

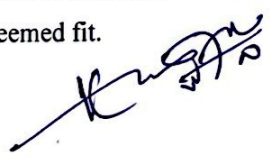
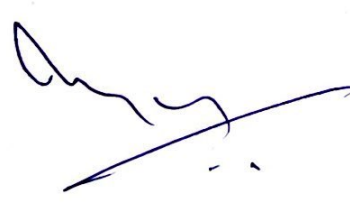
WAGE POLICY

With reference to the JVV office letter no. JVVHOWA/2024-25 Dated 18 Sep 2024, the president of the BOM had informed the following members to form a committee and submit the report by end of the October 2024.

- | | |
|---------------------------------------|-----------------------------|
| 1. Smt. Swarna Rudranaraju DU No.108 | Vice President & Electrical |
| 2. Sri. Vivekananda Kandala DU no.282 | Secretary & Security |
| 3. Sri. P krupakar DU No.037 | Resident Owner |

The terms of reference are as follows:-

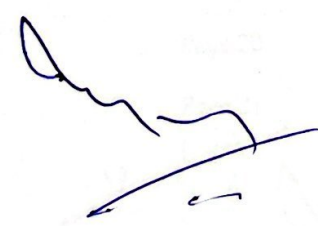
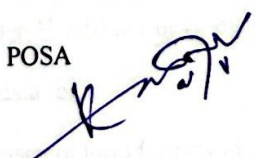
1. Various aspects that need to be encompassed in the gamut of their studies by the board, appointed for formulating wage policy for the JVVHOWA employees, are enumerated in the succeeding paragraphs.
2. Employees records, standard format for maintaining bio-data both in digital form and hard copies.
3. Entry age, qualification, selection procedure, appointment letter with terms of conditions attached, retirement age.
4. Working hours, salary, annual increment, allowances, OT, uniforms entitlement, meals, snacks, tea provision by employer.
5. Loans, salary advance, extraordinary grants, recovery of loans.
6. Dismissal, premature retirement, Services No Longer Required, Golden Handshake.
7. Benchmark salary, yearly increment, yearly bonus, revising the benchmark salary.
8. Leave entitlement, list of holidays.
9. Monthly meeting of staff, durbar, redressal of grievances.
10. Any other aspects deemed fit.



Swarna

Labour Laws

The following Acts are covered under labour laws, which are not limited to.


1. Contract Labour (Regulation & Abolition) Act
2. Shops & Establishment Act
3. Workmen's / Employees Compensation Act
4. Provident Fund & Misc. Act
5. ESIC
6. Payment of Wages Act
7. Payment of Bonus Act
8. Payment of Gratuity Act
9. Professional Tax Deduction
10. POSA



Swarna

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Swarna

DRAFT REVISION IN JVV REMUNARATION POLICY GUIDELINES

(SUPERCEDES ALL EARLIER POLICY GUIDELINES EFFECTIVE FROM)

In order to bring parity in remunerating the personnel engaged in colony/ society, the AGM held on 07th July 2024 followed by BOMs circular invited volunteers to revisit the existing Wage policy guidelines with their observations and recommendations for implementation.

The committee constituted for this purpose observed the following and felt to make suitable amendments keeping the interests of the Association as far as possible with a view to prevent and safeguard from other statutory obligations that may attract now or in future.

1. Annual raise in terms of percentage to gross emoluments were uniform to each and every one and inconsistent with their role.
2. Role function and / or duties assigned are in conflict for discharge of day to day duties.
3. The policy had its own ramifications leaving scope for interpretation under labour laws.
4. Review of additional payments as well as working hours for White & Blue collared personnel.

In light of the above our observations followed by recommendations and suggestions are given hereunder for discussion by the members to arrive at final resolution for implementation, if agreed upon.

