



## Annexure-I

### Provisions of the revised Human Resources Manual of HSRLM

#### 1. Revised Staff Structure

Since various additional developmental programmes have been included under NRLM namely, Deen Dayal Upadhyaya-Grameen Kaushalya Yojana (DDU-GKY), Mahila Kisan Sashaktikaran Priyojana (MKSP) and Start-Up Village Entrepreneurship Programme (SVEP) etc., the provision is required to be made for addition and modification of posts in HSRLM. For the requisite line of command for the respective programmes, newer designations are also required. Accordingly, the staff structure is revised in the following designation, number and levels of posts (to be filled-up on need based) are stipulated as against the existing provision in the HR Manual, as under:-

At State Mission Management Unit (SMMU) Level

Provisions in the Revised HR Manual (pg-3)		Remarks
Designation	Number	Level
Chief Executive Officer (CEO)	1	I
Project Director (PD)	1	I
Chief Operating Officer (COO)	1	I
State Programme Manager (SPM) (Liv. NF, Liv. F, Project Appraisal, M&E, MIS, mF, Trg.&CB, HRM, Fin. & A/cs)	9	I
Mission Managers	8	II
Accountant/Sub-Accountant	2	III
Computer Programmer	1	III
Accounts Clerk	-	-
MIS Executive/Data Entry Operator (DEO)	5	III
Peons/Chowkidars/Part-time Sweepers	3	IV
<b>Total</b>	<b>31</b>	



**At District Mission Management Unit (DMMU) Level**

Provisions in the Revised HR Manual (pg-4)			Remarks
Designation	Number	Level	
District Mission Director-cum-Addl. Deputy Commissioner (Addl. Charge)	-	-	
District Programme Manager (DPM)	1	II	
District Functional Manager (DFM)	3	II	
Superintendent (Admin)	-	-	
Accountant	1	III	
Young Professional (YP)	1	III	
MIS Executive/ Data Entry Operator (DEO)	2	III	
Peon	1	IV	
<b>Total</b>	<b>9</b>		

**At Block Mission Management Unit (BMMU) Level**

Provisions in the Revised HR Manual (pg-4)			Remarks
Designation	Number	Level	
Block Programme Manager (BPM)	1	II	
Block Cluster Coordinator (BCC)	3	III	
Community Facilitator (CF)	-	-	
Accountant	-	-	
MIS Executive/ Data Entry Operator (DEO)	1	III	
Peon	-	-	
<b>Total</b>	<b>5</b>		

The posts of BCC and other posts of Level IV shall be eventually off loaded to CBOs (Community Based Organizations) namely Village Organization, Cluster Level Federations and Block Level Federations of SHGs.

Any change in the no. of posts due to requirements of the Mission/ programmes may be made with the approval of the Chairperson, HSRLM.



## 2. Delegation of Powers:

<p><b>Provisions in the Revised HR Manual</b> (pg-61)</p> <p>In the absence of CEO, the Project Director would be the Head of Office at state level who shall perform the day to day functions.</p>
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### 3. Probation Period:-

#### Provisions in the Revised HR Manual (pg-7)

The clause for termination of service of one month notice during contractual period of one year is already existing in HR Manual, as such provision of probation period of new appointee was not advisable.



**4. Qualifications and Experience for different posts:-**

Use propose to incorporate these parameters keeping in view the provisions in the Model HR Manual of NRLM. (Pg-7-8)

		Provisions in the Revised HR Manual (Pg-8)		Years of Experience
Level	Designation	Qualification		
	Project Director (PD)	Post Graduate Degree in Management, Economics, Commerce, Social Work, Rural Development or law graduates. In the case of senior retired officer, s/he should have been IAS/Senior HCS Officer having experience of ADC or GM/DGM in Public Sector Banks (PSBs).	15+ years of experience of organizing and managing Rural Development at a senior position.	
	Chief Operating Officer (COO)	Post Graduate Degree/Diploma in Management, Economics, Commerce, Social Work, Rural Development or law graduate. In the case of senior retired officer, s/he should have been IAS/Senior HCS Officer having experience of ADC or GM/DGM in Public Sector Banks (PSBs).	15+ years of experience in organizing and managing livelihood promotion activities in farm / non-farm organized sector at a senior position.	



State Programme Manager (SPM)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	9+ years of experience in Rural Development in the areas of Project Appraisal, Monitoring and Evaluation, Management Information System, Financial Inclusion, Training and Capacity Building, HR and Finance/Accounts. (Field experience of minimum 5 years and experience at higher level in the organizations for minimum 4 years).
Mission Managers	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	7+ years of experience in livelihood promotion and Project Management in Rural Development. 7+ years of experience of state/district level functioning in rural development/banking.
II District Functional Manager (DFM)	Management in 1 <sup>st</sup> Division.	5+ years of experience of state/district level functioning in rural development/ banking / training and capacity building/ project management.



