and English @ 60 words/minute.</p> <p>Knowledge of MS word, MS excel, MS PowerPoint is compulsory.</p> <p>Must possess good analytical and communication skills.</p> <p>Or</p> <p>As per empanelled agency norms</p>	<p>Key Responsibility: S/he will support the LSBA cell in supporting all kinds IT related official works & data entry works. S/he will also support in managing SBM-G IMIS and LSBS website.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> ❖ Rolling out of all MIS related initiative in the block and district. ❖ Data entry in Web based MIS ❖ Responsible for managing data, errors in MIS software & synchronize data. ❖ Support the M&E cum MIS consultant and preparing the monthly report of state/district/block at each level. ❖ Validation of the data ❖ Report progress of IMIS and other activities at block, district and state. <p>Any other duties and responsibilities that may be assigned as part of the Mission requirements.</p>	<p>As per empanelled agency norms</p>

Annexure III

UNDERTAKING FOR AVAILING LAPTOP FACILITY (For Option-I)

I.....(name).....(designation) have read the proposal for laptop carefully and undertake to accept the option no-I, of the proposed options for laptop with the following terms and conditions:

1. The laptop with prescribed configuration will be purchased by me within one week after getting 75% of contribution amount from LSBA.
2. I will use the laptop for official purpose till my working in LSBA.
3. I will invest the 75% contribution amount of Rs.....by the LSBA and 25% self contribution of Rs.....for the purchase of laptop.
4. I will take responsibility for maintenance of laptop with one year commercial warranty and two years AMC with Anti-virus facility etc. No additional cost will be claimed by me during next two years.
5. After 18 months, the ownership of laptop would be mine.
6. I agree to deduct the proposed instalments by LSBA, if I leave the LSBA cell within one year.
7. In case of leaving the LSBA cell within one year, outstanding amount would be deposited in form of Demand Draft by me in favour of LSBA, otherwise it would be deducted from my outstanding salary (leave encashment etc.).
8. No dues certificate would be issued after settlement of dues against laptop.
9. Photocopy of the invoice with one year warranty and 2 years AMC will be submitted in the SPMU/DWSC office respectively. Original invoice would be presented only for verification purpose.
10. Configuration of laptop would be verified by the State Consultant-Monitoring Learning & Evaluation and Management Information System (MLE&MIS) at state level and District Consultant-Monitoring Learning and Evaluation & Management Information System (MLE&MIS) at the district level.

I agree to abide by the above terms for opting option-I of the laptop proposal. You are therefore requested to credit 75% contribution amounting to Rs.....in my saving bank account No.....

(Signature of Representative of LSBA)

(Signature of Staff)

Designation.....

Name of DWSC/BPMU.....

Date.....

UNDERTAKING FOR AVAILAING LAPTOP FACILITY (For Option-II)

I.....(name).....(designation) read the proposal for laptop carefully and undertake to accept the Option No – II, for laptop with the following terms and conditions :

1. Laptop with prescribed configuration will be purchased by me within one week after opting for the option-II.
2. If I purchase higher configuration with additional cost, it will be borne by me.
3. I agree to provide the services of my laptop to LSBA till I continue working with LSBA cell.
4. Cost of maintenance and spare parts, anti-virus etc. will be borne by me and I will be wholly responsible for continuous functioning of laptop till I am in the employment of the LSBA.
5. I will be the owner of the laptop.
6. No allowance will be allowed in case of continuous leave of more than 15 days in a month.
7. Photocopy of the Invoice will be submitted by me within one week from the date of purchase to SPMU/DWSC office.
8. Configuration of laptop will be verified by the competent authority, during submission of invoice.

I agree to abide by the above terms for opting option-II of laptop proposal. You are, therefore requested to credit the computer maintenance expense @ Rs. 2000.00 per month in my salary subject to submission of invoice (photocopy) with verification of laptop configuration.

(Signature of Representative of LSBA)

(Signature of Staff)

Designation.....

Name of DWSC/BPMU....

