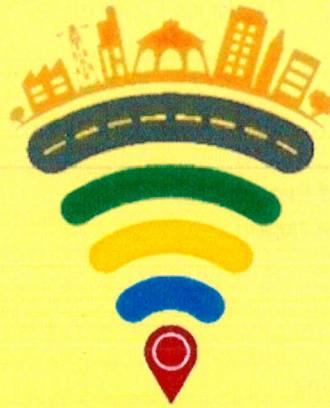
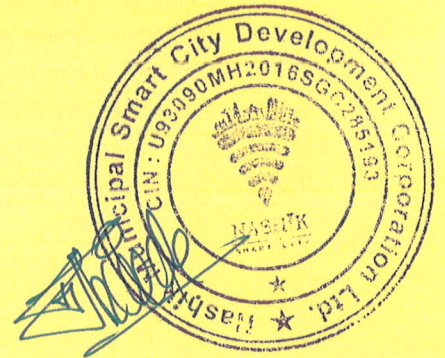




NASHiK
SMART CITY

H. R. POLICY DOCUMENT

**NASHIK MUNICIPAL SMART CITY
DEVELOPMENT CORPORATION LIMITED
(NMSCDCL)**

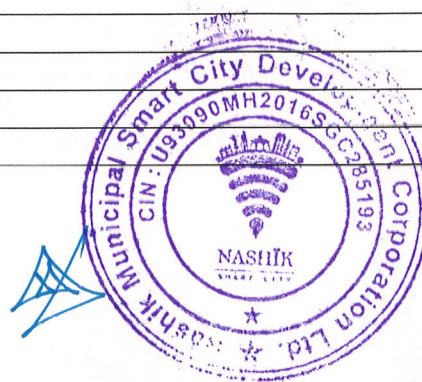


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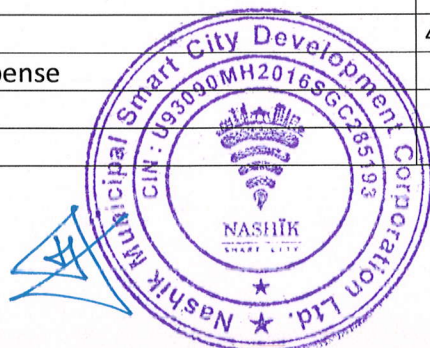
Approved AS PER RESOLUTION NO. 164 OF 10TH BOARD MEETING dt. 20/12/2018

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1. Vision and Mission of Nashik Municipal Smart City Development Ltd.

1.1 The Vision of NMSCDCL is:

Outstanding performance through lean and professional organization driven by 'pay for performance' policies.

- a. Identify the key positions and key result areas (KRAs) of each position
- b. Provide objective criteria for remuneration and link it to achievements of KRAs
- c. Recruitment through transparent and equal opportunity criteria within the framework laid down for recruitment for public sector undertakings

1.2 The Mission of NMSCDCL is:

To facilitate urban development and smart cities mission by acting as a governing body, the SPV will support state government and existing agencies in formulation of policies, institutional capacity building and project implementation, and will assist in the funding and implementation of projects as laid down in the objectives of the Company.

The SPV shall be guided by the following key operating principles in its vision and mission.

1. Citizen & stakeholder Focus: Provide service to citizens & stakeholders and respond to their needs and interests in a respectful, reliable and professional manner.
2. Environmental Responsibility: Plan and manage the operations as responsible stewards of our natural resources and the environment.
3. Safety Awareness: Perform work with a high level of safety awareness for ourselves, our fellow employees and the public.
4. Employee Inclusiveness: Respect and value the contributions of employees because everyone is important to the success of the operations.



2. Recruitment & Selection Policy & Process *

All employees in the company shall be appointed in any of the following methods

- a. HOD's – on contract for the period of 3 years (If required) subject to yearly review and subject to annual increment based on performance.
- b. Positions below HOD – on Contract On contract for the period of 11 months extendable on the need for continuation of the position.
- c. On deputation for 3 years from Government of India / Government of Maharashtra / Public Sector Undertakings of Government of India or Government of Maharashtra which may be extended by due approval of the Board of Directors.
- d. By way of re-employment of the eminent retired government employees in the selected professional areas on contract for 3 years for HOD and 11 months for below HOD position.

2.1 Manpower Requisition Form (MRF)

A MRF should be raised by the department requiring staff either against existing vacancies or new hires. The MRF should be approved by the Head of Department and sent to HR Department for commencement of recruitment. The MRF should contain details of (i) the position(s) to be filled, nature of requirement (replacement / additional), number of positions, the suggested JDs, minimum qualification and experience required for the post/s, designation, grade and other relevant details. It should also state the earliest date by which the person is required to join. The MRF should also be approved by the Head HR Department before the commencement of the recruitment process.

2.2 Constitution of Selection Panels for Recruitment

The Company will constitute Selection Panels from the Government/ ULB/Private Sector/Professional Bodies/Internal Departments to interview and assess candidates.

2.3 Sourcing of Candidates

Sourcing of candidates for filling an approved position may take place either through external or internal sources as may be decided by the Head of HR Department in consultation with the CEO. Based on such consultation, the Head HR will decide on the sources, channels and process. The channels of recruitment comprise the following:

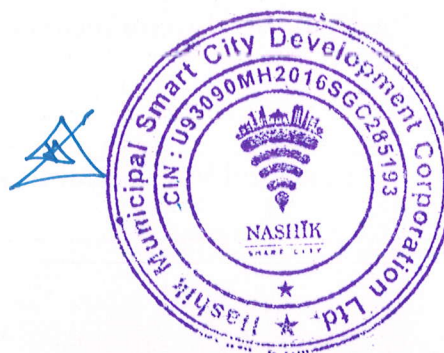
* Modified Vide Resolution No. 211 dt. 18/07/2019

Source	Channel
External Sources	– a. Utilizing the services of Placement Agencies
any one or all may be	b. Sourcing CVs from Job Portals
parallelly sourced by	c. Direct Press Advertisements
HR Department	
Internal Sources	a. Data Bank of CVs maintained by HR Department
	b. Internal Job Postings
	c. Deputation/Secondment from ULB/Government Departments
	d. Promotions

2.3(A) Placement Consultants

For recruitment to senior positions requiring considerable experience and expertise and critical specialization, the Company will engage the services of a professional placement service provider/s. The decision to use a professional agency or not rests with the CEO. The process that will be followed to engage a Professional Agency is:

- i. The HR Department shall select a Placement Agency based on their current clientele, size of database, past performance records and feedback from peer groups. The Placement Consultants, so selected, will form a Panel to be duly approved by the CEO.
- ii. From the Panel so constituted, the HR Department will select one Agency, negotiate their terms and conditions and scope of work and will obtain the approval from the CEO to engage the Agency. The decision of the CEO will be final in all such engagements.
- iii. The requirement as per MRF and the Job Description shall be discussed with the Agency by the HR Department, and the Agency will source candidates/CVs from their own sources and carry the initial screening of the CV/Candidate for the position to be filled in.
- iv. The CVs of the candidates so shortlisted will be sent to the Head of the HR Department of the Company for further screening and conducting necessary Interviews with the Company's Selection Panel.
- v. The Agency will assist the Company in conducting the interviews of the shortlisted candidates and carrying the background checks as may be required by the Company.
- vi. The decision of the Company shall be final in selecting or rejecting the candidates.
- vii. On the date of the candidate's joining, the HR department shall communicate to the Placement Agency about the CTC offered to the candidate, based on which the Placement Agency should raise the invoice as per terms agreed with the Company.



2.3(B) Job Portals and Direct Sourcing

As and when deemed necessary the Company will subscribe to the Job Portals, through which sourcing may also take place. The process of sourcing candidates through job portals will be as follows:

- i. Job portals may be used for posting of jobs and for searching resume database for the position to be filled.
- ii. The HR Department, based on the MRF, will identify the CVs, verify the same, have preliminary dialogue with the candidate to be considered for the position.
- iii. Based on the candidate's willingness, the HR Department will call for additional details, screen the candidates and prepare a short list for detailed interviews with the Selection Panel.
- iv. Short-listed candidates are called for selection interview.

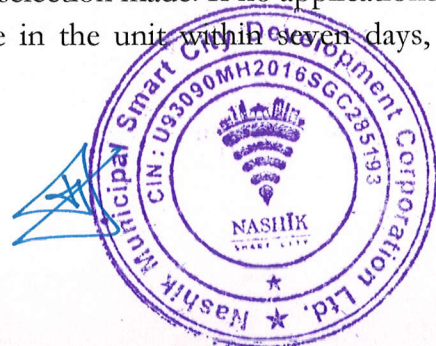
2.3(C) Newspaper Advertisements /Walk-In-Interviews

Where necessary, the Company may advertise the positions through press advertisements in the newspapers with large circulation either locally or on all India basis. The HR Department will prepare the text of the advertisement based on the MRF and obtain the approval of Head of HR prior to release. The advertisement should normally contain details like (i) title, level, grade and number of positions, (ii) Department/function (iii) prescribed minimum qualification and experience of the position, (iv) special skills required if any (v) brief job description (vi) whom and when to apply (vii) particulars required from the candidates and (viii) any other relevant details. The date and newspapers where the advertisement should appear will be decided by the Head HR Department.

2.3(D) Internal Job Posting

The process of filling vacancies or new requirement may also be met from internal sources to ensure (i) adequate growth opportunities are made available to the employees and (ii) optimize the Company's manpower. The process of filling vacancies from within the organization is as follows:

- i. The HR Department will advertise the post/s internally either through Company's electronic mail/bulletin boards/notice boards. The advertisement will contain details, such as, number of positions, level, grade, department/function, minimum academic qualification and experience required, special skills and expected expertise for the position and any other requirement. Employee candidates found eligible in terms of the advertisement will be called for interview and selection made. If no applications are received in response to the advertisement made in the unit within seven days, the position will be advertised in the group.



- ii. All eligible employees in terms of the advertisement should apply to the Head HR Department through his/her departmental head in the format prescribed and attached to the advertisement.
- iii. The HR Department will screen the applications received and will prepare a short list of candidates to be called for interview with the Selection Panel.
- iv. The interview will be conducted by the Selection Panel in the normal course and those found suitable will be shortlisted for final round of discussion/interview with the CEO and Head HR or CEO and Chairman of the Company as the case may be. The selection panel will make the final recommendation/s as to the selection of candidates in the order of merit.
- v. Once an employee is selected for an advertised position within the Company, he/she will be released at the earliest but not later than 10 days to join the new assignment.