	Block Programme Manager (BPM)	Post Graduate Degree in Management, Economics, Agriculture, Social Work, Commerce, Finance, Rural Development, MBA/ post graduate diploma in Management in 1 <sup>st</sup> Division.	3+ years of experience of state/ district level functioning in rural development/ banking / training and capacity building/ project management.
	Block Cluster Coordinator (BCC)	Graduate in 1 <sup>st</sup> Division.	2+ years of experience of rural development
III	Young Professional (YP) / NRLM fellows	Post Graduate Degree in Agriculture/ Rural Development in 1 <sup>st</sup> Division.	1+ years of relevant field
	MIS Executive	B.Tech/ M.Tech (Computer/ IT/ Electronics), MCA/ MSC IT/ computer in 1 <sup>st</sup> Division	1+ years of relevant field

**NOTE: i)** The Addl. Chief Secretary (RD)-cum-Vice Chairman, HSRLM on the recommendations of the CEO, HSRLM may relax the prescribed qualification and/or experience for exceptional candidates on case to case basis, in the case of Level-I officers.

**ii)** Amendments in the eligibility criteria needed if any, may be made by the ACS (RD)-cum- Vice Chairman of HSRLM as and when required.



iii) For senior levels positions in Level I and Level II, outsourcing of recruitment/selection services may be undertaken through professional consultancy agency/ national institutes/ UN organizations.

### 5. Remuneration Package:

Provisions in the Revised HR Manual keeping in view Model HR Manual of NRLM (pg-72)			
Level	Designation	Remuneration package	Annual Increment
I	PD	Rs. 90000/-pm	10%
	COO	Rs. 90000/-pm	
	SPM (Liv./mF/STCB/F&A etc.)	Rs. 76500/-pm	
	Mission Managers (M/M)	Rs. 55500/-pm	
	DPM	Rs. 55500/-pm	
II	DFM	Rs. 45500/-pm	
	BPM	Rs. 34500/-pm	
	YP/Computer Programmer	Rs. 29500/-pm	
III	MIS Executive/ Acctt./ PA/ Assistant Manager	Rs 23500/-pm	12.5
	DEO/BCC	Rs. 15200/- pm	





**Note:-**

1. The staff on deputation is entitled for salary and allowances as per their entitlement in the parent department or in HSRLM whichever is higher on the option of the depute.
2. All allowances i.e. Conveyance Allowance, Communication and hospitality Allowance shall be factored into the remuneration package over and above Basic Pay as given here under in the table :
3. HRA linked to the place of posting will be @ 20% State head quarter including Panchkula, @ 15% District level and @ 10% Block Level.

Place of Posting	Designation *	Basic Pay	Conv. Alw.@ 5%	Comm. Alw. Rs. Per month	Hosp. Alw. Rs. Per month
Panchkula	PD	70000	3500	1500	1000
	COO	70000	3500	1500	1000
	SPM	60000	3000	1000	500
Other Districts (HQ)	DPM/MM	45000	2250	750	750
	DFM	37000	1850	600	500
	BPM	28000	1400	600	300
Block (HQ)	YP/CP	25000	1250	500	250
	MIS Executive./ Acctt.	20000	1000	500	-
	DEO/BCC	13000	650	250	-



Provisions in the Revised HR Manual keeping in view Model HR Manual of NRLM

(Pg-73-74)

Other allowances shall be as under :	Level I	Level II	Level III
Med Ins. Premium (for policy upto)	Rs.7.5	Rs.5.0	Rs.3.5 lakhs
Group Acc. Ins. Policy(for policy upto)	Rs.7.5	Rs.5.0	Rs.3.5 lakhs

(These shall, however, be availed on actual reimbursement basis.)

2. The PF deduction and the contribution towards PF of HSRLM staff however, be considered in the next Annual Action Plan. In the meanwhile the preparatory steps in this regard be taken up during 2016-17.

3. HSRLM may engage as per need, the resource persons on call from the panel of the resource persons on various thematic areas ranging from a day to a few weeks. The fee payable to such resource persons be according to the category of resource persons maintained in the panel as under including boarding and lodging:-

- Category A [with relevant experience exceeding 15 years] – Rs.6000/ day
- Category B [with relevant experience exceeding 10 years] – Rs.4000/ day
- Category C [with relevant experience exceeding 5 years] – Rs.3000/ day
- Category D [grass-root professionals, senior CRPs] – Rs.1500/ day

As and when the aforesaid functionalities are engaged to associate in outside exposure/ immersion along with HSRLM staff or otherwise, during such period they shall be given out of pocket expenses at the rate of 1/4<sup>th</sup> of the aforesaid daily rates if they are provided with free boarding and lodging facilities.



## 6. Recruitment and Selection:

Provisions in the Revised HR Manual (Pg-7) keeping in view Model HR Manual of NRLM (Pg- 10)

HSRLM shall take up staff recruitment at all levels at a phased level in sync with the progress of implementation of NRLM.

a. For level I posts, however the interview of the final shortlisted candidates shall be undertaken by a panel headed by ACS (RD)-cum-Vice Chairman, HSRLM. The panel shall include :-

- i) CEO
- ii) Independent professional from the relevant field
- iii) NRLM representative from NMMU.
- iv) Representative of the community as a senior woman and a senior SC/ST functionary.

This panel shall be approved by the Additional Chief Secretary (RD)-cum- Vice-chairman of HSRLM.

b. For level II and III posts the CEO shall approve the panel keeping in view the aforesaid criteria.