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कृषि विभाग



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प्रकल्प समन्वय व व्यवस्थापन कक्ष

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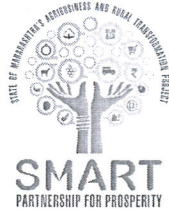
मा. अध्यक्ष, स्मार्ट सोसायटी तथा  
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मंत्रालय, मुंबई -३२

विषय:- स्मार्ट प्रकल्पाचे HR Policy सादर करणेबाबत.

वरील विषयाबाबत सविनय सादर करण्यात येते की स्मार्ट प्रकल्पाकरीता मे. T & M Services Consulting Pvt Ltd बाह्य स्रोत यंत्रणेमार्फत नेमलेल्या कंत्राटी तज्ञ/ अधिकारी / कर्मचारी यांच्या करीता HR Policy चे प्रारूप तयार करण्यात आलेले आहे. (सोबत सहपत्रित)  
सदर प्रारूप मान्यतेस्तव सादर करण्यात येत आहे.

(कौस्तुभ दिवेगावकर, भा.प्र.से.)  
प्रकल्प संचालक, स्मार्ट





**HON. BALASAHEB THACKERY AGRIBUSINESS AND  
RURAL TRANSFORMATION (SMART) PROJECT.**

**HUMAN RESOURCE POLICY/MANUAL FOR EMPLOYEES SERVING IN  
THE SMART SOCIETY**

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## 1. INTRODUCTION

### 1.1 OVERVIEW

To carry forward the journey of farmer producers welfare, Government of Maharashtra has launched World Bank assisted Honorable Balasaheb Thackeray Agribusiness and Rural Transformation project (SMART project) in order to transform agriculture and livelihoods sector in the State. SMART project aims to revamp agricultural value chains, with special focus on small and marginal farmers across Maharashtra aligned with the Government of India's efforts towards Doubling of Farmers Income. The Project Development Objective (PDO) is to support development of inclusive and competitive agriculture value chains focusing on smallholder farmers and agri-entrepreneurs in Maharashtra.

The project is being implemented through 6 line Departments, 11 Project Implementation Units (PIUs), 8 Regional Project Implementation Unit (RIUs) and 34 District Project Implementation Units (DIUs). To implement the project Government of Maharashtra has sanctioned 504 posts vide GR dt. 11/11/2021. Keeping in mind the welfare of staff the project needs, its own HR Policy.

### 1.2 DEFINITIONS

1. "APD" means Additional Project Director of the SMART Society/Project.
2. "Community Based Organization" (CBOs) means Community based Institutions such as Self-Help Groups (SHGs), Producer Groups, Federations, Farmer Producer Companies (FPCs), Primary Agriculture Co-operative Society, Community Managed Resource Centers (CMRCs), Cluster Level Federation (CLF), etc.
3. "Employer" means Government of Maharashtra or Component Authority in case of deputed staff and the HR cum Placement Agency appointed by the SMART Society/Project for Contractual staff.
4. "Executive Committee" means the Executive Committee of the SMART Society/Project.
5. "Government" means the Government of Maharashtra and or Government of India as the case may be.
6. "Governing Council" means The Governing Council of the SMART Society / Project.
7. "Outsource / HR Agency" means Agency appointed by the Project for recruitment of contractual staff / individual consultants as the case may be.
8. "PD, SMART" means Project Director of the SMART Society/Project.

9. "SMART Society/Project" means State of Maharashtra's Agribusiness and Rural Transformation (SMART) Society/project and all its offices at State, Division, and District levels. Formerly The Honorable Balasaheb Thackeray Agribusiness and Rural Transformation project .
10. "Staff" means an individual appointed to desired posts on Deputation or Contractual (through HR agency) for the SMART Society/Project.
11. "Steering Committee" means The Steering Committee of the SMART Society / Project.
12. "WB" means World Bank.

