



## **Rules and Regulations (w.e.f January, 2025)**

### **1. General Conduct**

- Employees must adhere to the mission, vision, and objectives of SAIARD.
- Professional ethics, integrity, and respect for organizational policies must be maintained at all times.
- Confidential information must not be shared outside the organization without prior written permission.

### **2. Employment Terms**

- Employment at SAIARD is governed by the terms of the appointment letter issued to the employee.
- Probationary employees must complete a six-month probation period before confirmation and one year fixation period.
- Within this period if he/she will resign from the concerned post, they have to sacrifice their last month salary and the experience certificate.

### **3. Working Hours**

- Standard working hours are from 10:30 AM to 6:30 PM, Monday to Saturday. Employees are required to strictly adhere to these timings.
- Employees may be required to work on weekends or holidays depending on project deadlines or organizational needs, for which compensatory leave may be granted.
- Employees arriving late to the office on three occasions within a month will be marked with one Casual Leave (CL) deduction.
- Once all allotted CLs are exhausted, any additional leave taken for personal reasons will be treated as unpaid leave.
- Lunch time is scheduled from 1:30 PM to 2:00 PM.

### **4. Leave Policy (for Permanent Employees)**

- Employees are entitled to 7 days of paid sick leave per year, requiring a medical certificate for absences longer than two days.
- Employees can avail 14 days of casual leave per year.
- Female employees are entitled to 01 menstrual leave day per month. To avail of this leave, employees must inform the higher authority via email in advance and are required to work from home for the first half of the day. **(For All Employee)**
- Female employees are entitled to 20 weeks of paid maternity leave.
- Male employees are entitled to 10 days of paternity leave.
- Employees who work on official holidays or weekends can request compensatory leave, subject to management approval.
- Employees may apply for unpaid leave subject to the prior approval of the competent authority.



## 5. Travel Allowance Policy

- Employees traveling to outstations on official duties/purposes are entitled to reimbursement of expenses as follows:
  - ✓ **Accommodation & Refreshment:** Actual expenses, subject to limits based on grade.
  - ✓ **Travel:** Economy class for air travel; AC 2-tier for train travel.
- Travel advance can be requested for project specific official tours, which must be settled within 7 working days of return after submitting the proper valid original travel documents.
- Employees traveling within Kolkata on official duties/purposes are entitled to reimbursement of 50% of their total travel expenses.

## 6. Performance Appraisal

- Annual performance reviews will be conducted to assess employees' contributions and determine increments or promotions.
- Performance criteria will include project delivery, teamwork, and adherence to organizational goals.
- A progress meeting will be held on the third Saturday of each month.
- All employees are required to attend and present a summary of the work they have completed in the past month to the higher authority.

## 7. Code of Conduct

- Employees must not engage in activities that conflict with the interests of SAIARD.
- Misuses of organizational resources, including intellectual property, use of any foul/slang language, unforeseen behavior or attitude, sexual harassments are strictly prohibited.
- All employees must adhere to the basic code of conduct, including respecting seniority, organizational hierarchy, and decisions of senior employees.
- SAIARD has all rights to terminate any employees at any time on account of his/her unprofessionalism or any of the aforementioned reasons.
- Employees are strictly prohibited from engaging in any **other job, freelancing, or moonlighting** activities while working on RSIGST. Full dedication to the assigned responsibilities is expected to ensure the highest quality of work.

## 8. Dress Code

- All employees must wear formal attire and display their ID cards at all times while on duty. This applies not only during official meetings and site visits but also on a daily basis.

## 9. Cleanliness Standards

- All team members are expected to maintain the cleanliness of the institution. This includes proper use of washrooms; ensuring toilets are flushed after use, avoiding littering on floors, and disposing of cups, food boxes, and bottles etc. in designated waste bins.
- Used sanitary napkins must be wrapped in newspaper before being disposed of in the designated waste box in the bathroom.

## 10. Break Policy:

- A designated 15-minute break will be provided at 4:30 PM for taking calls or tea. If any additional

breaks are required, team members must inform the Director Program in advance.

## 11. Disciplinary Actions

- Any breach of rules may result in warnings, suspension, or termination, depending on the severity of the violation.

## 12. Amendments

- These rules are subject to periodic review and updates by SAIARD management.
- Employees will be informed of any amendments at least 30 days in advance.

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By Order



## RSIGST Constitution

- RSIGST is an autonomous academic and research entity under the aegis of SAIARD
- RSIGST has the provision to conduct any Certificate, PG Diploma or capacity building and outreach programmes at its own and can provide certificates also
- Institutions collaborating with SAIARD through MOU, can automatically be a part of RSIGST
- IIGST members should commit to work to fulfill the vision and work together for keep intact the integrity of RSIGST
- The member should sit together at least two times per month to decide the work plan and future strategy of RSIGST
- The members should take any initiative to collaborate with National and International organisations or Government bodies with the consent of the board members headed by the Chairperson
- The members should take any kind of initiatives for developing new proposals and bring new projects which will in long run strength its base
- Members should not involve any profitable entity by using the name of RSIGST
- Members should join any venture or agreement with the consent of the Chairperson and the Managing Council
- Any administrative and financial decisions should be materialized with the approval and consent of the Managing Council. Whereas chairperson is the prime authority to take any decisions for RSIGST
- All collaborations, letter of agreements should approved by the Managing Council and the Chairperson
- The members has all right to bring any new proposal to IIGST and represent this institution in any national and international event
- The members will take lead as per their specialisation if they win any International or National assignment and project with their initiatives and efforts
- The member should do some time voluntary works and technical support to RSIGST if required in case of emergencies or needs prevail
- RSIGST is a secular, eco-friendly and gender sensitive organization, so everybody should abide the rules and regulations to built RSIGST as a Centre of Excellence

## RSIGST Objectives

- To provide quality education and advance level training in geospatial field.
- To support in policy and planning implementation.
- To develop GIS entrepreneurs.
- To being a supporting hands of both public and private sectors.