

EFICOR HR Manual



Vision Statement



Child Protection Policy



Anti-Fraud Policy



Environment Policy



Mission Statement



People with Disability Policy



Grievance Redressal Policy



Whistleblower Policy



Gender Policy



Anti Sexual Harrassment



Staff Safety and Security Policy



Role of HR




Conflict of Interest Policy



Staff and Family Support Measures



Employment Policy



Core Values



Document Retention Policy



Process/Procedure



Staff Recognition Policy



Staff Spiritual Enrichment



DOCUMENTS RETENTION POLICY

INTRODUCTION

EFICOR is committed to take appropriate measure to retain, maintain and preserve the organizational documents either in hard copy or soft copy or in any form for future use of organizational continual learning and improvement, history as well as for legal requirement and procedures. Documents that are no longer required, or have satisfied their required periods of retention, shall be destroyed with procedure of disposal.

A. DEFINITION:

The Document means any documentary material, maintained in any form or medium that are created/made or received by EFICOR staff, project staff, volunteers in connection with EFICOR work. 'Documents' includes not only documents in paper form, but e-mail messages and all other forms of electronically stored information. The rules and procedures apply to all the computers, laptop, mobile and other electronic devices provided to Staff, project staff and volunteers by the organization for use in EFICOR work, regardless of whether those computers or devices are used on the EFICOR organization's premises or elsewhere.

Active document refers to any document, which is in continuous use. It has a legal validity and / or administrative importance in functioning of organization or inquiry or proceeding; or communication / sharing of information for regular functioning or it provides a history / memory of organization or could be researched for continual learning;

B. BELIEFS:

I. Source of our Principle and Practice

- a. Our understanding, principles and practices are drawn guided by Bible.
- b. In specific instances we stand to benefit by use of reason and law.

II. Our Values

- a. We are committed to good stewardship as we recognize that all resources belong to, and are a gift from God; that valuing, owning and managing, documenting and preserving these resources reflect our accountability towards God and His creation.
- b. We are committed to documenting and continuous learning which brings the greater accountability and transparency in all our dealings and action.

C. OUR GOALS:

EFICOR will constantly seek to

- a. Comply with applicable legal and regulatory duties to retain documents.
- b. Process, document and take backup of all documents needed for the normal functioning of EFICOR of past, present and future.

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- c. Remind that all EFICOR staff, project staff and volunteers and other stakeholders who are relating to EFICOR to follow the rules and procedures set forth herein.
- d. Develop a culture within the staff to document appropriate materials.
- e. Form a committee to document, preserve, archive the documents as well as dispose of documents with proper procedure and process the documents beyond retention requirement.

D. RETENTION PROCEDURE & RULES

I. Composition of Retention Committee:

The Committee comprises of the Director (Finance & Admin) and one Director (related to the documents), HR Manager, one Manager (related to the documents).

II. Meeting schedule of the committee:

The Committee will meet two times in a year with a gap not more than 8 months.

III. Authority of the committee and procedure:

The Retention Committee recommends to the Executive Director, on required changes in retention requirement for approval and disposal of documents. Based on the Committees recommendation only any documents can be disposed off or destroyed. The Committee may issue a “legal hold” suspending the destruction of any records due to pending, threatened, or reasonably foreseeable litigation, audits, investigations, or any similar proceedings.

If and when any EFICOR staff, project staff, volunteer are informed of “legal hold” by Executive Director/ Retention Committee, the concerned person should not discard/destroy any documents relevant to the subject matter.

If EFICOR staff, project staff, volunteers are informed of the specific types of documents that are relevant and must be retained for certain purpose by the Executive Director, the same should be done as per the procedure and process given.

In all other circumstances, EFICOR staff, project staff, volunteers must retain the documents listed in the Retention Schedule below for the periods of time set forth. The Schedule reflects the legal obligations for document retention. The list given is not the only one to be retained but inclusive in nature. Staff may consult appropriate authorities before disposing off any documents. Questions regarding the retention of documents not listed in this schedule should be directed to the Executive Director.