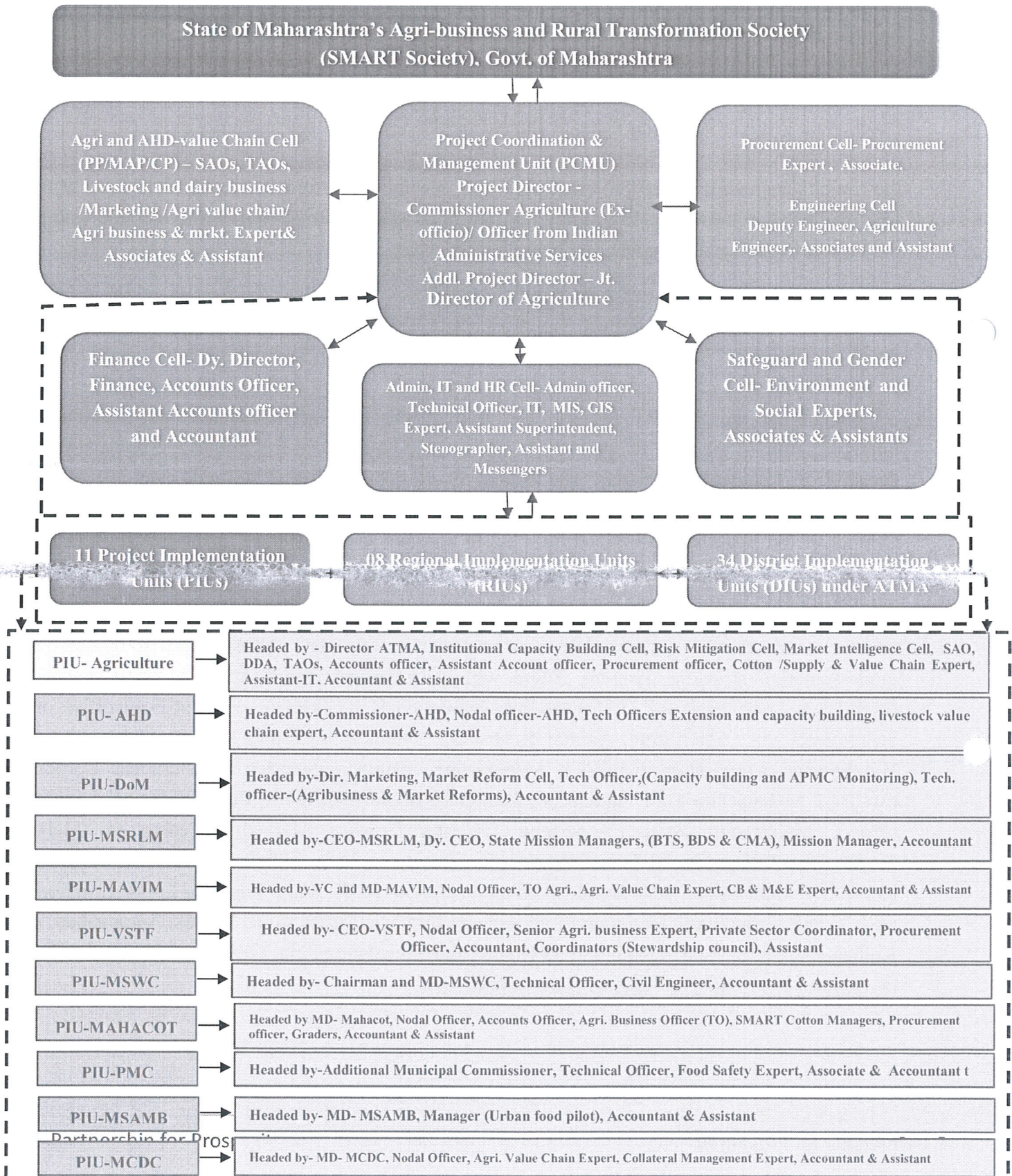
## 2. STAFF STRUCTURE WITH ORGANOGRAM-

The SMART project is fully integrated into the Govt. of Maharashtra (GoM) administration and implementation arrangements and is designed to promote the use of existing GoM structures at the State, Regional, and District level. SMART Society/Project will implement the SMART project under the broad guidance of the Project Steering Committee (PSC) headed by Honorable Chief Secretary, GoM and a Project Governing Council chaired by the Secretary–Agriculture, GoM. The Department of Agriculture, headed by Secretary/Principal Secretary/ Additional Chief Secretary (Agriculture) is the Nodal Department for the Project. Day-to-day executive control will be with the Project Director, who may be Commissioner, Agriculture /Officer from Indian Administrative Services and who heads the Project Coordination and Management Unit (PCMU).