2.3(E) Deputation of Employees belonging to other organizations

The Company may also seek staff from Government/ULBs/Other Organizations on Deputation for a limited period at the end of which the employees will have to return to their parent departments/organizations. Those on deputation will be governed by the administrative rules of the Company except for Compensation and Benefits which will be paid in accordance with their respective pay-scales in their respective parent departments/organizations. The Terms of Reference for appointment on deputation shall be drawn in consultation with the parent department of the employee. The following process in general will be followed for deputations:

- i. Based on the MRF, the HR Department to identify potential candidates /departments from which potential candidates can be sourced and release an advertisement/circular either through electronic mailing systems/bulletin boards/internal government mails etc. The advertisement/circular should contain the details such as, number of positions, level, grade, department/function, minimum academic qualification and experience required, special skills and expected expertise for the position and any other requirement of the Company.
- ii. Eligible employees should apply through proper channel and with intimation to their respective departments/organizations.
- iii. The HR Department will screen the applications received and will prepare a short list of candidates to be called for interview with the Selection Panel.
- iv. The interview will be conducted by the Selection Panel in the normal course and those found suitable will be shortlisted for final round of discussion/interview with the CEO and Head HR or CEO and Chairman of the Company as the case may be.



The selection panel will make the final recommendation/s as to the selection of candidates in the order of merit.

- v. Once an employee is selected, he/she will be informed of the selection with an advice to his/her parent department/organization for necessary permission and release of the selected candidate. The release should be affected within a maximum period of 30 days.
- vi. The period of deputation shall not exceed a period 5 year, or such other period mandated by the parent department/organization of the employee.

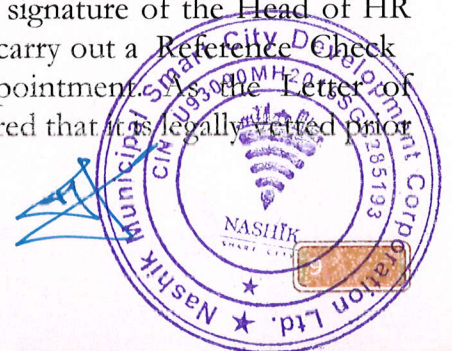
2.4 Selection Process in General

The Company will follow the following selection process for all recruitments:

- a. All applications/CVs received will be scrutinized/screened by the HR Department and a short list of candidates found suitable for the position advertised prepared. The short list of candidates will be discussed with the Head of Department requisitioning for the manpower for suitability and further process.
- b. The shortlisted candidates will be called for an Interview with the Selection Panel/s of the Company.
- c. The HR Department will facilitate the conduct of interviews by the Selection Panel/s at an appropriate date, time and venue.
- d. Prior to the interview, the HR Department will complete the pre-interview formalities such as getting the employment application forms filled in by the candidates, verification of their documents for proof of their academic qualification & experience, current designation and salary and others.
- e. The short-listed candidates will go through interview with the Selection Panel constituted for the purpose. The Panel will assess the candidate's skill sets and experience and suitability for the job advertised and shall recommend for employment with the Company the suitable candidate/s. A list of 1 candidate who is qualified for the post and 2 candidates in the waiting list for each position advertised shall be recommended by the Selection Panel in the order of merit. However, the revision in the number of candidates in the waiting list will be done based on the requirement in consultation with CEO.
- f. The Head of HR in consultation with CEO will then finalize the selection and make arrangements for negotiation of compensation and issue of Letter of Offer/Employment Contract to the selected candidates.

2.5 Negotiation of Compensation and Issue of Letter of Appointment

The HR Department should discuss with the selected candidate/s the CTC to be offered and its structure based on the Compensation & Benefit Policy of the Company. On mutual agreement on CTC and other terms and conditions, the HR Department should issue a Letter of Appointment in duplicate to the selected candidate/s under the signature of the Head of HR Department. Where deemed necessary, the Company may carry out a Reference Check on candidate/s background prior to issuing a Letter of Appointment. As the Letter of Appointment serves as an employment contract it should be ensured that it is legally vetted prior



to its issue. The candidate should sign and return the duplicate copy of the Letter of Appointment for his/her having accepted the appointment with attendant terms and conditions. The Letter of Appointment should state the date by which the candidate is expected to join the services of the Company failing which the offer expires. However, relaxation in the date of joining can be given to the candidate as a special case prior to approval of CEO.

2.6 Joining Formalities

The HR Department will coordinate with the candidates with respect to completion of joining formalities which normally include the following:

- Obtaining the duplicate copy of the Letter of Appointment duly signed by the employee.
- Filling of various employment related forms such as Employee Personal Details Forms, PF, Gratuity and Insurance Forms and declarations etc. along with verification of original documents and making a note of the same.
- Verification of original documents and submission by candidate of copies of documents towards proof of age, address, qualification and experience, medical fitness (where required), Form 16 from previous employer, etc.
- Obtaining a joining report from the candidate.
- Arrangements to open a new bank account for the credit of salary and other claims.
- An undertaking from the employee to abide by the Policies and Procedures including the Code of Conduct of the Company.
- Formal Induction of employee into the Company.

Upon completion of all joining formalities, the HR Department will issue a general communication about the new joined/s for information of all other employees of the Company.

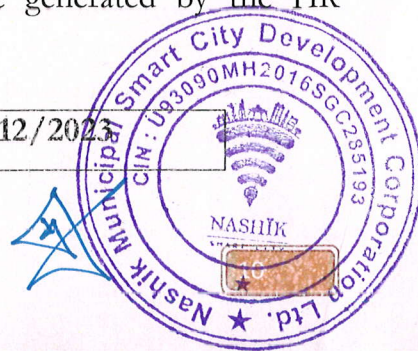
2.7 Contract Renewal Formalities

- Upon completion of the contractual tenure, the HR department will issue a general communication about the expiry of the contract period of the employees to the concerned department Head one month in advance. The concern department head will be responsible for the approval of the contract renewal.
- The reporting manager will conduct the performance assessment of the concerned employee and based on the performance rating the contract renewal of the said employee will be considered.
- * All employees will be eligible for a fixed increment as mentioned below :-

Level of Employee	Increment rate per annum in percentage (%) of fixed remuneration
Level 1 & 2	15%
Level 3	10%
Level 4	8%
Level 5	6%

- Once approved from CEO, the order for renewal will be generated by the HR Department.

* Modified Vide Board Resolution No.397 dt. 28/12/2021

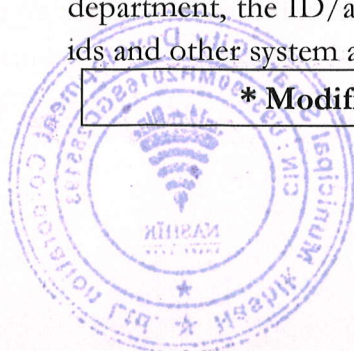


3. Resignation or Termination *

3.1 Resignation by the Employee

- a. Employees may resign from their services with the Company at any time during their employment by sending a letter of resignation to the Head of HR Department through their respective Heads of Departments. The Company reserves the right to accept or reject the resignation.
- b. For the letter of resignation to take effect, it should be formally accepted by the Company.
- c. The employee concerned will be required to serve a notice period of 90 days before the date of his release from the services of the Company. Notice period shall not be waived under any circumstances. If the employee leaves the company without serving notice period, he has to pay up one-month salary in lieu of notice period or no experience certificate, full & final settlement and relieving certificate will be issued to the resigned employee.
- d. Resignation cannot be tendered while on any type of leave.
- e. The Head of HR in consultation with the Head of Department of the concerned employee and CEO in case of resignation by senior management staff take the decision on acceptance or rejection of resignation. Prior to accepting the resignation, the Head of HR and the Head of Department shall hold an exit interview with the concerned employee to understand the reasons for resignation and if the employee can be persuaded to withdraw the resignation. When a resignation is accepted, the Head of HR Department shall issue a Resignation Acceptance Letter to the employee with copies to Payroll and Finance & Accounts Department for their necessary action.
- f. Where the employee is serving his/her notice period of 90 days, the salary for the first month shall be paid in the normal course with the Pay-roll. However, the salary for the second month & last month shall not be included in the Pay-roll and should be settled separately along with final settlement dues.
- g. The HR Department should process a —No Dues Certificate for the employee concerned in conjunction with other departments and send the same to the Finance & Accounts Department for final settlement with a copy to the employee at least 7 days before the expected release of the employee from the services.
- h. On the date of release of the employee and prior to issue of any relieving letter, the HR Department should ensure that all handover formalities by the employee are completed, the assets of the company with the employee are returned to the IT department, the ID/access cards returned by the employee to the Company, the mail ids and other system access controls given to the employee are deactivated, all the

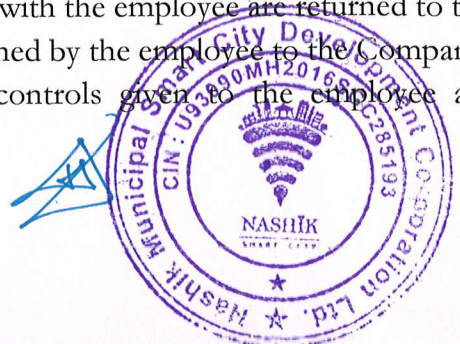
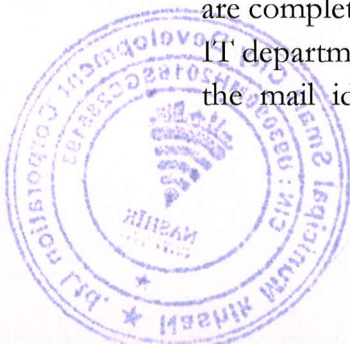
* Modified Vide Resolution No. 211 dt. 18/07/2019



electronic official data has been transferred to the network drive and then the final settlement dues cheque/s are handed over to the employee. The full and final settlement dues shall preferably be settled on the last date of the employment and in any case within 7 days from the date the employee was relieved.

3.2 Termination by the Employer

- a. The services of an employee may be terminated by the Employer for any of the following reasons:
 - i. Consistent breach of code of conduct and persistent failure to adhere to the Company's Rules and Regulations.
 - ii. Persistent and willful negligence in performing the duties and failure to correct upon necessary advice/warnings by the Company.
 - iii. Consistent poor performance as evidenced by the appraisal records and failure of the employee to correct and improve.
 - iv. When an employee is charged with any offence involving fraud, dishonesty or misappropriation of Company's funds/resources.
 - v. When an employee is found to be involved in any corrupt activities/practices while on duty and such corruption is proven by an internal or external enquiry conducted/organized to be conducted by the Company.
 - vi. Be proven guilty of any criminal offence.
- b. Where an employee's services are to be terminated, he/she should be served a notice of termination of at least 30 days prior to the intended date of termination, to enable the employee to make necessary representation before the CEO/competent authority. The competent authority shall hear the employee and then take the decision to either terminate the services or give another opportunity to the employee for correction.
- c. As and when a decision is taken to terminate the services, the Head of HR Department shall issue a letter of termination which shall state the date of relief and formalities to be followed for full and final settlement of dues.
 - i. The HR Department should process a —No Dues Certificate for the employee concerned in conjunction with other departments and send the same to the Finance & Accounts Department for final settlement with a copy to the employee at least 7 days before the expected release of the employee from the services.
 - ii. On the date of release of the employee and prior to issue of any relieving letter, the HR Department should ensure that all handover formalities by the employee are completed, the assets of the company with the employee are returned to the IT department, the ID/access cards returned by the employee to the Company, the mail ids and other system access controls given to the employee are



deactivated and then the final settlement dues cheque/s are handed over to the employee.