SL No	Component and Description	Existing	Revised & Propose	Remarks and Solution
1	Statutory compliances	<p>Since inception of the colony, No statutory obligations were observed by the BOM.</p> <p>Justification: Not applicable to societies and colonies, which are non-profit and operate on collective basis with funds pooled by the owners to maintain the upkeep of the colony by engaging suitable manpower required.</p> <p>ESIC Scheme was implemented (though not applicable) to all personnel whose monthly gross emoluments < Rs. 25,000 w.e.f.....</p>	<p>Factually, housing societies are exempt from the perils of the statutory obligations.</p> <p>ESIC Registration Cancellation:</p> <ul style="list-style-type: none">• BOM initiated to cancel the ESIC's Registration as decided in AGM.• Discussion held with ESIC officials• Submitted our representation with a request to cancel the ESIC Registration obtained by mistake. Awaiting response from ESIC.• Having implemented the ESIC scheme by enrolling our manpower, the process of cancellation or de-registering process is difficult to fulfill (ESIC) Rule position as per the opinion sought by ESIC officials, separately.	<p>We may have to pay the arrears in any case to ESIC and continue with the scheme if cancellation is not accepted by the dept.</p> <p><u>Alternate Solution:</u> Recommended to outsource all the blue collared workers to any Third Party as we have done in case of security services.</p>

2	Annual Increment	<p>1. Revision in salaries is effected every year in the month of January.</p> <p>2. Annual period is observed as calendar year i.e. from Jan – Dec.</p> <p>3. Increment is given Enbloc to all personnel that are fixed at 10% on monthly gross salary...</p> <p>4. No criteria is adhered to make exceptions in deserving cases</p>	<p>- To effect revision of Annual Remuneration w.e.f.1st April, every year in order to align with the Financial Year (April –March).</p> <p>- Annual raise in emoluments is now corrected to disburse the same in the months of April or May as per budget provisions taken on record by BOM.</p> <p>- The percentage of raise in remuneration will be linked to service period , duties, work load, performance & other parameters captured separately in the Assessment Form as an indicator recommending to grant within the percentage range with a maximum ceiling limit capped of Rs.1500/- per month or whichever is lower calculated on the gross at the sole discretion of the BOM</p>	<p>Criteria: The raise in emoluments should be considered after completion of one year of service in the colony.</p> <p>Any past broken period(s) served in the colony by the same person and rejoining the duties will not be considered for the raise, if he falls short of 1 year of service in the colony during the said FY.</p> <p>Performance based indicator to be considered as criteria for eligibility.</p>
3	Annual Bonus	<ul style="list-style-type: none"> • Bonus is paid to all persons every year for the calendar year January –December. • Fixed payment of one month gross salary is paid as Bonus. • No criteria are framed to eligible for Annual Bonus. • All new joiners in the calendar year are also paid on pro-rata basis on their gross salary. <p>Paid during Dussera festival</p>	<ul style="list-style-type: none"> • To be paid as “Annual Incentive” to those who meet the criteria or eligibility. • The percentage of annual incentive (as decided by BOM) will be linked to the work load parameters and other performance indicators captured in a separate Form for Annual Raise and Annual Incentive. This Assessment Form will be a document for every individual to grant Annual Incentive, at the sole discretion of the BOM with an upper ceiling limit capped at Rs. 20,000/- per annum or whichever is lower that is calculated on the prevailing gross remuneration. <p>No change in disbursement of Annual Incentive during the Dussera festival every Year</p>	<p>Criteria: Recommend to pay Annual Incentive on COMPLETION of ONE year.</p> <ul style="list-style-type: none"> • New joiner whose services are less than one year will not be considered or eligible for the “Annual Incentive” along with other peer group. <p>However he/she will be paid on pro-rata basis for the partial period up to 31st March of service rendered in the following financial year, on completion of One year.</p>

4	Additional payments a) Pump Operator b) Gardener	a) Paid as OT for two hours every alternative day during the month. b) Paid one hour OT every day for reporting early morning to water plants etc.	To be paid as Fixed Incentive per month to perform the current task(s) as decided by the BOM from time to time. - Gardner role is to water plants, pruning etc. every day early in the morning as required. - Monthly Incentive as fixed by BOM should form part of gross remuneration. The consolidated gross remuneration will include Monthly remuneration, incentive and any other amounts that are payable are withdrawn as additional payments or as specified otherwise. In short, gross up all payments and pay as consolidated amount per month. - To explore payment of such incentive on voucher, separately.	Working Hours to be reviewed in case of Gardner. Suggestion: Morning : 6 am - 12 noon Lunch : 12 pm - 1 pm Afternoon: 01 pm - 3 pm Extra Hours: 3 pm - 5.30pm
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Swarni G.

