



## HR / EMPLOYMENT POLICY

### 1. Purpose

To establish fair, consistent, and transparent practices in recruitment, employment, and management of human resources in line with the values and mission of the organisation.

### 2. Recruitment & Selection

- All recruitment shall follow a transparent and merit-based process.
- Job descriptions and qualifications must be clearly defined for each role.
- Selection will be done through interviews and skill assessments, ensuring no discrimination based on gender, caste, religion, or disability.
- Background checks may be conducted before final selection.

### 3. Employment Categories

- Full-time staff
- Part-time staff
- Contractual staff
- Interns & volunteers

Each category will have specific terms defined in their contract or agreement.

### 4. Appointment & Probation

- All employees will receive an appointment letter mentioning designation, salary, probation, and terms of employment.
- A probation period of 3–6 months will apply for new employees.
- Confirmation of employment will be issued after a satisfactory performance review.

### 5. Working Hours & Attendance

- Regular working hours: 9:30 AM – 5:30 PM, Monday to Saturday (can be customized).
- Employees are expected to mark daily attendance (manual or biometric).
- Late arrivals/early departures must be approved in advance.

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Phase - 1, New Delhi -110091



## 6. Leave Policy

- Casual Leave (CL): 12 days/year
- Sick Leave (SL): 6 days/year
- Earned Leave (EL): 15 days/year (if applicable)
- Prior approval is required for all planned leaves.
- Maternity and paternity leave as per government norms.

## 7. Code of Conduct

- Employees are expected to maintain professional behavior, confidentiality, and integrity.
- Disciplinary action will be taken in case of misconduct, harassment, or violation of policies.
- Zero tolerance for sexual harassment, as per POSH Act compliance.

## 8. Performance Appraisal

- Performance will be reviewed annually.
- Appraisals will consider work quality, attitude, attendance, and goal achievements.
- Feedback sessions will be conducted for continuous improvement.

## 9. Remuneration & Benefits

- Salary shall be paid monthly by bank transfer.
- Statutory deductions like PF, ESI, TDS (if applicable) will be made.
- Employees may be eligible for bonuses or incentives based on performance and funding availability.

## 10. Separation / Exit

- Minimum 30 days' notice required for resignation.
- An exit interview shall be conducted.
- Full & final settlement will be processed within 30 days after clearance.

## 11. Policy Review

- This HR policy shall be reviewed every 2 years or as required based on legal changes or organisational needs.



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