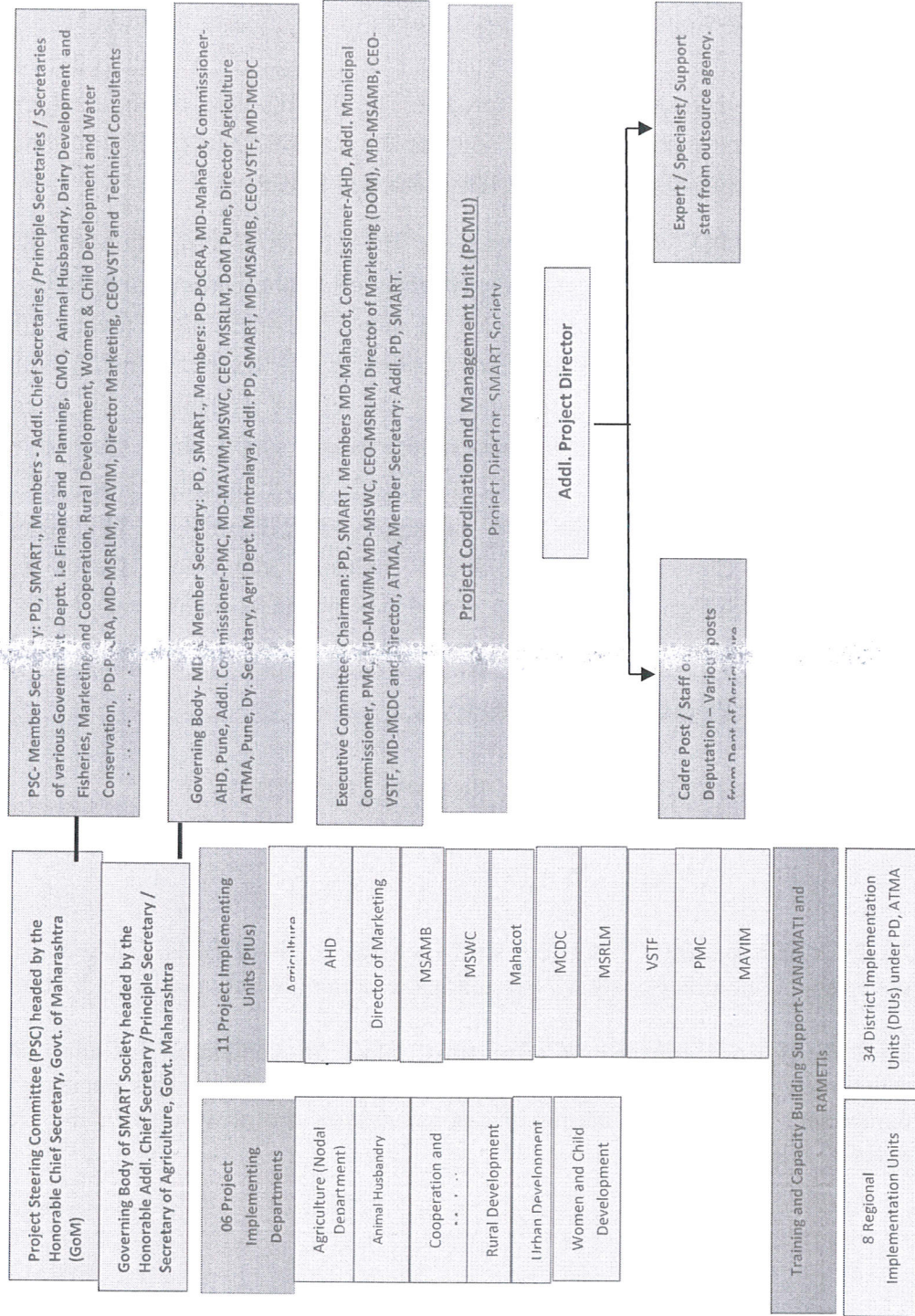
At the State level, Secretaries / Principal Secretaries / Addl. Chief Secretaries of the of six line departments of the SMART project, viz. Agriculture, Cooperation & Marketing, Animal Husbandry, Rural Development, Women and Child Development and Urban Development will coordinate with Project Steering Committee to implement and manage various activities proposed under various components of the SMART project. The role of the PSC is to monitor and coordinate the implementation of the SMART project and also to take policy decisions within the framework of the decisions of Cabinet of Ministers. The Project Steering Committee (PSC) will meet at least once a year to offer overall advice and policy direction for smooth implementation and its monitoring. The Cabinet of the State has authorized the PSC to approve minor changes in the design, budget, and administrative issues involved in implementation of the given project.