Date.....

Annexure-IV

Leave Sanctioning Authority

Sl. No	Name of the Position	No of leave allowed annually	Recommending Authority	Approving Authority
1	State Coordinator	As per parent department Policy	NA	CEO-cum-MD
2	State Consultant- Capacity Building & Human Resource (CB&HR)	CL-12 days, EL-12*2=24 days, SL-2 days monthly (only for female employee)	State Coordinator	State Coordinator
3	State Consultant- Information Education and Communication (IEC)	CL-12 days, EL-12*2=24 days, SL-2 days monthly (only for female employee)	State Consultant- Capacity Building & Human Resource (CB&HR)	State Coordinator
4	State Consultant- Monitoring Learning & Evaluation & Management Information System (MLE & MIS)	CL-12 days, EL-12*2=24 days, SL-2 days monthly (only for female employee)	State Consultant- Capacity Building & Human Resource (CB&HR)	State Coordinator
5	State Consultant-Solid Liquid Waste Management (SLWM)	CL-12 days, EL-12*2=24 days, SL-2 days monthly (only for female employee)	State Consultant- Capacity Building & Human Resource (CB&HR)	State Coordinator
6	State Finance Manager (SFM)	CL-12 days, EL-12*2=24 days, SL-2 days monthly (only for female employee)	State Consultant- Capacity Building & Human Resource (CB&HR)	State Coordinator
7	Consultant Public Financial Management System & Banking (PFMS&B)	CL-12 days, EL-12*2=24 days, SL-2 days monthly (only for female employee)	State Consultant- Capacity Building & Human Resource (CB&HR)	State Coordinator
8	Accountant	CL-12 days, EL-12*2=24 days, SL-2 days monthly (only for female employee)	SFM	State Coordinator
9	District Coordinator	CL-12 days, EL-12*2=24 days, SL-2 days monthly (only for female employee)	Director, DRDA	DDC-cum-Vice Chairman, DWSC
10	District Consultant- Capacity Building and Information Education & Communication (CB&IEC)	CL-12 days, EL-12*2=24 days, SL-2 days monthly (only for female employee)	DC, DWSC	DDC-cum-Vice Chairman, DWSC
11	District Consultant- Monitoring Learning & Evaluation & Management Information System (MLE&MIS)	CL-12 days, EL-12*2=24 days, SL-2 days monthly (only for female employee)	DC, DWSC	DDC-cum-Vice Chairman, DWSC
12	District Consultant- Solid Liquid Waste Management & Technical Expert-Sanitation and Hygiene (SLWM&TE-S&H)	CL-12 days, EL-12*2=24 days, SL-2 days monthly (only for female employee)	DC, DWSC	DDC-cum-Vice Chairman, DWSC
13	Block Coordinator	CL-12 days, EL-12*2=24 days, SL-2 days monthly (only for female employee)	BDO-cum-Block Sanitation Officer	Director, DWSC/DC
14	Data Entry Operator/ Executive Assistant	As per agreement with outsourced agency	NA	BDO-cum-Block Sanitation Officer

Annexure-V**Fixed Local Travel Allowance**

Sl.No.	Positions	Maximum FLTA
1	District Coordinator	4000/-
2	District Consultant- Capacity Building and Information Education & Communication (CB&IEC)	4000/-
3	District Consultant-Monitoring Learning and Evaluation & Management Information System (MLE&MIS)	4000/-
4	District Consultant-Solid Liquid Waste Management and Technical Expert- Sanitation and Hygiene (SLWM&TE-S&H)	4000/-
5	Block Coordinator	2000/-

