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Academy of Management Studies, 3<sup>rd</sup> Floor, Block A-153, Sector-8, Dwarka, New Delhi-110 075  
Tel : 011 - 45622401; Fax : 011 - 45622402; E-mail : ams@amsindia.org  
(Regd. Office : AMS, 15, Laxmanpuri, Faizabad Road, Lucknow-226 016)  
www.amsindia.org

## **Key HR Policies & Guidelines**

- We generally follow a 5-day work week (**Monday to Friday**). However, this should not be taken as a matter of right, and the staff members will be required to be physically present in the office on **Saturdays** if the exigencies of the work so require.
- Office Timings:
  - The working hours for Lucknow office are 10.30 AM to 07.30 PM.
  - The working hours for Delhi office are 09.30 AM to 06.30 PM.

*If the work so warrants, the staff members shall be required to stay in office even beyond these hours to ensure that the work in hand is completed within the given timelines.*

- There is a provision for “Work from Home” for a maximum of 2 days in a month, subject to approval of the Reporting Officer. In case, approval of the Reporting Officer is not taken for the same, it will be treated as indiscipline and the staff member violating this provision shall be deemed on unauthorized leave as per leave rules and subjected to disciplinary action.
- The Leave Rules for Staff Members on Probation as well as Regular Rolls are enclosed herewith for ready reference.
- The Annual Holiday Calendar, Annual Increment Rules, and Employee Welfare Measures have also been enclosed herewith.

***Encl.: As above***

\* \* \* \* \*

### **FIELD OFFICES**

North-East  
Guwahati, Dimapur  
Shillong & Agartala

East  
Bhubaneswar  
Kolkata

West  
Pune  
Vadodara

North  
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## AMS Leave Rules

Leave shall not be treated as a matter of right. Subject to exigencies of work, the management has the sole discretion either to grant or refuse the leave applied for.

**1. Short Title:-**

These rules may be called 'AMS Leave Rules'.

**2. Applicability: -**

These rules shall be applicable to all regular employees and to those engaged on contractual basis but not to those engaged on project to project basis.

**3. Provision for Paid Leave: -**

- (i) An employee shall be entitled to 1 day of paid leave for each completed calendar month on any plausible grounds, including medical, during the first and up to 31<sup>st</sup> March following the completion of 1 year of service in the organization. The unused leave under this clause shall not be allowed to be carried forward or encashed.
- (ii) Starting from the 1<sup>st</sup> April following the completion of 1 year of service in organization, the employee shall be entitled to 18 days paid leave per financial year. Provided further that the employees who have already qualified this period by virtue of their length of service, shall be entitled to the benefit under this clause starting from 1st April 2017. The unused leave under this clause shall be allowed to be carried forward to the subsequent financial year subject to a maximum of 27 days. Provided further that in no case the accumulated leave shall be encashable.
- (iii) If any employee joins on or after 16<sup>th</sup> day of any calendar month, the said month shall be omitted for the purpose of crediting paid leave to his/her account.
- (iv) In calculating the paid leave under these rules, fraction of leave of half a day or more shall be treated as one full day's leave, and fraction of less than half a day shall be omitted.
- (v) The paid leave due under this clause may be availed by the eligible employees on plausible grounds as per their need following the procedure laid down under clause 4 of these rules.

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#### 4. Procedure for Grant of Leave –