The Project is managed by the SMART Society/Project and it has a multi-tier structure at State, Division and District Level which are staffed by required professionals as given in the implementation structure diagram. There will be a Project Coordination & Management Unit (PCMU) at State level and 11 Project Implementation Unit (PIU's), each at head office of line departments viz., Agriculture, Animal Husbandry, Director Marketing (DoM), Maharashtra State Warehousing Corporation (MSWC), Maharashtra State Co-operative Development Corporation (MCDC), Maharashtra State Agriculture Marketing Board (MSAMB), Pune Municipal Corporation (PMC), Maharashtra State Cooperative Cotton Growers Marketing Federation (Mahacot), Maharashtra Village Social Transformation Foundation (VSTF), Mahila Arthik Vikas Mahamandal (MAVIM), Maharashtra State Rural Livelihood Mission (MSRLM), 8 Regional Implementation Unit (RIU's) at 8 Agricultural Divisions of the Maharashtra., viz Thane, Pune, Nashik, Aurangabad, Latur, Kolhapur, Amravati and Nagpur and 34 District Implementation Unit (DIU's) at each of the Districts (excluding Mumbai and New Mumbai)of the State.

The Staff Structure and Representatives of the SMART Society/Project Line Departments is represented below:



# HUMAN RESOURCE POLICY/MANUAL FOR THE SMART PROJECT



The SMART project is implemented at three levels of operation - the State level PCMU & PIUs, Regional level RIU and the District level DIU.

The Project Director (PD), SMART Society/Project is in-charge of the project and responsible for running the project in the entire State. He is assisted by the Additional Project Director (APD) who will be responsible for the project and systems functions. The PD and APD will be appointed by State Government and would hold the responsibility to ensure that the systems like Finance, HR & Admin, MIS, Environmental and Social Safeguards, Monitoring and Evaluation, Procurement, Gender Inclusion, etc. are in place across the SMART project. The PCMU plans for the implementation of Annual Action Plans (AAPs) and State Perspective and Implementation Plans (SPIPs) of the project in the state. It also provides technical assistance to the PIUs, RIUs and DIUs.

The PD and APD will be supported by the Project Coordination & Management Unit (PCMU) encompassing heads of respective departments of all the participating PIUs. Regional Implementation Unit (RIU) at Regional level, headed by the Divisional Joint Director of Agriculture and District Implementation Units at District level, headed by the District Superintending Agricultural Officer as Project Director ATMA are established for the project implementation. A core team of the PIUs will include manpower for various themes namely value / supply chain, Capacity Building, Social Inclusion and Social Development, Financial Inclusion, Environmental Safeguards, MIS, M&E, Financial Management etc. based on the need and requirement. The RIU & DIU team would consist of value / supply chain, Capacity Building, Social Inclusion and Social Development, Financial Inclusion, Environmental Safeguards, MIS, M&E, Assistant and an Accountant etc. as per requirement.

The PCMU may recruit Young Professionals/ Fellows/Interns or can offer fellowship to them. They may be placed at the PCMU/PIU/RIU/DIU level.

## 2.1 CATEGORIES OF STAFF IN THE SMART PROJECT

The SMART project will deploy following categories of Staff:

**2.1.1 Ex-officio Staff:** Ex-officio staff includes heads of PIUs, RIUs & DIUs appointed by the government and other posts whose salaries/remuneration are not borne by the project.

