

Social Organization District Coordination Committee Parsa

Head Office: Birgunj Metropolitan city-14



Salary Scale Policy 2077

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1. Preface :

Since financial transparency is essential to maintain the credibility of the work done by the social organizations, to make them people-oriented and to maintain economic transparency, this social organization has been carrying out various social development works from different donors, government organizations since 2053 BS (1996 AD). In order to run its daily financial administration and programs activities smoothly, the Social Organization District Coordination Committee Parsa has formulated and implemented the Financial Rules, 2012 (including Second Amendment, 2019) as per prescribed objectives of the legislation of the Organization, 1996 AD (With First Amendment, 2002 AD) and by using the right conferred by Rule 13(a) and Chapter-7 of the Organization. Under the program implementation period, the SODCC Parsa has been onboarding so many staffs regarding different position for successfully implement the program activities. The organization has been following the staff recruitment policy which is mentioned in the HR policy but it need to be define the salary and scales for the staffs so it has been mentioning that things in the Salary scale policy 2020.

1.1. Purpose

To provide Salary Scale guidance and delineate responsibilities for the maintenance of the salary administration program and the processing of salary recommendations.

1.2 Scope

The guidelines in this policy apply to SODCC employees as defined by the Fair Labor Standards Act.

1.3. Objectives

- Attract and retain competent employees.
- Provide for recognition of and reward for differences in individual ability and performance.
- Relate salaries paid for the duties and responsibilities of positions to provide a stimulus for employee self-improvement and advancement to greater responsibilities.
- Maintain a performance appraisal program which identifies opportunities for employee development and places compensation rewards on an objective basis.
- Provide an effective management control system which will permit delegation of responsibility within a framework of policy and procedure.

2. Short Title and Commencement:

(A) The name of these policy is "Salary Scale of SODCC Parsa Policy, 2077 BS " of Social Organization District Coordination Committee Parsa"



Salary Scale Guideline 2077

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(B) This policy will come into force by the date approved by the Executive Committee of the Social Organization District Coordinating Committee Parsa. Amendments to these policy may be made by the Executive Committee as required, but the amended provisions shall come into force from the date of approval by the Executive Committee.

3. Definition:- Unless the content and context requires otherwise, in this policy:

- (A) "Legislation" refers to the Statute of the Social Organization District Coordinating Committee, Parsa, 1996 AD (with the First Amendment, 2012 AD).
- (B) "Organization" refers to the Social Organization District Coordinating Committee, Parsa.
- (C) "The Executive Committee" refers to the Executive Committee of the Social Organization District Coordinating Committee, Parsa.
- (D) "President" refers to the President of the Executive Committee of the Social Organization District Coordinating Committee, Parsa.
- (E) "Vice-President", "General Secretary" "Secretary" and "Treasurer" refer to the "Vice-President", "General Secretary" "Secretary" and "Treasurer" of the Executive Committee of the Social Organization District Coordinating Committee Parsa.
- (F) "Member of the Committee" refers to the member of the Executive committee of the Social Organization District Coordinating Committee Parsa.
- (G) "Budget" refers to the estimated details of income and expenditure of the Social Organization District Coordinating Committee within a fiscal year.
- (H) "Contract" means the act of allowing or taking someone to do any work in accordance with these policy.
- (I) "Employee" means a person working under the Private Resources and Project of the Social Organization District Coordinating Committee.
- (J) "Office" refers to the various administrative units and all the subordinate offices set up by the organization to run its various programs.
- (K) "Program" refers to any type of service or program that is operated on a large scale for a specific goal, purpose and other purposes.
- (L) "Project" refers to a periodic project to be carried out in a certain place for a specific period and purpose to achieve the objectives of the project itself or the goals of the program.
- (M) "Focal Person Responsible for the Program" refers to the person appointed by the executive committee for various responsibilities.



2	Head of Program/ Program Manager/ Head of Accounts	Post Graduate	5 Years	From 60,000/- to 75,000/- Or according to the policy of the donor.	a) For women and Dalit- Graduate and an experience of 5 years b) For others'- Graduate and 7 years' experience.
3	Coordinator	Graduate	5 Years	From 45,000/- to 60,000/- Or according to the policy of the donor.	a) For women and Dalit- Graduate and an experience of 3 years b) For others'- Graduate and 5 years' experience.
4	Officer	Graduate	3 Years	From 35,000/- to 50,000/- Or according to the policy of the donor.	a) For women and Dalit- Graduate and an experience of 2 years b) For others'- Graduate and 3 years of experience.
5	Accountant	Proficiency Certificate Level	3 Years	From 30,000/- to 45,000/- Or according to the policy of the donor.	a) For women and Dalit- Proficiency Certificate Level and an experience of 2 years b) For others'- Proficiency Certificate Level and 3 years' experience.
6	Store Keeper	Proficiency Certificate Level	3 Years	From 25,000/- to 35,000/- Or according to the policy of the donor.	a) For women and Dalit- Proficiency Certificate Level and an experience of 3 years b) For others'- Proficiency Certificate Level and 3 years experience.
7	Social Operator	Proficiency Certificate Level	3 Years	From 20,000/- to 25,000/- Or according to the policy of the donor.	a) For women and Dalit- Proficiency Certificate Level and an experience of 2 years b) For others'- Proficiency Certificate Level and 3 years experience.
8	Office Asst./ Computer Asst./ Receptionist	S.L.C or Equivalent to it.	2 Years	From 15,000/- to 20,000/- Or according to the policy of the donor.	a) For women and Dalit- S.L.C and an experience of 2 years
9	Peon, Driver, Guard and	8 Class	1 Years	From 10,000/- to 15,000/- Or	On the basis of work efficiency



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Note: The prescribed academic qualification and experience shall be given more priority.

7. **Positive Discrimination in Staff Recruitment:** The selection of employees for the organization can be done on the basis of positive discrimination policy in the following areas.

- (A) When recruiting employees, recruitment will be done keeping in view social inclusion and gender equality so that there will be positive discrimination between both men and women.
- (B) The advertisement should be made accessible to all while seeking qualifications and experience. Preference will be given to women, dalits, janajatis, disabled, backward class, oppressed etc.

8. Provisions Related to Service Facilities of Employees.

8.1 Employee's Service Facility:

- A) Service facilities as specified by the project will be provided to the employees appointed under the project
- (B) Employees appointed for regular work in the organization will be provided Dashain allowances on an annual basis by the employees who have worked for 3 months at most.
- C) In case of employees working in the organization for a period of more than 6 months, the salary advance will be up to 3 months maximum.
- D) The advance salary will be deducted by paying 50 percent of the remaining month's salary.
- E) While participating in the program, expenses and services will be provided as provided by the financial regulations.
- F) When any employee goes out of the area of the work in connection with work, transportation expenses, accommodation expenses and food expenses and pocket expenses will be provided in accordance with the financial regulations.
- G) Employees who have worked in this organization for 10 consecutive years will be counted as one level above qualification. The same can be promoted as per the need.
- H) Employees will be honored or rewarded for their good work and it is proved that they have done bad work, they will be fired and other necessary action will be taken.



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- I) In order to increase the dignity and morale of the employees, they should be made to participate in trainings, workshops seminars and visits.
- J) Various trainings will be arranged for capacity building or the organization itself will provide training from time to time.
- K) The uniform of the employees working in the organization will be implemented and for that the organization will provide the amount including one set of clothes sewing at a time.



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