- (i) Leave shall not be treated as a matter of right. Subject to exigencies of work, the management has the sole discretion either to grant or refuse the leave applied for.
- (ii) In the interest of the work and if the exigencies of the work so require, it will be incumbent upon all the employees covered under these rules to attend the office.
- (iii) Any employee who desires to obtain leave of absence under these rules shall apply to the Reporting Officer for sanction of leave.
- (iv) Application for leave of absence up to three days shall be made at least twenty four hours before the day from which the leave is required. However, the application for leave of absence of more than three (3) consecutive days shall be made 10 days before the date from which the leave of absence is applied for.
- (v) Sanction of leave shall be communicated to the employee concerned in writing through e-mail/paper mode of communication.
- (vi) If an employee absents himself/herself or proceeds on leave without prior sanction, he/she shall lose lien on his/her appointment unless he/she explains to the satisfaction of the management of the circumstances attending to his/her inability to do so.
- (vii) If an employee, having proceeded on leave with due sanction, desires an extension thereof, he/she shall have to apply to the Reporting Officer. Sanction of leave in this case will be communicated to the employee in writing through electronic/paper mode of communication.
- (viii) If an employee remains absent beyond the period of leave originally sanctioned, or subsequently extended, he/she shall lose lien on his/her appointment unless he/she explains to the satisfaction of the management of his/her inability to return on the expiry of his/her leave.
- (ix) Notwithstanding anything mentioned above, any employee who overstays his/her sanctioned leave will render himself/herself liable for termination of service.

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**5. Date of Applicability of these rules**

✓ These rules will come into force with effect from 1<sup>st</sup> April, 2017.

**6. Deviations/Exceptions**

The Director reserves the right to change the policy without prior notice and also reserves the right to deviate from these rules from case to case at his sole discretion in the interest of the organization.



(A.K. Dwivedi)

Director

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## Office Order

### (Grant of Annual Increment to the New Appointees on Regular Positions)

As a part of streamlining the service conditions of the new appointees on regular positions, who have not completed one year from the date of joining, the following procedures will be followed :

- Their performance will be reviewed on 1<sup>st</sup> April or 1<sup>st</sup> October, whichever is earlier, post the date of completion of one year of service.
- The decisions regarding regularisation, extension of probation period, or termination of services will depend upon the performance review conducted on either 1<sup>st</sup> April or 1<sup>st</sup> October, whichever is earlier.
- If considered appropriate, their probation period may be provisionally extended for the time-period between completion of one year of service and the first performance review at the discretion of the management.
- If their performance at the time of first performance review is found to be quite satisfactory, they may be granted annual increment w.e.f. first performance review itself.
- In case, the increment is granted in the month of October, in next April a token amount as increment may be granted for the purpose of regularising the increment cycle (April to April). Thereafter, the increment will be granted from April to April based on the individual's performance.
- Annual increment during any financial year can not be claimed as a matter of right. In general, it will depend upon the overall performance of the organisation in the preceding financial year.
- This procedure will also be applicable to the new entrants who are appointed against regular positions in future.



(A. K. Dwivedi)

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AMS/2017-18/02


Date: 07.05.2017

## Office Order

### *(Welfare Measures for Staff Members)*

As part of welfare measure, all regular staff members of the organisation will be entitled to following benefits:

- ❖ **Provident Fund** as per the current organisational rules or as may be modified from time to time.
- ❖ **Gratuity** on completion of five years of service in the organisation from the date of regularization in the organization.
- ❖ Upon regularization, there is a provision for '**Self Development**' for staff members who wish to pursue relevant courses (online/correspondence), purchase relevant books, attend relevant training programmes & seminars, etc., up to a maximum of Rs. 12,000/- in a calendar year. These self-development activities are subject to prior written approval of the Reporting Officer. This provision is applicable only for Researchers and English Writers.
- ❖ **Long Service Award** on completion of each block of five years of service as per the 'Long Service Award Scheme' of the organization or as may be revised from time to time.
- ❖ **Health Cover:**
  - 1) **For Regular Staff Members other than General Assistants:** They will be entitled to **Health Insurance** worth Rs. 3 Lakh per year as per the terms of **ICICI Lombard** insurance scheme. In addition, they will also be entitled to reimbursement of the expenses incurred by them for OPD treatment, purchase of medicines and diagnostics, subject to a maximum limit of Rs. 6000/- per annum, which will be claimed by them as per actuals from time to time and not at the end of the concerned financial year.
  - 2) **For General Assistants:** They will be covered under the health benefits available under the Employees State Insurance Act (ESI) for their entire family.

  
(A. K. Dwivedi)  
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