**2.1.2 Staff on Deputation/Cadre post:** Staff on deputation includes cadre posts /positions sanctioned by the Government resolution dated 11.11.2021. This position may be filled by the component authority by taking into consideration the provisions in the Government resolution dated 11.11.2021.

**2.1.3 Staff from Open Market:**

Staff from open markets includes contractual posts /positions sanctioned by the Government resolution dated 11.11.2021. This position to be filled by/ through the outsource/HR agency appointed by the project.

**2.1.4 Individual Consultant:** Project may appoint Resource Persons as and when required by the project. The appointment of these persons would be done by adopting World Bank approved procedure.

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### 3. RECRUITMENT AND SELECTION PROCESS (GOVT. EMPLOYEES ON DEPUTATION AND CONTRACTUAL STAFF)

SMART Society/Project will carry out staff recruitment at all levels in a phased manner, as per the progress of the SMART project. The staff members would be duly inducted and immersed in the SMART project processes, values and philosophy. The Society will follow the principles of equal opportunity in relation to caste, creed and gender. It would ensure that a transparent selection process is in place at all levels.

The SMART Society/Project will hire the services of a HR agency for recruitment and other HR management purpose. It will adhere to the stipulated procurement norms of bringing an HR agency on board as per the Government of Maharashtra and the World Bank norms/guidelines.

#### 3.1 Selection Criteria

The contractual positions will be recruited by the HR cum placement agency appointed as per the provisions in the GR dated 11.11.2021. Educational Qualification, Experience, Age and other related aspects would be prescribed by the Project with the approval of Governing Council of SMART Society/Project.

#### 3.2 Selection Methods

##### 3.2.1 Deputation/ Cadre Posts: -

The post created on deputation or the cadre post will be filed as per the provisions in the GR dated 11.11.2021.

##### 3.2.2 Contractual Posts: -

The engagement of the staff from open market i.e. contractual staff would be done by/ through Project's HR cum placement agency as per the procedure mentioned in the contract. The applications will be invited through advertisement. The applications will be scrutinised by the agency and the candidates satisfying the selection criteria laid by the project will be shortlisted. The HR cum placement agency in consultation with the SMART Society/Project will conduct group discussions / written test / interviews based on the number of shortlisted candidates. The final selection would be done through an interview.

#### 3.3 DE-SELECTION

All staff would be subject to de-selection. Any staff member who is not adhering to or violating any of the SMART Society/Project's Core Values and Non-negotiating principles, he/she will be de-selected forthwith. If He/she does not display minimum level of learning during the probation period and/or

performance during the probation period is not satisfactory, He/she would be de-selected forthwith. Further, de-selection may also be caused by non-satisfactory performance during probation or by not having satisfactory annual performance.

#### 3.4 PROBATION PERIOD OF STAFF ON CONTRACT

Probation period of a new entrant at all levels would be 03 months. The services of entrant will be continued based on his performance.

## 4. REMUNERATION AND ALLOWANCES

**4.1 Honorarium / Remuneration payable to Contractual Staff in SMART Society/Project** – The honorarium / remuneration payable to the contractual staff will be within the line of specified in the the Government resolution dated 11.11.2021. The Project will fix the honorarium /remuneration as per below mentioned policy of the project.

### 4.2 Honorarium / remuneration policy of the project.

1. The last honorarium /remuneration drawn by the selected candidate in the previous employment will be his minimum honorarium/remuneration in the project. **Or**
2. Maximum 15% hike in the last payment drawn will be given to the selected candidate limited to maximum limit of honorarium / remuneration prescribed in the GR. In case honorarium / remuneration of selected candidate crosses maximum limit the honorarium / remuneration will be equal to maximum limits prescribed in the GR. **Or**
3. If the honorarium / remuneration of the selected candidate in the previous employment is more than the maximum limit prescribed in the GR, the selected candidate will get the honorarium/ remuneration equal to maximum limit.
4. The selected candidate will not be paid honorarium/remuneration below Minimum Wages Act.
5. For the candidates working in SMART project, upto 15% of hike in honorarium /remuneration will be applicable only-
  - 1 After completion of minimum 6 months service in the project.
  - 2 The post applied for must be of different cadre and higher to current appointment in terms of remuneration/ honorarium fixed by GR.
  - 3 If the candidate working in SMART project has been selected and joined other post with 15% hike, reselected for his previous post in project within 6 months period, will not be eligible for 15% hike and will get his previous salary only.