Annexure-VI**TA/DA Approving Authority**

State Level		
Sl. No	Name of the Position	Approving Authority
1	State Coordinator	CEO-cum-MD
2	State Consultant- Capacity Building & Human Resource (CB&HR)	State Coordinator
3	State Consultant- Information Education and Communication (IEC)	State Coordinator
4	State Consultant- Monitoring Learning & Evaluation & Management Information System (MLE & MIS)	State Coordinator
5	District Consultant-Solid Liquid Waste Management (SLWM)	State Coordinator
6	State Finance Manager (SFM)	State Coordinator
7	Consultant Public Financial Management System & Banking (PFMS&B)	State Finance Manager (SFM)
8	Accountant	State Finance Manager (SFM)
District Level		
9	District Coordinator	DDC-cum-Vice Chairman, DWSC
10	District Consultant- Capacity Building and Information Education & Communication (CB&IEC)	DDC-cum-Vice Chairman, DWSC
11	District Consultant- Monitoring Learning & Evaluation & Management Information System (MLE&MIS)	DDC-cum-Vice Chairman, DWSC
12	District Consultant- Solid Liquid Waste Management & Technical Expert-Sanitation and Hygiene (SLWM&TE-S&H)	DDC-cum-Vice Chairman, DWSC
Block Level		
13	Block Coordinator	BDO-cum-Block Sanitation Officer
14	Data Entry Operator	BDO-cum-Block Sanitation Officer

Annexure - VII

Classification of Misconduct

(a) Acts of misconduct not considered grave (Minor)

1. Unpunctuality
2. Leaving work places while on duty, without permission
3. Unauthorized use of vehicles belonging to LSBA
4. Overstaying leave
5. Discourtesy to communities
6. Insubordination to superior officers of LSBA
7. Misuse of property belonging to the LSBA cell
8. Bringing disrepute to the LSBA cell

(b) Acts of grave misconduct (Major)

1. Misappropriation of the funds of the LSBA, dishonesty and fraud
2. Theft of property belonging to the LSBA cell
3. Negligence resulting in serious loss to the LSBA cell.
4. Being under the influence of liquor/any other intoxication whilst on duty.
5. Conviction of court or by other statutory body
6. Sabotage or wilful damage to property of the LSBA
7. Taking or giving of bribes
8. Riotous or disorderly behaviour
9. Abuse of authority
10. Committing of any criminal offence
11. Publication of any information without approval of proper authority
12. Dangerous driving of vehicles belonging to LSBA, resulting in death or injury to a person.
13. Misuse of authority, power or position for personal gain
14. Submission of false or forged certificates

The classifications made above are illustrative and not exhaustive. Regarding any other misconduct not falling under above categories would be decided by CEO-cum-MD as and when required.

Classification of forms of Punishment

Form of Punishment	
Minor	Major
Warning, reprimand, temporary stoppage of salary upto 1 month, salary deduction upto 5 days.	Suspension, holding increment/pay increase not exceeding 3 months, Dismissal/Termination of service contract, Reduction in rank/ grade/ seniority, salary deduction for more than 5 days.

Annexure-VIII

Authority for Disciplinary Power

State Level				
Sl.	Name of the Positions	Show cause issuing Authority for Major Misconduct	Recommending Authority for Major Misconduct	Final authority
1	State Coordinator	As per norms of govt of Bihar/ parent department of employee	As per norms of govt of Bihar/ parent department of employee	As per norms of govt of Bihar/ parent department of employee
2	State Consultant- Capacity Building & Human Resource (CB&HR)	State Coordinator	State Coordinator	CEO-cum-MD
3	State Consultant- Information Education and Communication (IEC)	State Coordinator	State Coordinator	CEO-cum-MD
4	State Consultant- Monitoring Learning & Evaluation & Management Information System (MLE & MIS)	State Coordinator	State Coordinator	CEO-cum-MD
5	State Consultant-Solid Liquid Waste Management (SLWM)	State Coordinator	State Coordinator	CEO-cum-MD
6	State Finance Manager (SFM)	State Coordinator	State Coordinator	CEO-cum-MD
7	Consultant Public Financial Management System & Banking (PFMS&B)	State Finance Manager (SFM)	State Coordinator	CEO-cum-MD
8	Accountant	State Finance Manager (SFM)	State Coordinator	CEO-cum-MD
District Level				
9	District Coordinator	Director, DWSC	DDC-cum-Vice Chairman, DWSC	DM-cum-Chairman, DWSC except for Termination/Dismissal*
10	District Consultant- Capacity Building and Information Education & Communication (CB&IEC)	DC, DWSC	DDC-cum-Vice Chairman, DWSC	DM-cum-Chairman, DWSC except for *Termination/Dismissal
11	District Consultant- Monitoring Learning & Evaluation & Management Information System (MLE&MIS)	DC, DWSC	DDC-cum-Vice Chairman, DWSC	DM-cum-Chairman, DWSC except for *Termination/Dismissal
12	District Consultant- Solid Liquid Waste Management & Technical Expert-Sanitation and Hygiene (SLWM&TE-S&H)	DC, DWSC	DDC-cum-Vice Chairman, DWSC	DM-cum-Chairman, DWSC except for *Termination/Dismissal
Block Level				
13	Block Coordinator	BDO	DC, DWSC	DM-cum-Chairman, DWSC except for *Termination/Dismissal
14	Data entry Operator	As per agreement with outsourced agency	DC, DWSC	As per agreement with outsource agency