3.3 Calculation of Full & Final Settlement Dues

The payment of final settlement dues will be subject to the employee completing all handover formalities, return of company assets, deactivation of all e mail ids/passwords/id cards and submission of a No Dues Certificate by the HR Department/Employee to the Finance & Accounts Department and Company issuing necessary letter relieving the employee. The Full & Final Settlement dues shall not be included in the regular pay-roll process and shall be processed separately by the Finance & Accounts Department.

Generally, the Full & Final Settlement Dues will comprise of the following:

- a. Outstanding Salary from the last pay date to the date the employee is relieved/deemed to be relieved. Salary for this purpose will mean Salary and Allowances as per the CTC of the employee.
- b. Encashment of Earned Leave due as per records of the Company
- c. Gratuity, if any
- d. Deductions on account of Income Tax, reimbursements / recoveries from the employee, if any.

The Full & Final Settlement payment shall be made by an Account Payee Cheque in favour of the separating employee.



4. Compensation and Benefits

4.1 Pay-Roll Cycle

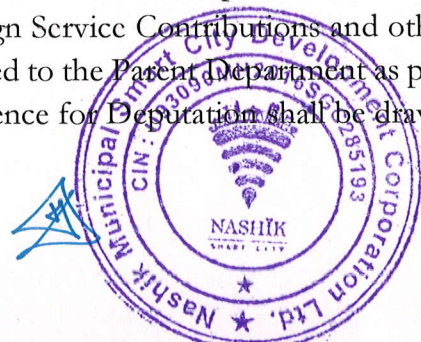
The Pay-roll process of the company will directly be linked to the biometric attendance management system. The clock in and clock out error in the biometric attendance should be informed to the HR department through reporting manager. The Pay-roll will be processed by the HR Department and will be disbursed by the Finance & Accounts Department of the Company. The Salary of all employees will be calculated for 30/31 days in a month and credited to their respective bank accounts as per the Company's database, within 10th working day of the month. The Pay-roll cycle shall be 1st of a month to last day of the month. Those joining the services in the middle of the month will be paid accordingly to the number of work days attended. Refer the details of Pay-roll policy detailed elsewhere in this section for additional payroll related guidelines.

4.2 Salary, Allowances and Benefits for regular employees

The Company, although having significant control of by State Government and/or the ULB, is under no obligation to follow the salary structures recommended by the Pay Commission and as adopted by the Government for its employees. The Board can approve an appropriate Compensation and Benefit Plan befitting the size and operations of the Company and based on market practices. The Compensation and Benefit for the Company employees will be based on a Cost to Company (CTC) basis. CTC, for the purpose, is defined to mean (i) Salary (Fixed and Variable) and all monetary allowances (ii) Retirement benefits such as PF and Gratuity and (iii) Non-monetary benefits such as an office cab service, medical insurance paid for by the company, or free meals at the office, phone provided to the employee and bills reimbursed by the company, housing provided by the company, group accident insurance schemes, health insurance for employees and their dependents, etc. Salary for this purpose includes (i) Fixed Pay (ii) Variable Pay and (iii) Allowances. The Salary and Allowances will have two plans (i) —Fixed Plan that cannot be altered for employees and (ii)—Flexible Plan containing a few components from which an employee can choose to afford tax planning on salary incomes.

4.3 Deputation/Secondment

The Company may recruit staff on deputation/secondment from other government departments/ULBs/PSUs for such period as may mutually be agreed. In all such cases the compensation & benefits for such employees will be paid as per the employee's parent department pay scales and benefit structures that apply to the employee/s on deputation to the Company. A deputation allowance of 10% may be paid to those on deputation. Deductions in respect of Provident Fund, Group Insurance, Foreign Service Contributions and others if any will be made from the employee's salary and remitted to the Parent Department as per the terms of deputation/secondment. The Terms of Reference for Deputation shall be drawn up



in consultation with Parent Organization which will include the pay and allowances payable on deputation, wherever necessary.

4.4 Compensation structure for contract employees

The Company may hire people on fixed term contract basis on such terms and conditions as mutually agreed. In all such cases, the aforesaid compensation and benefit structure shall not apply, and the contractual employees will be paid salary and allowances as fixed in their respective employment contracts. Employees on contract may be hired on market linked salary with following components:

Fixed lump-sum monthly pay – This could be defined by providing suitable increment on the last drawn monthly pay of the employee (based on pay slips provided). The employee, however, to be pegged in the Company's pay structure for application of other HR & Administrative policies.

Allowances & Benefits – Other than salary as fixed in the respective contracts, contractual employees will not be paid any other allowances except those mentioned in clause no. 6. However, the employee on contract shall be entitled to TA, DA allowance if he / she is required to travel outside the city for work / meeting related to Smart City Project as per the entitlement of the post. Further, the employee may be covered under Group Accident Insurance Scheme and Health insurance as may be decided by the Company from time to time.

Leave – All contractual employees will be eligible for availing leave as detailed in this Policy.

Terminal benefits – Employer and Employee Contribution to EPF will be applicable as per the provisions of the Employees' Provident Fund and Miscellaneous Act, 1952



5. Performance Management System *

The Company shall implement a Performance Management System (PMS) for all employees which shall evaluate and measure current performance levels of personnel in a manner that encourages improvement in quality and efficiency of employees and promote organizational Growth and development. The PMS cycle corresponds to the contractual period of the employee. However, for HOD's performance assessment will be done annually corresponding to their joining date and increment will subject to performance based on overall rating in PMS.

5.1 Components of Performance Assessment

The employee's performance may be assessed and rated on the following parameters:

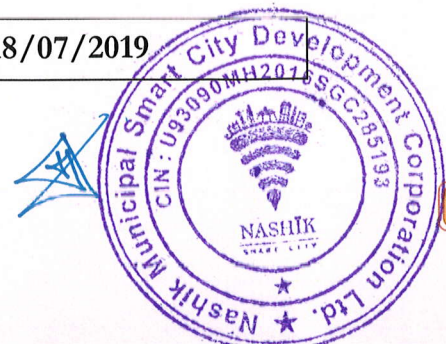
- a. Performance against quantitative targets as set by Department Head as part of annual performance planning process – This aspect should be accorded 70% weightage. Depending on performance a score out of 70 may be provided.
- b. Assessment of personal attributes – This aspect should be accorded 30% weightage

The following list serves as a guideline in assessing the personal attributes:

1. Theoretical knowledge
2. Practical Knowledge
3. Knowledge of Rules/Codes/ Manuals/Procedures
4. Temperament
5. Behavior towards Consumers
6. Behavior towards Colleagues & Seniors
7. Decision making Ability
8. Sense of responsibility
9. Supervision & Quality of work
10. Intelligence & Understanding
11. Ability in adhering to schedules & Co-ordination with others
12. Management of Staff

The Overall Rating for the individual will be as under:

*** Modified Vide Resolution No. 211 dt. 18/07/2019**



- a. Assessment of Performance (out of 70) Assessment of Personal Attributes (out of 30) Total Marks (out of 100)

Overall Rating

The overall rating may be provided against following rating scale:

Total Marks (Range)	Merit Points	Rating
90– 100	4	Outstanding (A+)
80– 89	3	Very Good (A)
70– 79	2	Good (B)

Total Marks (Range)	Merit Points	Rating
50 – 69	1	Fair (C+)
Below 50	0	Poor (C)



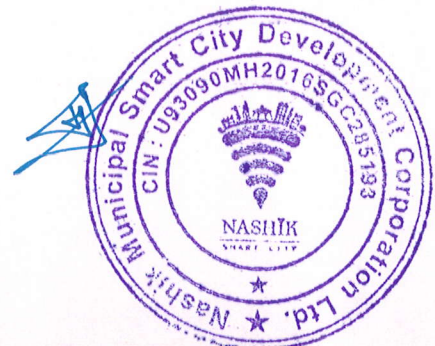
6. EMPLOYEE ADMINISTRATIVE POLICIES

6.1 Office Working Hours & Attendance

1. All employees of the company shall be whole time employees and work according to the calendar of Nashik Municipal Corporation, except where the CEO has specifically allowed flexi timings as follows
 - a. The company shall provide timing for work by the employees such that the total working hours on any particular day shall be not less than 8 hours
 - b. Every employee while entering (including multiple entrance) or on exiting the premises shall register their attendance and exit by means of biometric attendance system.
2. Every employee has to adhere to biometric attendance system.
3. A six-day working week extending from Monday to Saturday as per the official calendar of the Government of Maharashtra. Sundays would be considered as a weekly off. Second and Fourth Saturday of every month will be considered off as per Government of Maharashtra. With normal working hours of 10.00 am to 5.45 pm. However, number of working days may be revised as per government policies.
4. However, all employees shall be at the disposal of the Company 24X7 and in the event of exigencies, they can be called for work on weekends and holidays. The decision to work on weekends and holidays will be taken by the Departmental Heads. No overtime shall be paid for such work except where required by the applicable Laws/Rules made under those Laws or any Government Orders.

6.2 Late Working Policy

1. Employees would be entitled to additional benefits in case of late working hours
 - a. This policy would be applicable to
 - 1) Employees leaving office after 7.00 PM because of official work on weekdays
 - 2) Employees required to be in office on second and fourth Saturday of a month due to official work.
 - 3) Employees required to be in office on a Sunday due to official work.
 - 4) Employees required to be in office on any festival offs due to official work.
 - b. Employees would be entitled to



- 1) Meals / refreshment facility provided by the HR Department based on actual or maximum Rs. 100/- per day.
- 2) If employees will be called for work on holidays the employees will be given compensatory off on any day within 14 days with prior approval of reporting manager & CEO. The same to be intimated to the HR department.

6.3 Holidays

The Company shall follow the list of State Government holidays as released by the government from time to time.

6.4 Attendance Management

All employees of the company shall be whole time employees and work according to the calendar of Nashik Municipal Corporation, except where the CEO has specifically allowed flexi timings as follows

- a. The company shall provide timing for work by the employees such that the total working hours on any particular day shall be not less than 8 hours
- b. Attendance of all employees shall be kept using Bio-metric Attendance System (BAS) and all employees are required to record their attendance twice a day, when reporting for duty and when closing for the day (signing in and signing out). Employees found indulging in any malpractices or irregularities will be violating the code of conduct and disciplinary action will be taken against such employees.
- c. Punctuality in attendance should be ensured by all Reporting Managers of their employees and in normal cases late coming is not allowed. However, in personal exigencies of employee's late attendance by up to 1 hour may be permitted with the prior approval of the respective Reporting Manager of the employee. The loss of working hours to be compensated by the employee within the same week by way of working over-time or on declared holidays
- d. An employee reporting late by 15 minutes or more, three times or more a month, and without the prior approval of the Reporting Manager, will stand to lose one day leave for every such late reporting.
- e. Employees on official tour/official work and not reporting to office as per the Work Hours stated above, should advise the HR Department with prior approval from their respective Reporting Managers for regularization of their absence. Based on such



advice, the HR Department shall carry out necessary changes/correction to the attendance record of the employee/s while processing the pay-roll for the month.

6.5 Visiting Cards and Office Equipment

Only HOD will be issued visiting cards as per their requirement in the name and style approved by the HR Department. Employees should send their indent/s to HR Department with approval from their Reporting Manager.