### 4.3 The selection and honorarium to the Retired Government Officer

If retired government officers are appointed in the project as per GR dated 11.11.2021, the procedure laid down by General Administrative Department GR dt. 17/12/2016 will be applicable for selection, fixation of honorarium and allowances.

If cadre posts are not filled through in-service or retired Government officials, it can be filled through open market. In such cases, the procedure prescribed for recruitment of contractual staff will be applicable and remuneration will be fixed by the project with the approval of Governing Council.

#### 4.4 Classification of staff –

The classification of staff recruited in the project will be as bellow.

<b>Grade</b>	<b>Government Officer/Staff on Deputation- As per 07th Pay Commission</b>	<b>Contractual Staff</b>
Class I	Post in Level S-19 and above in 07 <sup>th</sup> Pay Matrix	Rs. 1,00,000 and above
Class II	Post in Between Level S-15 to S-18 in 07 <sup>th</sup> Pay Matrix	Rs. 60,000 to Rs. 99,999
Class III	Post in Between Level S-05 to S-14 in 07 <sup>th</sup> Pay Matrix	Rs. 25,000 to Rs. 59,999
Class IV	Post in Between Level S-01 to S-04 in 07 <sup>th</sup> Pay Matrix	Below Rs. 25,000

#### 4.5 TA/DA Allowances

All the employees (cadre / contractual) of the project will eligible for TA/DA, as per the prevailing Government norms. For sanction of TA/DA, the classification of employee mentioned at 4.4 would be applicable.

All travel claims must be submitted in the prescribed format (claim form) along with supporting documents (Bills) to the competent authority. The sanctioned allowances of contractual staff will paid through HR cum placement agency of the project.

#### 4.5 Leave policy

##### 1. For Government employees / officers-

Government employees / officers serving in the Project will eligible for leave as per prevailing leave rules of the Government of Maharashtra. In this regard, leave sanctioning authorities has been prescribed by the project vide Circular no Smart/ Adesh /lekha/244/2023 Dt. 13/2/2023.

##### 2. For contractual staff

I - Privilege leave (PL) –

- 1.5 leave per month i.e., 18 leave per year will only be admissible with subject to the prior approval of competent authority. At the end of actual working month 1.5 leave will be deposited in the leave account of contractual staff.
- The leave can be availed only after the prior sanction of competent authority.

- c) The PL will not be cashable and will lapse at the end of every year.
- d) Holidays declared by Government of Maharashtra and concerned Collector will be applicable. But project may call their services on such holidays also.
- e) Any leave in addition to leave deposited in account of employee shall be treated as leave without pay.
- f) Excessive payment against the leave, if any will be recovered.
- g) In case of emergencies, the immediate superior may sanction the leave subject to approval of competent authority.
- h) Leave more than 3 days due to medical emergency, should be supported by a medical Certificate and Fitness Certificate to resume the duty.
- i) Accountant, Assistant, Computer Operator & Messenger cadre will be entitled for compensatory leave with the approval of competent authority.

II) **Maternity leave** - Maternity leave to the contractual staff will be applicable as per existing maternity leave policy of Government of Maharashtra. The amendment in this regard will be applicable as and when it comes into force.

## 5. TRANSFER POLICY

After completion of minimum 6 months at a place in the project, the candidate will be eligible for transfer based on criteria mentioned below.

1. Transfer application for vacant positions only will be considered. However, mutual transfers will also be allowed.
2. The application for transfer must be with the approval and recommendation of Head of receptive implementation unit.
3. If more than one application received for the post, seniority in the project will be considered.
4. Any change in remuneration / honorarium due to transfer of accountants and assistants, will be subject to the approval of the project.
5. In exceptional circumstances, the Project Director may relax the criteria of minimum period.
6. PCMU reserve the right of transfer based on the need of project.