Failure to follow this policy can result in possible civil and criminal sanctions and disciplinary action against EFICOR staff, project staff and volunteer.

IV. Document Disposal Procedure:

Once Executive Director has approved the process to dispose of the document or materials then the following procedure should be followed.

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The relevant documents or materials should have been segregated and handed over to a Manager who was authorized by the Executive Director. The concerned Manager should dispose of the materials in appropriate way as was recommended in his/her supervision with the support of the Office Assistants. Once the documents and materials are destroyed the Manager should certify that the relevant documents or materials were disposed off appropriately in the prescribed format. If any discrepancies found on the work carried out the concerned Manager will be held responsible and appropriate action will be initiated against him/her.

V. Document selection Criteria

There are many considerations that must be taken into account when determining what documents should be retained or destroyed. Among these factors are:

1. Legal value: Statutory, regulatory and common law requiring the document be retained and property documents
2. Administrative value: Value document has to its creating office in carrying out its function;
3. Physical value: Document that is needed for audit and operational purposes
4. Historical value: Document that is of such quality that it will be useful to both the researcher of today and 100 years from now.

VI. Retention Schedule

| S. No. | Document Code | Category of Documents | Documents Detail | Retention period |
|--------|---------------|--------------------------|---|------------------|
| | | Organizational Documents | Attested copy of the Memorandum of Association, Certificates Society Registration, PAN, FCRA, 80G | Life time |
| | | | IT returns | Life time |
| | | | FCRA Returns | Life time |
| | | | Registrar of Society returns | Life time |
| | | | Minutes of AGM & Board | Life time |
| | | | Attendance Register of Board and Society | Life time |
| | | | Roll register for Society members | Life time |
| | | | Conflict of Interest register of the Society members | Life time |
| | | | PF Registration document | Life time |
| | | | Gratuity Trust Document | Life time |
| | | | Membership in Networks | Life time |
| | | | Copy of Strategic Plan | Life time |
| | | | Copy of Annual Reports | Life time |
| | | | Copy of Organizational materials printed | Life time |
| | | | Copy of Organizational videos and Project Videos | Life time |
| | | All property documents | Life time | |

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| | | | | |
|--|--|------------------------------|---|------------------------|
| | | Financial Documents | All bills and vouchers | 10 years |
| | | | Book of Accounts | 10 years |
| | | | Asset Register | Life time |
| | | | Gratuity with LIC | Life time |
| | | | Provident Fund documents | Life time |
| | | | Salary Register | Life time |
| | | HRD Documents | Staff files | Life time |
| | | | Attendance register | 10 years |
| | | | Staff benefits file | Life time |
| | | | Salary revision approval papers | Life time |
| | | | Resume received | 1 year |
| | | | Applicants rejected file | 5 years |
| | | | Leave application file | 2 years |
| | | | | |
| | | Units & Department Documents | Project Proposal with Budget | 10 years |
| | | | Project reports with Budget | 10 years |
| | | | Photos | 10 years |
| | | | Evaluation reports of projects | 10 years |
| | | | Soft copy of the Project proposal, reports, Evaluation reports and photos | Life time |
| | | | Database of people trained | Life time |
| | | | Database of Drishtikone Magazine | Life time |
| | | | Copy of the Drishtikone Magazine | Life time |
| | | | Copy of the Eco & AIDS Sunday materials | Life time |
| | | | Training/Academic Programme Curriculum | 5 years |
| | | Copy of the modules used | 5 years | |
| | | Litigation files | Documents pertaining to litigations | 10 years |
| | | Vehicle and other Assets | All files pertaining to 2 and 4 wheelers | Life time |
| | | | Sale documents of the vehicles | Life time |
| | | | Purchase details and Warranty details of assets | Till the asset remains |



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DECLARATION OF COMMITMENT

To be signed by all EFICOR staff (regular, contracted and project) and volunteers. A copy will be kept on file at the appropriate EFICOR office or personnel file.

I declare that:

1. I have read and understood EFICOR – Documents Retention Policy.
2. I will work within the procedure as laid out in EFICOR – Documents Retention Policy.

Name: _____

Signature: _____

Date: _____