All employees will be given necessary office equipment like laptop/desktop computer, calculator/s etc., which should be maintained with diligence and care and returned to the HR Department on the exit of the employees.

6.6 * Payment of Business Communication along with monthly fixed remuneration

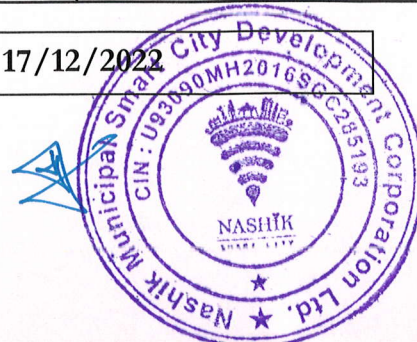
1. Following is the fixed amount to the employees towards business communications :

Item	Designation	Amount of payment
Cell Phone Tariff payment	CEOs and HOD's	Rs. 1000/- per month
	For other employees	Rs. 500/- per month
Data card	CEOs and HOD's	NIL
Newspapers	CEOs and HOD's	Rs. 500/- per month

6.6 (a) Following limits for reimbursement of the expenditure by the employee on business communication shall apply:

Item	Designation	Amount (Based on Actual or Maximum Limits)
Provision of Computers /Laptops	CEOs and HOD's	Up to Rs. 1,00,000/- every 3 years (supplied by the Company as per requirement)
	Other employees subject to CEO approval	

* Modified Vide Resolution No. 347 dt. 17/12/2022



6.7 Change of Employees Personal Data in the Company's HR Database

Employees may change their personal data given to the Company at the time of their induction into the Company. The change will be subject to submission of necessary proof as required by the HR Department to validate the change and scrutiny and approval by HR Department.

- a. The concerned employee will inform the HR Department of any changes in the personal information (like change in address, bank details etc.) through an internal memo / e-mail or by filling out appropriate forms meant for the purpose and submit necessary documents as proof for carrying out the changes.
- b. Changes to statutory benefits like PF, Gratuity etc. will have to be carried through appropriate forms as prescribed by that Statutory Authority.
- c. To carry out changes in the insurance related information, employees will have to fill in and submit such forms as prescribed by the Insurance Company.

6.8 Data Security and Communications

The Company's data network shall be run in a secure manner, with reasonable controls taken to protect electronic data assets and information owned and/or managed by the Company and the transmission of data from or within the Company.

- a. All devices such as servers, laptops, desktops, printers, mobiles, fax machines etc that are connected to the Company's network should have appropriate authorization from IT Department/Function of the Company. The IT Department/Function shall in conjunction with HR department ensure that all equipment and the network is properly authorized and secured. The IT department will be responsible for monitoring the Company's Networks and IT assets and information stored therein.
- b. The communication protocols shall be designed and approved by the IT department in conjunction with HR Department.
- c. The IT Department is responsible for all data wiring, equipment connections and assigning users to specific ports. Only IT department is permitted to make necessary changes as may found to be appropriate.
- d. The electronic communications system and any information stored on it is the property of the Company and is provided to facilitate business of the Company. It shall not be used for employee's personal business/activities. Further, it shall not be used for



transmitting, retrieving, viewing, printing, or storing any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for —chain letters, or for any other purpose that is illegal, against the Company's policy, or contrary to its interests. Any violation of the same will amount to a misconduct on the part of the employee

- e. The Company reserves the right to monitor, access, or review electronic communications of all employees. The review of employee's computer files, voice mail, e-mail, facsimile messages, and electronic communications system usage to the extent necessary to obtain business-related information and to ensure that the electronics communications system is being used in compliance with the Company policy and applicable laws. All such information may be used and disclosed to others, in accordance with business needs, at the Company's discretion.
- f. Employees shall not breach computer or network security measures deployed by the Company. In sourcing information/data from electronic networks/web sources, employees should respect all copyrights attached to such data/information and shall not expose the Company for any liabilities.
- g. Downloading of software and other utilities from web sources can only be done with specific approval of the IT department.
- h. Any violation to the information security policy or misuse of any electronic communication systems will be considered as a misconduct on part of the employee
- i. Employees shall not interact with Media and/or other external stakeholders. CEO is the only authorized person for any interaction with external stakeholders including Media. CEO may authorize any of the employee/s for this purpose, in which case such person/s will interact with external stakeholders as and when required.

6.9 Entertainment Policy

- 1. Objective of the policy is to allow Senior Management to incur entertainment expenses for official purpose. The policy applicability would be as follows
 - a. All expenses on meals and snacks incurred while entertaining guests such as VIPs / Special Guests / Government Officials, etc. would be reimbursed on actuals on a monthly basis.
 - b. The entitlement limit for employees would be Rs. 15,000 per month with prior approval of CEO.
 - c. Approval from the CEO would be required for re-imbursement of the expenses above the limit.



7. TRAVEL & CONVEYANCE

Objective of the policy is to facilitate travel of employees for the purpose of business operations. The policy applicability would be as follows:

7.1 Local Travel

Employees of the Company will be reimbursed conveyance expenses incurred for business purposes of the Company in accordance with the Below points. Reimbursements will be done fortnightly based on employee claims, authorized by their Reporting Manager. Actual receipts wherever applicable shall be attached to the claims.

- i. The approved modes of local conveyance is a mid-size car/Sedan and the approval limit for re-imbursement would be as per NMSCDCL's approved rate
- ii. Maximum Limit is restricted to 3000 kms. Per month. Usage over and above these limits will need to be presented and approved by the CEO
- iii. Reimbursement claims up to Rs. 500/- are exempt from submission of bills, on approval from the CEO

7.2 Outstation Domestic Travel

7.2.1 Travel Planning

Travel on official work outside the headquarters of work, shall be planned well in advance for its efficiency and reducing the duration of travel to the minimum. Travel of all employees should be approved by the Head of the Department and in case of Departmental Heads, by the CEO. In case of travel on emergencies, a verbal approval of the approving authority may be taken at the time of travel which should be regularized in the payroll cycle in which such travel is undertaken.

7.2.2 Travel Booking

All travel bookings such as Air/Train/Bus Tickets, hotels and taxis should be done through the Travel Desk attached to the HR Department to fully leverage the corporate rates and arrangements. A copy of the Travel approval should be sent to the Travel Desk for facilitating the travel booking. For the purpose the Company may have corporate arrangements directly with the Transporters or the Travel Agents as the case may be.

7.2.3 Travel Advance

Employees travelling for official business purposes may avail travel advance of amount as approved by CEO. The travel advance should not normally exceed eligibility for hotel room.



conveyance and meals and incidental expenses for the travel being undertaken. If the employee desires to avail travel advance, he/she should submit the Travel Advance request duly approved by the Reporting Manager to HR Department. Travel advance will be credited to the Employee's account to avoid cash disbursements.

7.2.4 Transport and Travel Eligibility

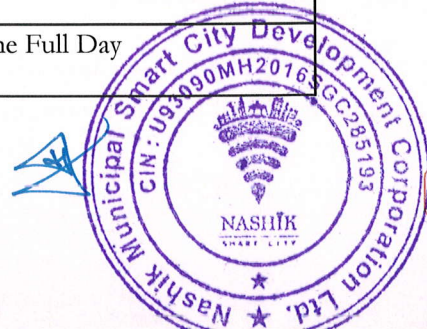
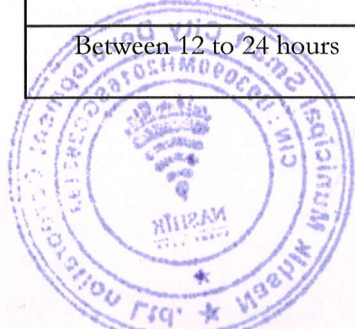
The transport and travel eligibility for the chairman and the board of directors will be reimbursed at actual. The eligibility and limits for mode of travel, hotels, conveyance and other expenditure for various levels is as follows:

#Level	Mode of Travel				Local Conveyance	Lodging charges per day without taxes	Daily allowance	Per Diem Allowance	Entertainment & Other Expenses
	Air	Train	Others	Approving Authority					
L6	Economic Class	1st AC	Innova / Honda city	Self-Approval	At Actuals	5000/-	1100/-	2500/-	Allowed as per Clause 6.9
L5	Economic Class	AC 2nd tier	Swift /Sedan/Mid-sized car	CEO	At Actuals	4000/-	950/-	2000/-	Allowed as per Clause 6.9
L4	Economic Class	AC 2nd tier	Indica /mid-sized car	CEO in case of Train and Concerned HOD in case of others	At Actuals	3500/-	850/-	2000/-	Not allowed
L3	Nil	AC seating	Indica /mid-sized car	Concern HOD	At Actuals	2000/-	700/-	1000/-	Not allowed
L2	Nil		Indica /mid-sized car	Concern HOD	300/-	2000/-	600/-	1000/-	Not allowed
L1	Nil		Indica /mid-sized car	Concern HOD	300/-	2000/-	500/-	1000/-	Not allowed

level defined in the organization chart

Daily allowance shall be for full day and/or part thereof. The following approach shall be followed for computing the day

Period of journey/Stay including travel time	Equivalent Day
Up to 4 hours	Nil
Between 4 and 10 hours	One Half Day
Between 12 to 24 hours	One Full Day



7.2.5 Non-Reimbursable Expenses

Employees will not be eligible to claim the following expenses on local travel:

- a. Expenses incurred beyond the permissible limits on Hotel, Conveyance, Meals & Incidentals unless there is a specific approval from the CEO.
- b. Laundry or dry-cleaning expenses.
- c. Expenses on magazines, health club, theatre and saloons unless otherwise specifically approved by the CEO.
- d. Entertainment expenses of any kind. However, the CEO is entitled to be reimbursed entertainment expenses.
- e. In case employees stay in the Company provided guest houses with food arrangements in place/s of travel, then expenses on account of hotel room rent and meals and incidentals will not be reimbursed. Where food is not provided in the guest house/s, then expenses on account of Meals & Incidentals will be reimbursed.

7.2.6 Self-Made Arrangements in case of Travel

All employees are entitled to make their own boarding and lodging arrangements in the place/s visited by them. In all such cases, they will be reimbursed a per diem allowance as per the following limits in lieu of hotel room rent and meals and incidentals as per the table in 7.2.4.

7.2.7 Travel Expenses Statement and Settlement of Advances

All employees should submit their travel expense statement/s along with original vouchers/bills/receipts in respect of all expenses claimed, to the HR Department within 7 days of completion of the travel and return to headquarters. However, bills/receipts are not required if expenditure on a single transaction is less than Rs. 500/-. In case of travel by Air, boarding passes should be submitted along with travel claims to ensure the expenditure for air travel is properly settled to the Travel Desk/Travel Agent/Service Provider. In case of travel by train a photocopy of the train ticket should be submitted along with the travel claim. The travel claims will be verified by the HR Department and the expenditure reimbursed to employees within 15 days of the date of the claim. The claims after adjusting for advance if any will be credited to the bank account of the employee/s.