PERFORMANCE ASSESSMENT FORM (Year:)

(Annual Raise & Annual Incentive)

Name (in full): _____

No. Of Years In JVV: _____

Position: _____ Date Of Joining / Rejoining: _____

Emoluments Per month _____ Starting: RS _____ Current Rs: _____

Sl No	Performance Indicator	4	3	2	1	Remarks
1	Job Knowledge	Exceptionally good	Acceptable to carry on the job.	Noticeable deficiency. Needs improvement and guidance.	Falls short of job requirement and to be closely monitored	
2	Attitude & Conduct	Exemplary & Obedient	Has given No cause for complaint.	Occasionally and/ or repeatedly guilty of his/her mistakes.	Argumentative and does not accept advice. Verbally counseled many times, though.	
3	Safety consciousness & Asset (s) protection	Performs in a safe and efficient manner. Careful in protecting the assets of the colony	Reasonably works in a safe manner and secures well assets of the colony	Needs supervision and constant follow up is required for safe keeping of tools and tackles. Forgetful in nature at times	Reckless & Disorganized Not dependable.	
4	Communication & Grasping power of tasks for discharge of duties.	Clear in thought process as well as written communication. Goes an extra mile to accomplish the task.	Needs occasional correction to get the tasks/ work to be done.	Often takes help from others to carry on the job. Low in grasping and understanding.	Poor comprehension to understand or take instructions.	
5	Sobriety	Teetotaler	Not under influence of alcohol that effect his/ her work	There have been instances to be under the influence of alcohol affecting the personal safety as well as adversely affecting the work	Repeatedly been drunk Health deteriorating	
6.	Punctuality & Attendance	Very punctual and hardly absent in reporting to his/her duties.	Adheres to call of duties assigned and observed to be punctual	Occasionally irregular to maintain time	Highly irregular and habitually absent without notice. Undependable person giving false excuses	

Swarna

Recommendations

1. Recommended for annual raise / incentive in remuneration : Yes/No
2. Normal annual increment : Yes / No (If yes, % age recommend)
3. Person to be closely monitored to retain or removal: No Increment (Less than <6 points)



Remarks / Justification: 1.

2.

Signature of BOM: Secretary

President

Rating Scale: Excellent: 24 - 20Points. Very Good: 19 - 15Points. Good: 14 - 10Points. Satisfactory: 09 - 07Points. Very Poor: <6 Points

Swarna

DISCIPLINARY MEASURES – SCALE

S.No.	OFFENCE	DISCIPLINARY AUTHORITY	MITIGATING MEASURES	REMARKS
01.	Out of Place of Duty (Habitual absence, late attendance, sleeping on duty etc.)	Office Manager	Oral Warning, Counselling Recording details in Personal file	
02. A.	Violent Behaviour	Office Manager and/or	Warning	
B.	Insubordination	BOM Incharge	Repeated Default to be recorded in Annual Assessment Form to review %age of Annual Raise/Annual Incentive	
03. A.	Unsafe Practices	Office Manager or BOM Incharge And Secretary	Temporary Suspension Reduction in Annual Raise/Annual Incentive. Stoppage of Annual Raise	
B.	Confidentiality			
04.	Drug & Alcohol Abuse	- Do -	Counselling Medical Exam Suspension Stoppage of Annual raise etc.	
05.	Theft , Engaging in Groupism, Working against interests and policies of the colony etc.	BOM Incharge, Secretary & President	Investigate and put him/her on Notice for removal of services.	

Swarna G.

REQUIREMENT OF SELECTION PROCESS

Currently we have no particular policy to hire the manpower in the colony as the service we require for our operational/ maintenance is purely either semi or unskilled manpower requirement from time to time.

However, in order to do away with verbal orders to hire manpower, a simple document is put in place before engaging a person. This gives an opportunity to the BOM to assess the work load of the existing worker as well as the time period required to hire the person for any particular task.

PRF: The manager is required to document Personnel Requisition Form and get approval from the BOM/ President/ Secretary before hiring his/her services in the colony.