## 6. CODE OF CONDUCT

SMART Society/Project provides enough space for the staff to perform at their best. It is a learning organisation and its team would adopt non-hierarchical functioning with collegial spirit. SMART Society/Project expects its staff to follow the code of conduct for work place hygiene. It expects all staff to conduct themselves in an honest and ethical manner both in private and public and act in the best interest of the Society at all times.

The staff is expected to demonstrate good personal conduct through adherence to the following:

- **Avoid Conflict of Interest:** Staff should avoid situations in which their personal interest could conflict with the interest of SMART Society/Project, e.g., staff actively associated with the management of, or hold financial interest in any business concern, accepting favours or a gift for any services rendered by him/her on behalf of the Society. Conflict if any, or potential conflict, must be disclosed to higher management for guidance and action as appropriate.
- **Be Transparent & Accountable:** Staff should ensure that their actions in the conduct of business are totally transparent except where the needs of business security dictate otherwise. All staff shall voluntarily ensure that their activities, with regard to their conduct, in person and official transactions, are open to audit and follow the highest norms of accountability.
- **Maintain Confidentiality:** Staff should not disclose or use any confidential information gained in the course of employment/association with SMART Society/Project for personal gain, or for the advantage of any other person. No information either formally or informally shall be provided to the press, other publicity media or any other external agency except as per approved policies of the SMART Society/Project.
- **Use SMART Society/Project Facilities judiciously:** Staff should not misuse Society facilities. In the use of such official facilities, care shall be exercised to ensure the same with highest level of diligence.
- **Follow Resource Efficiency, Pollution Prevention and Management:** The staff should follow and facilitate activities to promote sustainable development through resource use efficiency (water, energy, paper for printing work, etc.), environmental pollution reduction, facilitate safe and healthy working conditions and reduce carbon footprint of the project activities.
- **Be Gender Sensitive:** SMART Society/Project is committed to a gender friendly and a socially inclusive workplace, with equal opportunities for men and women without any discrimination.

All Staff are expected to be gender sensitive and adopt non-discriminatory work practices, through their behaviour, beliefs, values and attitudes mainstreaming gender in the organization's culture.

- **Be Socially Inclusive:** The staff should adopt an inclusive behaviour towards all other employees irrelevant to their caste, creed, etc. Staff is also expected to be sensitive towards the differently-abled colleagues, thus, creating a healthy work environment in the organization.
- **Have no tolerance to Sexual Harassment:** SMART Society/Project is committed to a zero tolerance towards any incident of sexual harassment.
- **Do not compromise the interests of SMART Society/Project in dealing with other stakeholders:** Staff should ensure that in their dealings with all external agencies, including service providers, suppliers, vendors, partners, etc. The society's interests shall never be compromised, or else it would be viewed as serious breach of discipline and would attract disciplinary action.
- **Ensure Legal Compliance:** All staff should comply fully with all applicable laws and regulations.
- **Adhere to Code of Conduct:** Any instance of non-adherence to the Code of Conduct/any other observed unethical behaviour on the part of any staff should be brought to the attention of the immediate reporting authority/ unit heads. The Project Director, SMART would be the final authority to decide on such cases of non-adherence.

## 7. GRIEVANCE REDRESSAL MECHANISM

In SMART Project, the Grievance Redress Mechanism is a critical tool for promoting both transparency and accountability in project operations. The GRM is embedded into the various facets and dimensions of the project through a well-designed and operational efficient mechanism. From an operational perspective, SMART PCMU recognizes the role of the GRM as critical towards enhancing operational efficiency towards ensuring beneficiary and citizen awareness/engagement in the project. SMART has provided multiple channels (offline and on-line) by which citizens including women, ethnic minorities, youth, and even contractors will be able to provide feedback to strengthen the operational objectives and build on project's aim to be accountable, transparent and responsive to beneficiaries.