Travel Advances, if any, should be settled within the same pay-roll cycle in which travel is undertaken by following the above procedure. Travel advances not settled within the limit will be adjusted against the salary of the employee in the pay-



roll cycle following the expiry of such time limit set. No fresh travel advance will be given during the period the earlier travel advance/s remain unsettled.

7.3 Foreign Travel

Where employees are required to undertake foreign travel for official/business purposes, such travel needs to be approved by the Chairman of the Board irrespective of the level of the employee.

7.3.1 Entitlement

The grade wise entitlement of daily expenses allowance which include hotel tariffs, food and incidentals, and local conveyance is as below:

Level	International Daily Allowance	
	Hotel Stay	Stay with friends/relatives
L6	USD 150 (or equivalent)	USD 100 (or equivalent)
L5	USD 125 (or equivalent)	USD 80 (or equivalent)
Other employees	USD 100 (or equivalent)	USD 75 (or equivalent)

7.3.2 Other Rules

1. All employees, including CEO, would be provided economy class travel. The selection of airline and the route will be done by Travel Desk attached to HR Department and tickets will be booked as per the lowest quote available.
2. Travel advance for the days of travel as per the entitlement above, will be paid to the employee by purchasing the US \$ from the authorized dealers.
3. The Visa Charges will be borne by the Company.
4. Airport Taxes, as applicable will be paid separately on production of proper documents.
5. Travel Expenditure Statement should be submitted along with tour report within seven days of return to the HR Department through the Head of Department of the employee.
6. Unspent travel advance received should be returned to the Company in foreign currency only.
7. Travel to Nepal and Bhutan will not be treated as Foreign Travel and will be treated as Domestic Travel.



8 LEAVE POLICY

All employees of the Company excluding those on deputation are eligible for (i) Casual Leave (ii) Earned Leave (iii) Sick Leave (iv) Leave Without Pay and women employees in addition are also eligible to avail Maternity Leave as provided herein. For Deputation employees' leaves will be applicable as per their parent department. All leave is to be availed subject to the exigencies of work. The Company reserves the right, in this regard, to reject any application. When applying for leave, all employees are required to submit a leave application duly sanctioned by their reporting manager. The HR Department is empowered to automatically adjust leave in case no leave application is received within 10 days of the availing of the leave. Prior sanction of Leave is to be taken from the reporting manager. If the Company requires an employee on leave to attend office for any reason, he/she will require the approval of the Department Head and HR Department will appropriately adjust such attendance total leave record of the employee.

8.1 Casual Leave

All employees including those on probation, are entitled to 10 days casual leave in a calendar year which is credited to his/her account on 1st January. For an employee joining employment during the year, casual leave is credited on pro-rata basis. Casual leave cannot be carried forward to the following year and shall lapse if not availed of during the calendar year.

1. Casual Leave cannot be granted for more than 2 days at a time.
2. National Holidays or Paid Holidays, falling in between Casual Leave will not be counted as Casual Leave.
3. Casual Leave cannot be suffixed or prefixed with any other type of leave.
4. Casual Leave can be availed of for a minimum of half-a-day.
5. Casual Leave cannot be encashed.
6. Casual Leave may not be pre-approved. Leave Application by the employee duly approved by the Reporting Manager should be submitted to HR Department on resumption of duty for up-dation of leave records by HR Department.

8.2 Earned Leave

1. # All employees of the Company are eligible for 15 days earned leave in a calendar year which will be credited to his/her account of 1st January.

Modified vide resolution no 07/Nov/2017 and approved internal note date 31 dec/ 2020.



2. Employees joining during the year will be entitled for earned leave on pro-rata basis on completion of their probation (if any); their earned leave in proportion to their service from the date of confirmation to the 1st January of the following year will get credited to their account on the date of their confirmation of services in the Company.
3. Earned leave can be granted for a minimum of 2 days at a time and it can be suffixed or prefixed with any other type of leave, except casual leave.
4. National holidays and paid holidays falling during earned leave would count as earned leave.
5. Earned leave can be accumulated up to a maximum of 45 days beyond which it lapses.
6. Earned leave can be encashed once a year up to 30 days and the balance of earned leave at the time of retirement/resignation/termination of service can be fully encashed, subject to a maximum of 150 days. Any tax implication of such encashment should be borne by the employee.
7. In the event of death of an employee while in service, the leave salary admissible in respect of Earned Leave standing to his credit would be paid to his/her nominee / heirs.
8. An employee who desires to avail earned leave should make an application in the prescribed Leave Form and submit it to HR Department through the Department Head. It should be sanctioned by the head of HR department. An employee cannot proceed on Earned Leave unless the same is sanctioned and intimated to the employee.
9. Application for leave of absence for three days or less should ordinarily be made at least 24 hours prior to the beginning of the period for which leave is required and for more than three days the application shall ordinarily be made at least 7 days before the date from which the leave is required.
10. Earned leave can be sanctioned for any purpose including to cover the period of sickness duly supported by a medical certificate to the management's satisfaction.
11. Employees resigning from the Company's service may, if they so desire, get their notice period adjusted against balance of earned leave due to them on the date of resignation.
12. An employee who desires to extend his leave shall make an application in writing to the Company before expiry of the leave already sanctioned. Such application shall be disposed of suitably by the Head of HR Department prior to the expiry of the leave taken.

8.3 Sick Leave

- a. An employee is entitled for 10 days Sick Leave in a calendar year. Sick Leave can be availed of without medical certificate up to two days. Beyond two days an employee needs to submit medical certificate issued by a Registered Medical Practitioner along with his sick leave application.



- b. An employee joining during the year, will be entitled to sick leave on pro-rata basis which can be availed only upon confirmation of his/her service.
- c. Sick leave can be availed of for a minimum period of two days and sick leave falling in between National Holidays or Paid Holidays will not be counted as Sick Leave.
- d. Sick leave can be accumulated up to a maximum of 120 days beyond which it lapses. It cannot be encashed.

8.4 Maternity Leave

A female employee will be entitled to Maternity Leave with pay as per Maternity Benefit Act 1961:

- a. Payment to an employee while on maternity leave will be calculated at her basic pay plus other allowances. The payment will however be made after the employee resumes her duties. However, the employee is entitled to take an interest free salary advance of 50% of her entitlement which shall be paid on or before she goes on maternity leave. The advance will be adjusted fully at the time of settling her maternity benefit claim.
- b. Maternity leave cannot be prefixed or suffixed by Earned Leave. However, in exceptional cases and for medical exigencies, the CEO can sanction Earned Leave to the employee after the maternity leave is fully utilized.
- c. To avail maternity, leave the employee should fill in requisite leave form and submit it to the HR Department through her Departmental Head. The leave has to be sanctioned by head of HR Department.

8.5 Leave Without Pay

- a. An employee who has exhausted all his/her leave may be granted leave without pay for such number of days, either at a stretch or intermittently, as the Company deems fit. The employee will be required to obtain prior approval of the approving authority before proceeding on leave. The decision of the CEO will be final in all such cases.
- b. National Holidays, Paid Holidays, Saturdays and Sundays falling between Leave Without Pay will be treated as Leave Without Pay.
- c. An employee on Leave without Pay (LWP), will not be entitled to any compensation, including salary, allowances, retinals, leave accumulation and other benefits / entitlements. It shall also not be considered in reckoning the period of service for promotions or confirmation after probation.
- d. If the employee is required to be on leave and he has no leave in his credit, he may be granted Leave without Pay.
- e. If an employee is absent without intimation to his/her reporting Manager, such leave will be considered as leave Without Pay.



9 EMPLOYEE CODE OF CONDUCT

9.1 Applicability

The employee code of conduct is applicable to all employees including those on contract or deputation that work under NMSCDCL

9.2 Interest of the city and its communities

Every officer or employee shall serve the organization - honestly and faithfully, use his/her utmost endeavors to promote the interests of the organization and shall show courtesy and attention in all transactions and dealings between the organization and any other body or authority.

9.3 Equal opportunity employer

We provide equal opportunities to all our employees and to all eligible applicants for employment in our company. We do not unfairly discriminate on any ground, including race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, disability or any other category protected by applicable law

9.4 Workplace free of discrimination or harassment

To respect the dignity of all individuals and strive to foster a work environment, free of discrimination, intimidation and insult. The company is committed to provide a work environment which is non-hostile, safe & free of sexual harassment.

The company prohibits any employee from indulging in any acts that can be termed as Sexual Harassment at the workplace which term is defined as under.

The workplace includes

- a. All offices or premises from where the Company's business is conducted
- b. All work sites where company related activities/work/functions are performed

The Company believes in a positive work environment centered on its values and requires the effort of all to create a culture where employees can work together without fear of sexual harassment. The Company is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. The policy aims at ensuring that all employees maintain appropriate standards of business and personal conduct with colleagues, clients and with the public at large. It is the intention of the Company to take all necessary actions required to prevent, correct and if necessary, discipline behavior which violates this policy. These policy guidelines will be subordinate to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules passed thereunder.



9.4.1 Definition of Sexual Harassment

Sexual harassment can involve one or more incidents and actions and it may be physical, verbal and non-verbal. Examples of conduct or behavior which can constitute sexual harassment include:

- (i) Unwarranted/Unwanted Physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching;
- (ii) demand for sexual favors or to engage in sexual activity as a condition of employment;
- (iii) Work environment that is hostile, intimidating or humiliating for the employee;
- (iv) Physical violence including physical assault;
- (v) Sexual comments, stories and jokes, Sexual advances;
- (vi) Insults based on the sex of the worker; and
- (vii) Display of sexually explicit or suggestive material and/or Sexually-suggestive gestures.

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

9.4.2 Complaint and Redressal Procedure

The Company will constitute a Complaint Redressal Committee (CRC) as required under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and as further laid down by the Hon'ble Supreme Court of India. in its various judgements.

Aggrieved employees can file a complaint on sexual harassment to any of the members of the CRC. The complaint can be filed through email or in writing. Sufficient precaution will be taken by the Company to ensure that complete confidentiality is maintained, and no form of discrimination is faced by the employee who has escalated the complaint. Sexually harassed women at workplace can also file an FIR directly at the police station, under section 509 of Indian Penal Code as a criminal offence – —Outraging the modesty of women physically / verbally / gestures / exhibits and in such cases the process as required by the Police/Courts will have to be followed.



The CRC will investigate all complaints thoroughly and promptly, in a free and fair manner. The investigation may include private interviews with the person filing the complaint, the person alleged to have committed the offence and witnesses, if any. The person filing the complaint will be informed of the outcome of the investigation. As far as possible, all efforts will be made to complete the investigation within 90 days from the date of the complaint. The CRC will maintain a complaint register keeping track of complaints received and the process followed. If the investigation reveals that sexual harassment has been committed, the CRC will send an appropriate note to the Board of Directors who shall decide on the level of action/punishment required to be enforced. The CRC will also make a report to the concerned government department on the complaints and action taken by them.

Sexual harassment will involve the following sanctions/penalties:

- (i) verbal or written warning
- (ii) adverse performance evaluation
- (iii) reduction in wages
- (iv) transfer, demotion, suspension, dismissal from service.