Selection: Any BOM Member can assess the person and give his recommendation or approval to hire the worker on negotiated remuneration. He/She can be engaged on daily wages or on monthly wages. In the absence of the PRF approval, the Accounts & Finance is not authorized to make payment to any new hire.

Annual Increment: - All the work force in the colony will be assessed for Annual raise and for Annual Incentive in the prescribed format, separately. This document will receive the attention of BOM/ Secretary/ President to approve Annual raise as well as Annual Incentive, every year.

Entry Age: - No child labour will be engaged in the colony. The prescribed entry age would be between 18 years to 45 years for all positions in the Admin/Office as well as for all support workers in the colony for maintenance and field works.

Exit age limit:- Any personnel who is found to be medically ill for long time or anyone who is suffering from critical illness affecting his/her daily work as well as who is prone to safety concerns while at work will be advised to meet the Medical Doctor appointment by the BOM for fitness to continue on the rolls. However all personnel in the colony will end their tenure upon superannuating 58 years with an extension of another 2 years if He/She is medically fit at the sole decision of the BOM.

LEAVE POLICY

Currently, all persons are allowed 1 day leave per month or compensated by paying one day as wage.

Example:

The month of April is 30 days but the individual is paid for 31 days in the same month period in case leave is not availed by him/her, which is incorrect.

Also, if he/she works only for 15 days in a month - that person is still paid for 15 days + 1 day as leave = 16 days.

In order to correct the above anomaly, a revised guideline is incorporated.

1. Retained 1 day leave per month
2. One day Leave is granted in the subsequent month for every 21 working days worked in the previous month.
3. No cash compensation against un-availed leave.
4. In exigencies, if leave is not taken in the subsequent month, the same can be accumulated for two months (i.e. 2 days) and availed in the next month subject to authorization by the Office Manager.
5. Leaves cannot be accumulated for more than 2 days. Un-availed leave will lapse automatically.

Swarnati

Compensatory off: - Any person who is called for duty either on holidays/weekly off except on National holidays (Republic day, Independence Day and Gandhi Jayanti) will be entitled to compensatory off to set off against the said day within 10 days on any day of his/her choice or he/ she can be paid a fixed amount of Rs. 600/- on voucher or whichever is less that is calculated on individual gross salary /Per month.

Workplace - Code of Conduct / Standing orders

Administrative Rules:

1. To be punctual & report to duties on time on all working days.
2. Daily attendance (log in and log-out) will be captured on bio-metric for punctuality and late coming. Morning & Evening.
3. Grace period of 15 minutes is allowed to log-in and thereafter logged as late reporting.
4. For every 5 lates logged without the permission of the Office Manager will be accounted for half-day loss of wages from the monthly remuneration.
5. Habitually reporting late to duties will lead to verbal notice / warning for removal from duties.
6. To be on Uniform provided by the association during working hours.
7. Leave should be taken with prior permission from the Office Manager.
8. Personal mobile phones are not allowed in the colony during working hours.
9. Office Mobile number can be used for incoming as well as outgoing calls in case of any emergency in the family.
10. No personal or private household works are strictly allowed or rendered to the residents in the colony while he/she is on JVVC uniform during working hours.
11. Observance of confidential information/ secrecy of official matters relating to DU Files of owners, Passwords to log-in of Computers, CCTC, Securing keys of all cup-boards, drawers, office main door, Akash Ganga and Stores keys etc. that comes to his/her attention or notice should not be divulged, disclosed, discussed or communicated to any unauthorized person.
12. Safe-keeping of all assets and property of the association that is kept under one's custody or given for use to discharge his/her duties from time to time.

Welfare Benefits

A) Uniform:

All blue collared manpower will be provided uniform to be distinct from others to identify them during working hours working in the colony.

Men : Pairs per Year
Ladies: Pairs per Year

B) Mobile charges:

The following personnel will be reimbursed a fixed amount of Rs.150 by way of voucher payment.

- Office Manager (Admn & Ops)
- Office Executive (Admn& Accts)
- Electrician
- Pump Operator
- Plumber

C) Festival or Advance Loan:

All workers who have put in one year of continuous service in the colony can be considered for a maximum advance of Rs. 15000/- once in a financial year or one month gross salary (rounded off to nearest 000) whichever is less, recovered in 12 EMI from the remuneration payable, every month.