*The authority to terminate and dismiss LSBA staff lies entirely with CEO-cum-MD.

Lohiya Swachh Bihar Abhiyan

Guidelines for engaging Students to carry out “Verification” of Open Defecation Free Panchayats and assess the “Collective Behavioral Change” in rural Bihar

1. Background

LSBA is a mission set up under Rural Development Department, Bihar Government to facilitate the villages of Bihar become free from Open Defecation by 2019 and institutionalize a decentralized “Solid and Liquid Waste Management practice; thus achieving the vision of “Clean Bihar – Healthy Bihar; owned and managed by people’s institutions.

We are making relentless efforts to facilitate collective behavioral change in the village community wrt adoption of safe sanitation and hygiene practices along with addressing the challenges of toilet technologies, supply chain management and credit access. Panchayati Raj Institutions and women led community based organizations nurtured by Jeevika play a very important role in anchoring the WASH intervention and work towards sustaining the same.

Community Led Total Sanitation (CLTS) methodologies are being adopted by LSBA for scaling up sanitation development. The approach focuses mainly on achieving sustained behaviour change through motivation and mobilization of communities to understand the risks associated with open defecation. Other major components like WASH institution building, credit access, supply chain management and skilling of masons are also been addressed.

2. Objectives of the internship

- a. To verify the claims by the Gram Panchayats on Open Defecation Status and assess the extent of collective behavioural change.
- b. To evaluate the sustainability of ODF intervention in the panchayats which would help in designing remedial steps.
- c. To prepare panchayat specific and district report containing actionable points to attain and sustain ODF status.
- d. To support the districts in undertaking verification of the “ODF” declared Panchayats
- e. To develop a cadre of committed and competent development facilitators, who may emerge as excellent resource on WASH interventions over the long term.

So far, 2257 villages and 475 panchayats have declared themselves open defecation free as the SBM G MiS. However only 6% of the ODF declared panchayats are being verified as the SBM G MiS. Please find the table below for details:

ODF declaration and Verification status in Bihar (source SBM G IMiS; as of 17/07/2017)					
	Total	Declared ODF	% Declared ODF	ODF verified	%verified ODF
blocks	534	5	1	0	0
panchayats	8369	475	6	27	6
villages	38715	2257	6	72	3

As more and more villages, panchayats and blocks are becoming ODF, it is important to continue focus on sustaining the ODF status.

In line with directives of Ministry of Drinking Water and Sanitation, Government of India, LSBA plan to carry out ODF verification of a Gram panchayat twice; within a gap of at least 6 months between the two verification. It helps in assessing the sustainability of ODF status achieved and help in understanding the factors that may lead to “relapse” to take remedial measures.

*Upon demand from districts, the interns may also be placed with the district Water and Sanitation committees, wherein the District Magistrate would be facilitating the verification of ODF declared panchayats in her / his district. DWSCs may follow the ODF verification protocol and reporting templates designed by LSBA state Cell for engaging the interns.