The nature of the sanctions will depend on the gravity and extent of the harassment as determined by the CRC. The CRC will determine suitable and deterrent sanctions to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

9.5 Conflicts of interest

1. Our employees and executive directors shall always act in the interest of our company and ensure that any business or personal association including close personal relationships which they may have, does not create a conflict of interest with their roles and duties in our company or the operations of our company. Further, our employees and executive directors shall not engage in any business, relationship or activity, which might conflict with the interest of our company.
2. Should any actual or potential conflicts of interest arise, the concerned person must immediately report such conflicts and seek approvals as required by applicable law and company policy. The competent authority shall revert to the employee within a reasonable time as defined in our company's policy, so as to enable the concerned employee to take necessary action as advised to resolve or avoid the conflict in an expeditious manner
3. In the case of all employees other than executive directors, the Chief Executive Officer shall be the competent authority, who in turn shall report such cases to the Board of Directors on a quarterly basis. In the absence of the Chief Executive Officer, the Board of Directors of our company shall be the competent authority



4. Notwithstanding such or any other instance of conflict of interest that exists due to historical reasons, adequate and full disclosure by interested employees shall be made to our company's management. At the time of appointment in our company, our employees and executive directors shall make full disclosure to the competent authority, of any interest leading to an actual or potential conflict that such persons or their immediate family (including parents, siblings, spouse, partner, children) or persons with whom they enjoy close personal relationships, may have in a family business or a company or firm that is a competitor, supplier, customer or distributor of, or has other business dealings with our company.

9.6 Concurrent employment and directorships

No officer or employee shall accept, solicit, or seek any outside employment or office either part-time or full time whether stipendiary or honorary, without the previous sanction of the Competent Authority

9.7 Compliance with laws and regulations

Employees must comply, both in letter and spirit, with all applicable laws, regulations, rules and regulatory orders in the city and state in which the company operates. Violation of laws, regulations, rules and orders may subject the violating employee to individual criminal or/and civil liability, in addition to discipline by the Company, up to and including termination.

9.8 Employment of relatives in companies or firms

1. No employee shall use his/her position or influence directly or indirectly to secure employment for any member of his/her family with any private undertaking or non-NMSCDCL organization.
2. No employee shall, except with the previous sanction of the Authority, permit (a member of his/her family) to accept employment with any private undertaking or NGO having official dealings with NMSCDCL
3. Provided that where the acceptance of such employment cannot await the sanction of the Authority or is otherwise considered urgent, the matter shall be reported to NMSCDCL, and the employment may be accepted provisionally subject to the sanction NMSCDCL
4. An employee shall, as soon as he/she becomes aware of the fact of acceptance by a member of his/her family of an employment with any private undertaking or NGO report to NMSCDCL the fact of such acceptance and also whether he has or has had any official dealings with that private undertaking or NGO
5. Provided that no such report shall be necessary if the member of the Service has already obtained sanction of, or sent a report to, NMSCDCL



6. No employee shall in the discharge of his/her official duties, deal with any matter relating to, or award any contract in favor of a private undertaking NGO or any other person, if any members of his/her family's employed in that private undertaking or NGO under that person or if he or any member of his/her family is interested in such private undertaking or NGO or other person in any other manner.
7. In any case referred to in above clause, employee shall refer the matter to his/her official superior and the case shall thereafter be disposed of according to the instructions of the official superior.

9.9 Gifts and donations

- a The Company will not make any contribution of funds, property or services to a political party or religious organization, or to a candidate for or holder of any Government office.
- b Employees of the Company shall not accept or permit any member of his/her family or any other person acting on his behalf, to accept gift of any kind directly or indirectly from people/institutions/companies that deal with them in their official capacity and for the business of the Company. —Gift for this purpose means and includes any cash or non-cash benefit accruing to the employee of a value exceeding Rs. 1000. It shall include free-transport, boarding and lodging expenses or other services received or any other pecuniary advantage accrued to the employee by virtue of his/her employment.
- c Employees of the Company shall not accept offers to be entertained by an individual or organizations with whom the Company transacts business or contracts to transact business in future.
- d Employees will not offer any gifts, favors or entertainment to others that are not consistent with customary business practice or could be construed as a bribe or pay-off in violation of applicable laws or ethical standards.

9.10 Anti-corruption and prohibition of bribery

Our employees and those representing us, including agents and intermediaries, shall not, directly or indirectly, offer or receive any illegal or improper payments or comparable benefits that are intended or perceived to obtain undue favors for the conduct of our business

9.11 Accounting and financial reporting

1. Employees involved in preparing financial or accounting records or reports, including financial statements and schedules, must be diligent in assuring that those records and reports are complete, accurate and timely. Anyone representing or certifying as to the



accuracy of such records and reports should make an inquiry or review adequate to establish a good faith belief in their accuracy

2. Intentional misconduct: Employees may not intentionally misrepresent the Company's financial performance or otherwise intentionally compromise the integrity of the Company's reports, records, policies and procedures. Further, employees may not
 - a. Report or enter information in the Company's books, records or reports that fraudulently or intentionally hides, misrepresents or disguises the true nature of any financial or non-financial transaction or result;
 - b. Establish any undisclosed or recorded fund, account, asset or liability for any improper purpose;
 - c. Enter into any transaction or agreement that accelerates, postpones or otherwise manipulates the accurate and timely recording of revenues or expenses
 - d. Intentionally misclassify transactions as to accounts, business units or accounting periods; or
 - e. Knowingly assist others in any of the above

9.12 Dealing with auditors

- a. Employees are expected to cooperate with internal and external auditors in good faith and in accordance with law. In addition, employees must not fraudulently induce or influence, coerce, manipulate or mislead our independent or internal auditors regarding financial records, processes, controls, or procedures or other matters relevant to their engagement.
- b. Employees may not engage, directly or indirectly, any outside auditors to perform any audit, audit related tax or other services, including consulting, without written approval from the Chief Financial Officer and the Audit Committee

9.13 Protection of company's assets

Protecting the company's assets is a key responsibility of every director, officer, employee and third-party agent. Care should be taken to ensure that assets are efficiently used and are not misappropriated, loaned to others, or sold or donated, without proper authorization. Employees are responsible for the proper use of company assets and must safeguard the such assets against loss, damage, misuse or theft. Company equipment and assets are to be used for Company business purposes only.

9.14 Waivers and reporting

A waiver of any provision of the HR Policy and Code of Conduct must be approved in the manner provided below

- a. For a director or executive officer: A waiver must be approved in writing by the Company's Board and promptly disclosed.



- b. For other employees or third-party agents: A waiver must be approved in writing by the CEO and the CFO.

9.15 Disciplinary actions

If after investigating a report of an alleged prohibited action by an executive officer or director or other employees or third-party agents of the company, the investigating committee determines that a violation of the code has occurred, the investigating committee will report such determination to the Board.

Upon receipt of determination that there has been a violation of this code, the company will take appropriate action against any person whose actions are found to violate their policies or any other policies of the company. Disciplinary actions may include immediate termination of employment at the company's sole discretion. Where the company has suffered a loss, it may pursue legal actions against the individuals or entities responsible.

However, in the case of employees on deputation,

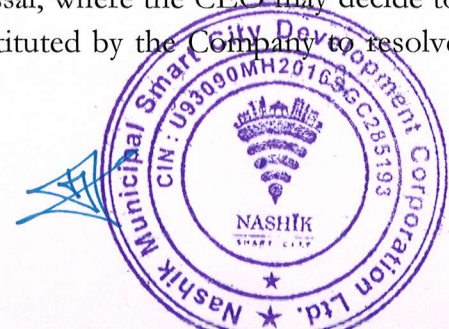
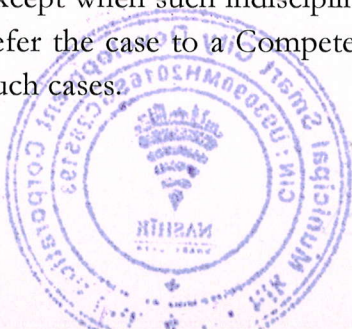
1. Where disciplinary proceedings are initiated against an officer or employee, who is on deputation to the organization., and if the disciplinary authority of foreign organization is of the opinion that his/her services are not required in the light of the charges leveled against him it should place his/her services at the disposal of the lending authority and transmit the list of charges with evidences for carrying out the procedures.
2. If there is a difference of opinion between the disciplinary authority (Foreign Organization) and the lending authority, the services of the officer or employee shall be placed at the disposal of the lending authority and the record of the proceedings of the case shall be transmitted to that authority for such action as it may deem necessary.

9.16 Forms of Punishment

An employee found guilty of misconduct will be liable to any of the following forms of punishment:

- i) A censure or warning.
- ii) Suspension without pay for such period as deemed fit by the CEO
- iii) Withholding of grade increment, reduction of pay or demotion as may be decided by the CEO.
- iv) Discharge/Dismissal/Termination as may be decided by the Competent Authority.

The authority to decide on issues relating to employee discipline is the CEO of the Company except when such indiscipline leads to termination/dismissal, where the CEO may decide to refer the case to a Competent Authority as may be constituted by the Company to resolve such cases.



9.17 Suspension of Employees

The Company may place an employee under suspension when:
a disciplinary proceeding against him is contemplated or is pending; or
a case against him in respect of any criminal offence is under investigation or trial.

An employee who is detained in custody, whether on criminal charge or otherwise, for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention by an order of the appointing authority and shall remain under suspension until further orders.

Where a penalty of dismissal or removal from service imposed upon an employee under suspension is set aside on appeal or on review under these rules and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal or removal and shall remain in force until further orders.

Where a penalty of dismissal or removal from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal or removal was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal or removal and shall continue to remain under suspension until further orders.

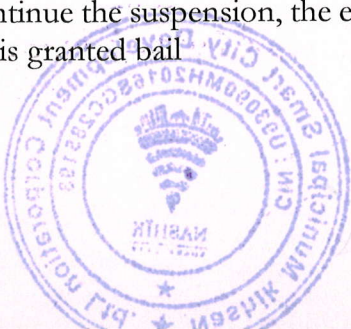
An order of suspension made or deemed to have been made under this Rule may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of his monthly pay provided the disciplinary authority is satisfied that the employee is not engaged in any other employment or business or profession or vocation. Where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows :

The amount of subsistence allowance may be increased to 75 % of monthly pay if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee under suspension.

The amount of subsistence allowance may be reduced to 25% of monthly pay if in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing, directly attributable to the employee under suspension.

If an employee is arrested by the Police on a criminal charge and bail is not granted, no subsistence allowance is payable. On grant of bail, if the competent authority decides to continue the suspension, the employee shall be entitled to subsistence allowance from the date he is granted bail.



9.18 Issue of Charge Sheet and Receipt of Explanation

If misconduct is reported against an employee, the HR Department before taking any disciplinary action against him, will issue a charge sheet under the signature of the Head of HR Department. The charge sheet / letter of explanation should be served on the employee within 7 working days from the date on which the alleged misconduct has come to light. An employee who refuses to accept a charge sheet or fails to reply to it within the prescribed time limit, should not be allowed to report for duty until he/she accepts or replies to the charge sheet. The employee is expected to reply to the charge sheet within such time as may be prescribed. If the explanation is satisfactory to the Company, the employee may be exonerated from the charges and informed accordingly.