Movement Register:

Electrician, Plumber, Gardner & Pump Operator will log details in the Movement Register whenever they are instructed for outside field works or purchases with the permission by any authorised BOM member or Office Manager.

The movement Register will be kept in the Office for logging both outgoing and incoming details.

Maintenance Complaint Register:

All complaints received from the residents over Office phone or in person will be registered in the respective complaint register for assigning works on daily basis against work slip.

Insurance:

Our colony has extended the facility of Personal Accident Insurance Policy to all the long term persons engaged in the colony for a sum insured of Rs.3.0 lacs for every individual. This is not a Medical Insurance policy. However if ESIC is made applicable to entitled persons Personal Accident Insurance (PAC) may be withdrawn.

Dispute or Conflict Resolution

Any dispute between the workers and / or with residents should be brought to the notice of the Office Manager for grievance handling. If the matter still remains unresolved the Manger will inform the President or Secretary for necessary advice and direction for resolution.

Discipline

Discipline among all work force is essential to observe and follow orderliness, obedience and good behavior at workplace failing which can result in necessary disciplinary action.

The following list is adopted for necessary disciplinary action by BOM:

- Wilful insubordination, disobedience, whether alone or combined with others to carryout lawfulness and reasonable orders from the superiors.
- Theft, fraud, dishonesty and confidentiality in connection with Association activities or property.
- Wilful damage or loss of association property.
- Illegal gratification
- Habitual absence and late attendance
- Habitual negligence, sleeping on duty and out of place of duty.
- Under the influence of alcohol or drug abuse.
- Unsafe practices

Swarna

Disciplinary Measures

- Verbal counseling
- Verbal warning for repeating
- Community Services
- Suspension from duties 2 to 5 days with Loss of wages.
- No Annual Raise and/or Annual Incentive (1 Year or 2years)
- Monitor & Removal of services

Working Hours

Current working hours are uniform to all work force working in the colony as under:

Timings : 09.30 am to 05.30 pm

Lunch : 01.15 pm to 02.00 pm

Holiday: Monday

*8 hours working includes 45 minutes lunch time, which means 7.15 hrs /day working hours.

It is essential to differentiate working hours between Administration & Support workers for maintenance and upkeep of the colony.

Recommended Working Hours:

Admen Office: 9.30 am - 06.00 pm

Lunch Hrs. : 1.30 pm - 02.00 pm

Applicable to - Office Manager, Office Supervisor, Electrician & Plumber (regulated in sync with water supplies from HMWWS)

Support workers includes all Sweepers, Helpers & Casual labour. Sweepers (rotated every fortnight)

Morning shift: 07.00 am - 04.00 pm

Lunch.: 12.00 pm - 01.00 pm

Holiday.: Monday

Sweepers & Helpers:

Day Shift.: 08.00 am - 05.00 pm

Lunch. : 01.00 pm - 02.00 pm

Holiday. : Monday

Summer Timings (March - June)

(For all Sweepers, Helpers & Casual labour)

Early Morning : 06.00 am - 01.00 pm

Break time : 10.00 am - 10.30 am

Holiday.: Sunday

Admn & Office:

Timings. : 07.30 am - 2.00 pm

Break time. : 11.00 am - 11.15 am

Holiday. : Sunday

Procurement of

1. Walkie- Talkies :

Among all workforces, introduction of walkie-talkies between two people should be in place by procuring 18 Nos Walkie Talkies.

Distribution List:

- President
- Secretary
- BOM member I/c Security
- BOM member conservancy
- Office Manager
- Office Supervisor
- Electrician
- Plumber
- Pump Operator
- Gardner
- Between 2 Sweepers - 1 device ea

2. Bio-metric System.

Handwritten signature and initials in blue ink, appearing to be 'S. S. S.' and 'S. S. S.'.

Swarna G.