SMART acknowledges that an effective GRM is built on organizational commitment both in terms of recognizing the role of the GRM as well as supporting its operationalization. It also embodies fairness in handling grievances confidentially, impartially and transparently. The project recognizes that procedures to file grievances and seeking action need to be easily understandable and accessible for the project beneficiaries to make the GRM effective. GRM will be accessible to project staff and all external project stakeholders, including affected people, community based organizations, male and female farmers, civil society, contractors, media and other interested parties.

### B. GRM Mechanism of SMART Project

SMART Project has established the Grievance Redressal Mechanism as below:

1. **Nomination of Grievance Redressal Officer (GRO) & Appellate Authority (AA) at PCMU, PIUs, RIUs & DIUs:** For PCMU, Coordinator - Monitoring & Evaluation is nominated as Grievance Redressal Officers & Additional Project Director as Appellate Authority. For PIUs, RIUs & DIUs, Nodal Officer of respective units are nominated as Grievance Redressal Officer & Head as Appellate Authority.
2. For submission of complaints dedicated E-mail ID for GRM is created - **mahasmart.grm@gmail.com**
3. Web-based GRM is operationalized - **smart-mh.org**
4. The toll-free no. of the project - **18002101770**

5. The name, phone number of Nodal Officer and GRM website, E-mail ID and Toll free no. is displayed on notice board/display board at each office (PCMU, All PIUs, All RIUs & All DIUs)

## 8. SEXUAL HARASSMENT COMMITTEE

The PoSH Act is a legislation enacted by the Government of India in 2013 to address the issue of sexual harassment faced by women in the workplace. The Act aims to create a safe and conducive work environment for women and provide protection against sexual harassment. The PoSH Act defines sexual harassment to include unwelcome acts such as physical contact and sexual advances, a demand or request for sexual favours, making sexually coloured remarks, showing pornography, and any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

As per the PoSH Act, there will be Internal Complaint Committee at all units of the project. i.e., PCMU, All PIUs, All RIUs & All DIUs. This committees will implement the provisions of PoSH Act.

## 9. DISCIPLINARY ACTION

The Disciplinary action is to act as a deterrent for undesired behavior of an employee as per Norms/rules of the SMART Society/Project. Disciplinary action is warranted only in a situation where-in an employee commits any act of misconduct. All lapses, acts of misconduct, fraud, neglect of duty, indiscipline, discourtesy, sexual harassment, insubordination, general inefficiency and contravention of any official instructions or directions already issued or that may be issued from time to time can therefore be dealt with disciplinary action.

For verifying the charges of misconduct or complaint project may appoint an enquiry committee or call a report from head of the concerned Implementation Unit.

Accordingly, the project will instruct the outsourcing agency to take e disciplinary action or termination of services on those who are found guilty or who are identified with charges of improper misconduct.

For State Government deputed officers/staff, the Maharashtra State civil service rules will be applicable.

## 10. ANNUAL PERFORMANCE REPORT AND INCREMENT-

The Annual Performance Report will be the assessment of the employee in terms of attributes, competency, output and overall gradation. The Annual Performance Report will be base for the increment. The procedure, attributes of evaluation and reporting and reviewing authority at different project implementation unit has been prescribed by the project Circular no. SMART /Admin/ Circular /553/2023 Dt. 29/3/2023.

### 10.1 Performance Disclosure & Representation.

There will be openness in the system of appraisal. The Annual Performance Report including the overall grade and integrity, will be communicated to the employee after it has been finalized. The employee will have the option to give his representation against the benchmark gradation recorded in the report. Such representation may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the employee in terms of attributes, competency, output and overall gradation. If representation is submitted, the comments of concerned Reporting and Reviewing Authority, if are in service, will be sought by processing officer. The views of the Reporting and/or Reviewing Authority would be put forth before competent authority. The competent authority will give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. The decision along with details in case an entry is upgraded or down-graded with, reasons for same will be recorded and the same will be communicated to the employee. The decision of the competent authority will be final

### 10.2 Increment Policy

Every contractual staff will be eligible for 5% annual increment subject to the Annual Performance Report. The staff whose Annual Performance Report is A+, will eligible for annual increment.