9.19 Enquiry and Suspension

If the explanation given by the employee to the charge sheet is not satisfactory, the Company shall hold an official enquiry by an officer(s) appointed for the purpose. The employee charged with misconduct will be given a reasonable opportunity for explanation and defending his actions. The enquiry officer may also examine the witnesses as named or as found in the course of the enquiry. The process of enquiry shall be determined by the Officer in conjunction with the Head of the HR Department. Where it is proposed to hold an inquiry, the Officer appointed for the purpose in conjunction with the Head of HR Department shall frame definite charges on the basis of the allegations against the employee. The charges, together with a statement of the allegations on which they are based, a list of documents by which and a list of witnesses by whom, the article of charge are proposed to be sustained shall be communicated in writing to the employee, who shall be required to submit within such time as may be a written statement whether he/she admits or denies any of or all the articles of charge. On receipt of the written statement of the employee, or if no such statement is received within the time specified, an enquiry may be held by the disciplinary authority or by the inquiring authority appointed. However, an enquiry may not be necessary if the concerned employee admits to the charges.

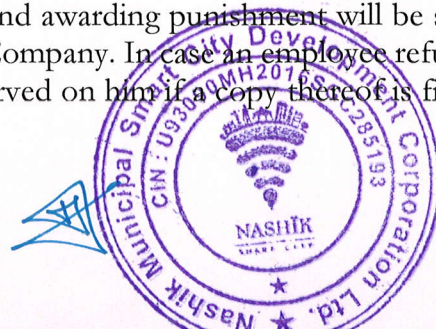
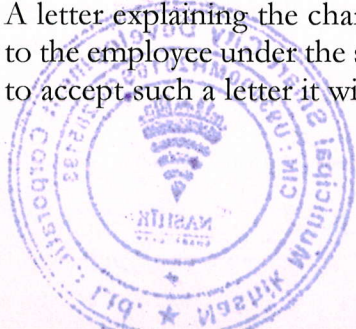
The Company may suspend the employee if it deems necessary during the course of enquiry. The order of suspension will be in writing and shall take effect immediately on communication thereof to the employee. The suspended employee shall not enter the Company's premises during the period of suspension unless otherwise permitted by the Company,

9.20 Award of Punishment

Upon conclusion of the enquiry by such methods and means as the enquiry officer in conjunction with the Head of HR Department may decide, the company shall take the following actions:

- Exonerate the employee if the charges are not proved.
- Award punishment if the charges are proved or the employee admits to the charges.

The scale of punishment will depend upon the nature of the charges (minor or major). A letter explaining the charges, the enquiry conducted and awarding punishment will be sent to the employee under the signature of the CEO of the Company. In case an employee refuses to accept such a letter it will be deemed to have been served on him if a copy thereof is fixed



on the notice board of the department and signed copies are sent to his local and home addresses by registered post with acknowledgement due.

9.21 Punishment:

The punishment to be awarded depend upon the type of charges, minor or major and will generally follow the following guidelines. The enquiry officer in consultation with the Head HR Department will determine the gravity of the charges and will recommend appropriate action to CEO. The CEO shall decide on the extent of punishment and his/her decision shall be final.

- a. Caution: If the misconduct is of a minor nature, the employee may be cautioned verbally or in writing.
- b. Warning in Writing: An employee found guilty of misconduct of a minor nature but committed more than once may be warned in writing and copy of the warning letter be kept in his service record.
- c. Suspension: For major charges of misconduct, an employee may be suspended without pay as a disciplinary measure for such period as the CEO may decide.
- d. Withholding of Increment: Depending on the gravity of the charges, the grade increment of an employee may be withheld at the discretion of the CEO if the employee is found guilty of misconduct,
- e. Demotion or Reduction of Pay: An employee who is guilty of a misconduct not grave enough to warrant discharge may be demoted to a lower post or to a lower salary in the same post
- f. Discharge: An employee who is found guilty of a serious misconduct may be discharged from the services of the company subject to the recommendation from the Competent Authority.

9.22 Taking part in politics and elections

1. No officer or employee shall take active part in politics or in any political demonstration, or stand for election as member of a Municipal council, district Board or any other Local or Legislative
2. Demonstrations and strikes
 - a. No employee shall engage himself/herself for participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, security of the State, friendly relations with foreign States, public order, decency or morality or which involves contempt of the court, defamation or incitement to an offence.
 - b. No employee shall participate in any strike or similar activities or incitement thereto.
3. No employee shall neglect duty with the object of compelling any superior officer to take or omit to take any official action. No employee shall participate in any demonstration, fast, like 'hunger strike' with the object mentioned above



9.23 Criticism of government

No employee shall, in any radio broadcast, telecast through any electronic media or in any document published in his/her own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion –

- a. which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or the State Government
- b. which is capable of embarrassing the relations between the Central Government and the Government of any State; or
- c. which is capable of embarrassing the relations between the Central Government / State Government and the Government of any foreign State;

9.24 Consumption of intoxicating drinks and drugs

1. Every employee shall maintain their physical and mental health in the best possible manner. Business shall be conducted in a smoke free environment. The employees shall endeavor to avoid consumption of substances that will endanger their health.
2. Notwithstanding anything contained in the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area, no employee shall.
 - a. While on duty, be possessing or be under the influence of such drinks or drugs or;
 - b. Appear in a public place in a state of intoxication or Consume drinks.

9.25 Mandatory disclosure of assets

1. Every employee whether on contract or on deputation or on re-employment shall declare his/her movable properties held in his/her name or in the name of any member of his/her family of value higher than Rs. 1,00,000/-and all his/her immovable properties held in his/her name or in the name of any member of his/her family at the time of first appointment and every year in the following manner
 - a. The declaration shall be made in a sealed cover in the prescribed format
 - b. The declaration shall be made by 31st May of every year
 - c. The declaration proforma shall be submitted to the Company Secretary who shall be the custodian of both the copies of declaration

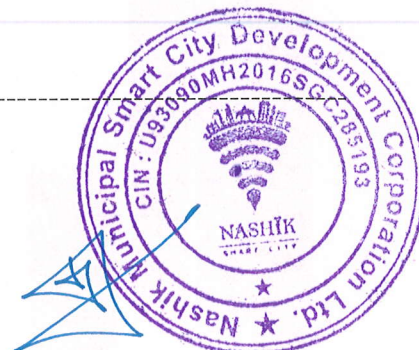
The employee's family in this context shall mean the spouse (except where the spouse is legally separated), the son or daughter or step-son or step-daughter of the employee wholly dependent on him/her.

9.26 Procurement Practices

The Company shall make all procurement of goods and services based on need, quality, service, price and terms and conditions. The Company's policy is to select significant suppliers or enter into significant supplier agreements through a competitive bid process as may be

required under the Smart Cities Mission Smart Cities Mission Guidelines and/or Company's own Policies and Procedures. The suppliers shall be selected based on merit, price, quality and performance., Under no circumstances should any Company employee, agent or contractor attempt to coerce suppliers in any way. Employees are also forbidden to influence, manipulate or otherwise abuse the bid processes and selection of suppliers.

-----END-----



NMSCDCL- Designation



Chief Executive Officer

Executive Assistant (EA) To CEO

Officer on Special Duty (OSD)
(Technical)

Comp. Secy (CS)	Admin Officer (AO)	General Manager (Civil) [GM (Civil)]	Chief Urban Planner (CUP)	Chief Financial Officer (CFO)	GM (IT)
Legal Manager		DGM (Civil) DGM (Env., Water, Sanitation) Sr. Manager (Electrical)	Town Planner (Expert) ** Transportation Planner	DGM (Finance)	DGM (IT)
Assistant Legal Manager	Office Asst. 1 Office Asst. 2 Office Asst. 3 Office Asst. 4	Project Manager (Civil) Project Manager (Civil) Project Manager (Civil) Project Manager (Civil)	Urban Planner / Designer Architect Surveyor	Accounts Executive 1 Accounts Executive 2	SCADA Expert Application Manager
					Innovation Program Lead Innovation Ecosystem Development Lead Innovation and Incubation Lead
					Public Rel. Officer # Skill Development
					IEC Expert



Peon

Peon

Sweeper

Sweeper

L-5 H.O.D.

L-6 C.E.O.

L-1 Support Staff

L-2 Asst Executive

L-3 Manager

L-4 Dy. managers

* Board resolution no. 235 dt. 27/01/2020, ** Board resolution no. 250 dt. 24/07/2020,
Board Resolution No. 253 dt. 24/07/2020, \$ Board Resolution no. 278 dt. 24/12/2020



MOHUA, SCM, Central Departments, Donor Agencies	Board of Directors	UDD, NMC, State Departments
---	----------------------------------	---

Departments, Donor Agencies

Board of Directors

UDD, NMC, State Departments

Chairman

Chief Executive Officer

Legal &
Comp.
Affairs

Administrative & HR

Engineering

Planning & Design

Finance & Accounts

П/ИСТ

Public
Relation
Officer

Business, Agreements/
contracts
compliance
with
applicable
laws and
regulations

Litigation
support

Legal advice
on business
issues and
company
strategies

- Planning/ coordinating administrative procedures/ systems
- Office assets procurement/ management
- Recruiting and training personnel and allocate responsibilities and office space
- Assessing staff performance

- Coordinate with NMC, state departments and stakeholders for inputs and approvals
- Apprise Board and senior management on the technical aspects of projects under implementation, timelines and cost
- Review/ monitor all engineering related project components implemented through NMSCDCL
- Review and monitor work, ensure compliance and issue technical sanction

- Review/ monitor all urban planning related project components implemented through NMSCDCL
- Coordinate with NMC, state departments and stakeholders for inputs and approvals
- Apprise Board and senior management on the technical aspects of projects under implementation, timelines and cost
- Review & monitor work ensure compliance & issue technical sanction

Prepare annual budget and manage cash flow

Accounting & bookkeeping for all company expenditures

Legal/ audit compliance

Facilitate PPP and CSR projects

- Installation and maintenance of hardware, software, networking and communications infra.
- Apprise Board and senior management on Press, media and RTI related activities
- Social media and event management
- Coordinate with NMC, state departments and stakeholders for data sharing & collaborations
- Review & monitor work of consultants & issue technical sanction