In this scenario, the intern would be provided with all support mentioned under sections 8, 9 and 10. The expense for internship would be met from the Administrative head of LSBA available at the district.

3. Indicative areas of research under LSBA internship

The following are the indicative areas of research, which the student intern may undertake over and above the ODF verification:

- a. IEC/ IPC to bring in collective behaviour change; current gap identification and recommendations for improvement
- b. Toilet technologies:
 - i. Why are twin pit toilets not readily accepted by villagers? What could be done to reverse the situation?
 - ii. What are the different technologies that could be tried in Bihar factoring geography, water table, drought, flood, water-logging, space and cost?
- iii. LSBA implementation policies and practices - GAPS found and suggestions
- iv. Impact assessment of LSBA in ODF declared GPs
- v. Current practices in monitoring & Evaluation of LSBA and how do we strengthen the same?
- vi. Current Solid Liquid Waste Management practices in rural Bihar, its current challenges and recommendations
- vii. Role of PRIs and Jeevika CBOs and assessing their current capacity to deliver the same. What is in paper, what is in field and how do we strengthen these institutions.

4. Eligibility Criteria

The candidate should:

- a. Be preferably undergoing a Graduation/ Post-graduation programme in Management/ Rural Development/Economics/Humanities /Social Sciences/ Social Work / Law /Liberal studies
- b. Possess demonstrated capabilities of leadership, ability to innovate future strategies and deliver results in a challenging environment.
- c. Have a good command of spoken and written Hindi and English. Knowledge of local dialects of Bihar would be an added advantage

- d. Willing to dedicate at least 25 days for the internship.
- e. Passionate to travel and willing to stay in villages.
- f. Possess excellent computer skills, interpersonal, analytical and writing skills and can work as a member of a team

5. Selection Process:

Potential interns would be selected after scrutinizing the application forms (in the prescribed format) along with the forwarding letter from the head of the department / Institution.

6. Duration of Internship:

Students can apply for the internship all throughout the financial year 2017-18, and are expected to commit at least 15 mandays for the internship, either on a stretch or intermittently. An intern may at least carry out verification of 6 ODF declared Gram Panchayats at the rate of at least 2 days per Gram panchayat.

7. How to Apply

Interested students are requested to send their detailed Bio Data by email to lsbainternship@gmail.com.

The following information should be included while applying through email submitting the following:-

- **A photograph**
- **Nationality**
- A letter / email from the head / registrar of the programme / department / institution / University declaring that the applicant is a bonafide student of the concerned institution
- Duration, dates and number of days (either on a stretch or on an intermittent basis) need to be clearly detailed.
- All selected candidates would be intimated of their selection via email.

8. Support from LSBA

- a. Orientation on Lohiya Swachh Bihar Abhiyan, the concepts, challenges and opportunities in WASH wrt Rural Bihar, Concept of “ODF” and the qualitative and quantitative aspects of assessing a village for ODF status.
- b. Travel support (within the district of ODF verification) during “ODF verification” in field.
- c. The intern would also be assisted in finding out modest accommodation in the districts / villages, for which s/he may would be paying.

9. Internship Report and Certificate

At the end of the internship programme, the interns will submit a report (not more than 25 A4 size pages) outlining their experiences, learning and suggestions for BRLPS delivery or management mechanism. The report must be written in either English or Hindi. On successful completion, interns would be given a certificate to this effect by the CEO.

10. Financial Assistance

The financial assistance offered to the interns is meant to provide a modest incentive at the rate of Rs1000/- for ODF verification of 1 Panchayat towards participating in the internship programme and to meet some of their daily costs. In case, a team of 2 interns would be carrying out the ODF verification of a given panchayat, each of them would get Rs 500 / -/per gram panchayat. It is expected that each intern would at least complete the ODF verification of 6 ODF declared gram panchayat. The amount would be given after the successful completion of internship and submission of all relevant documents.