Staffed

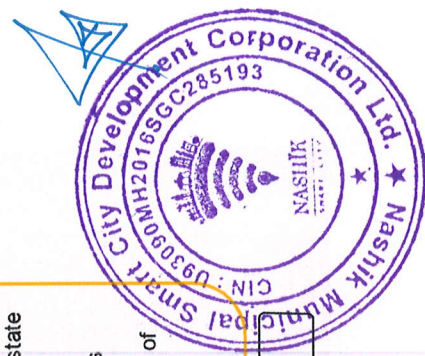
Vacant

Additional

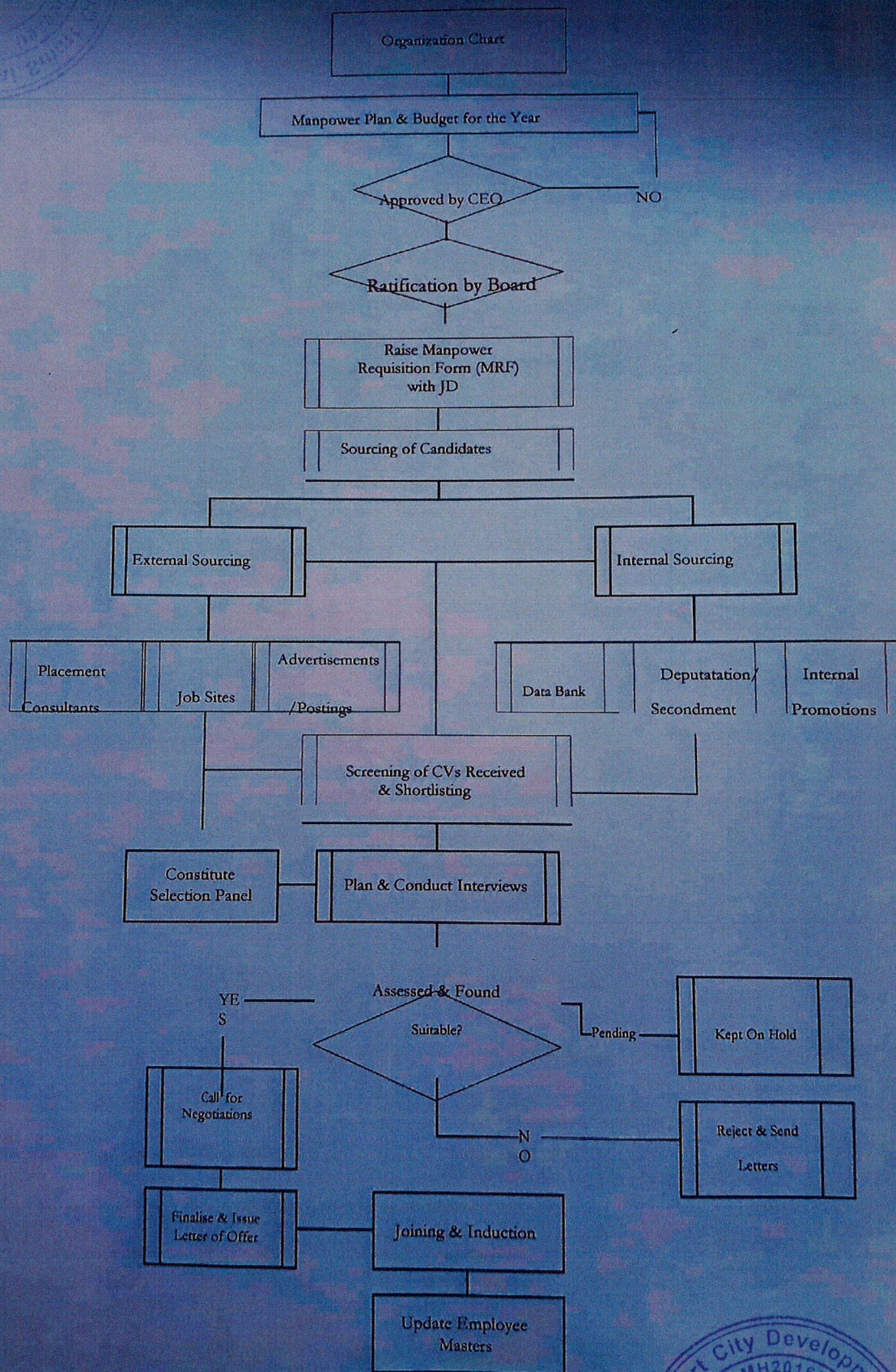
**Project Management
Consultant**

Contractors/ PPP & CSR Partners

2



Annexure II – Recruitment Process



Nashik Municipal Smart City Development Corporation Ltd.

Annexure III

Manpower Requisition Form

Department:

Date:

Job title:

Qualification:

Reporting to:

Salary Range:

Mandatory Qualities:

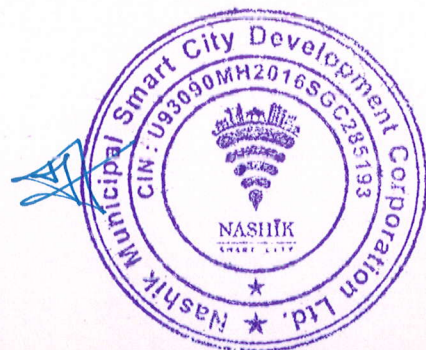
Desirable Qualities:

Number of vacancies:

Total years of Experience: Industry type:

Gender Preference (if any, Pls specify):

Job description:



Annexure IV- Leave Format

नाशिक म्युनिसिपल स्मार्ट सिटी डेव्हलपमेंट कॉर्पोरेशन लि.

दि.- / /

१. अर्जदाराचे नाव:
२. पदाचे नाव:
३. रजेचा प्रकार:
४. एकूण दिवस:
५. दिनांक / कालावधी:
६. रजेचे कारण:

अर्जदाराची सही

रजा मंजूर / रजा ना मंजूर

विभाग प्रमुखाची सही व हुद्दा

मुख्य कार्यकारी यांचेकडे रवाना

मुख्य कार्यकारी अधिकारी

टिप : ना. म्यु. स्मा.सि.डे.कॉ.लि. च्या अधिकाराचे प्रत्यायोजन [Limits(Delegation) of Authority Manual] अनु क्र. २.४ अन्वये रजा मंजूरीचे अधिकारी Reporting Officer यांना आहेत.



Annexure IV- Leave Format
नाशिक म्युनिसिपल स्मार्ट सिटी डेव्हलपमेंट कॉर्पोरेशन लि.

रजेच्या अर्जाचा नमुना
(अर्जित रजेकरीता)

विभाग :-
दिनांक :- / /

१. नाव :-
२. हुद्दा :-
३. रजेचे कारण :-

रजेचा प्रकार	एकुण दिवस	पासुन	पर्यंत	रजेचा जोडून मागील व पुढील सुट्टीचा दिनांक	कामावर रुजू होण्याचा दिनांक

४. इतर माहिती असल्यास
वर मागितलेल्या रजेची शिफारस करण्याकरीता आहे / नाही.

अर्जदाराची सही

दिनांक :-

मुख्य कार्यकारी यांचेकडे रवाना

विभाग प्रमुखाची सही व हुद्दा

मुख्य कार्यकारी अधिकारी

टिप :- ना. म्यु. स्मा.सि.डे.कॉ.लि. च्या अधिकाराचे प्रत्यायोजन [Limits(Delegation) of Authority Manual]
अनु क्र. २.४ अन्वये रजा मंजूरीचे अधिकारी Reporting Officer यांना आहेत.

नाशिक म्युनिसिपल स्मार्ट सिटी डेव्हलपमेंट कॉर्पोरेशन लि.

संदर्भ

श्री/श्रीमती/कु.-----

हुद्दा :-

विभाग :-

दिनांक :- / /

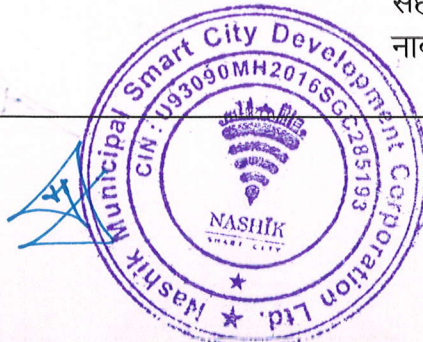
विषय:- कामावर हजर होणे बाबत...

मी एकुण ----- दिवसांची अर्जित रजा दिनांक ----- पासुन ----- पर्यंत मागील ----- व पुढील -----
----- दिवस सोडुन उपभोगल्यानंतर आज दिनांक ----- रोजी (सकाळी) कामावर हजर होत आहे. हे
आपल्या माहिती करीता व योग्य कारवाईसाठी सादर करीत आहे.

विभाग प्रमुखाची सही

सही

नाव -----



Annexure V: Reimbursement form

Nashik Municipal Smart City Development Corporation Ltd.

Date:-

To,
Administrative Officer,
NMSCDCL, Nashik.

Sub :- Reimbursement of cell phone, data card and newspaper expenditure.

Ref :- Sr. no. 6.6 of Human Resource Policy of the company approved by the board.

Sir,

I undersigned working as Office Assistant of NMSCDCL and while carrying my roles and responsibilities, I have incurred expenditure on cell phone the same are attached herewith for Reimbursement.

Sr. No.	Item	Details	Amount (Rs.)	Remark
1	Cell Phone			up to Rs. 1000/- for CEO & HOD's Rs. 500/- for below HOD's per month
2	Data Card			up to Rs. 500/- for CEO & HOD's per month
3	Newspaper			up to Rs. 500/- for CEO & HOD's per month
		Total		

Kindly approved the reimbursement.

Name-----

Designation-----

Employee

Approved / Not Approved

Name-----

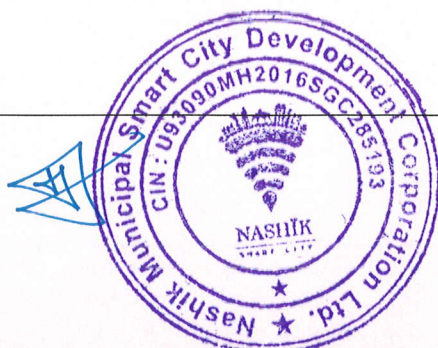
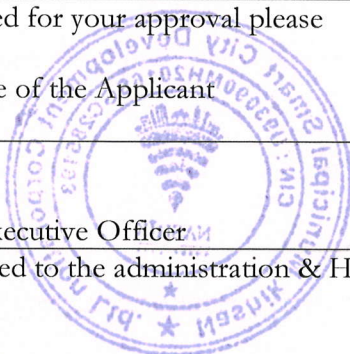
Designation-----

Reporting Officer



Annexure VI- Travel Format

Nashik Municipal Smart City Development Corporation Ltd.					
Date:					
Travel Plan Pre-approval					
Indent No: NMSCDCL/TRA001/2019 (To be filled by Admin Department)					
Name of Employee					
Designation of Employee					
Duration					
No. of Days					
Purpose of Visit: (Supported by invitation letter, documents)					
A] Flight/ Train Arrangement:					
Date	From	Time	To	Time	Flight No/ Train No
B] Vehicle Arrangement:					
Date	From	Time	To	Time	Vendor
C] Hotel Booking:					
Place	Check Inn date	Check Out date	Name of the hotel		
Submitted for your approval please					
Signature of the Applicant			Approval of the department Head		
Chief Executive Officer					
Submitted to the administration & HR department for further co-ordination					
Administrative Officer					



Annexure VII- Meeting Arrangement Format

Nashik Municipal Smart City Development Corporation Ltd			
Meeting Arrangement			
			Date:
Purpose :			
Date of Event			
No of Participants			
Sr No	Particulars	Quantity required	Estimate Cost (To be filled by admin dept)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total			
Name of Indenting Officer: Designation of Indenting Officer:			