Sl No.	Name	DOB & Age	Qualificatio n	Designatio n	Dt. Of Joining	Starting Wage	No. of Years in JVVC	Presen t Wage	R e m a r k s
1	Chettukindi Rajesh	02-03-1986, 38	Degree	Manager	01-03-2018	14000	6	26600	
2	Vallela Rani	01-10-1983, 41	SSC	Office clerk	01-08-2013	4000	11	18650	
3	Shaik Chand	15-08-1966, 58		Plumber - 1	15-11-2020	11600	4	15450	
4	Kudipudi Raju	29-11-1991, 33	SSC	Electrician	01-12-2016	7000	8	16550	
5	Yelakapenta Maddileti Swamy	01-07-1993, 31	8 th Class	Plumber - 2	13-09-2020	11000	4	14650	
6	Attapolu Kuramaiah	1970, 54	No Education	Pump Operator - 1	01-01-2017	8000	7	16700	
7	Rokkarukala Ramudu	01-01-1983, 41	No Education	Pump Operator - 2	01-05-2022	7500	2	9900	
8	Kamadi Subba Rao	1959, 65	Intermedia te	Gardener -	24-06-2003		21	16550	
9	Nagepally Ramchandra	01-07-1978, 46	No Education	Gardener - 2	01-01-2016	5000	8	12200	
10	Yelakapenta Dasthagiramma	01-01-1998, 26	No Education	Gardener - 3	10-02-2024	7000	0	7000	
11	Kurmeti Chandra Mouli	19-03-1976, 48	SSC	Gardener - 4	01-08-2020	9000	4	9900	
12	Thappeta Bala Mani	1971, 53	No Education	Sweeper	23-06-1995		29	13450	
13	Mathari Swaroopa	1990, 34	No Education	Sweeper	01-01-2007		17	13450	
14	Chouti Lavanya	1988, 36	SSC	Sweeper	01-01-2014	4015	10	12200	
15	Mallolu Pushpa	1971, 53	No Education	Sweeper	07-07-2016	4500	8	12200	
16	Darugupally Pochamma	01-0-1966, 58	No Education	Sweeper	15-12-2018	6500	6	11000	
17	Vadla Anjaiah	01-01-1973, 51	7 th Class	Sweeper	09-08-2024	9000	0	9000	
18	Pidudala Sushila			Sweeper	11-08-2024	9000	0	9000	
19	Arupugallu Bharathi	06-04-1982, 38		Sweeper	11-08-2024	9000	0	9000	

Golden Handshake or Gratis Payment:

All personnel who have been associated, loyal and put in long term service since inception of the colony or those who joined thereafter without any remark or blemish deserve to be recognised for their unstinted contribution.

He/She, upon reaching superannuation age or anyone discontinuing services due to familial reasons or on account of medical ailments or due to genuine reasons satisfying the BOM, such personnel may be awarded the following amounts in the scale provided for guidance.

Long Term Service Benefit:

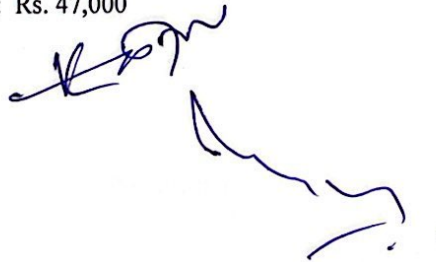
Service Period	Base Amount	Incremental amount /Year
06 Yrs - 10 Yrs.	Rs. 10000.00	Rs. 2000.00
11 Yrs - 15 Yrs.	Rs. 20000.00	Rs. 3000.00
16 Yrs - 20 Yrs	Rs. 35000.00	Rs. 4000.00
21 Yrs - 25 Yrs.	Rs. 55000.00	Rs. 5000.00
26 Yrs and above.	Rs. 85000.00	Rs. 5000.00 (Max. Ceiling amount of Rs. 1.0 lac)

Note:

A sum of amount as mentioned above can be considered as an incremental amount for every completed year (i.e. service period more than six months can be counted as 1 year) and cumulated in accordance with the base year amount those falling in the scale of service period, which would be determined at the sole discretion of the BOM.

Example: If a person has put in 18 years of service -

Base amount in the scale	: Rs. 35,000
Addl service of 3 yrs	
@ Rs. 4000 per year	: Rs. 12,000
Total Gratis amount.	: Rs. 47,000



Swarna

BIO DATA FORM

Photo

1. Name in Full :
2. Address & Phone number :
3. Date Of Birth : Age :
4. Place Of Birth
5. Marital Status : Married / Unmarried / Other
A. Spouse name & Contact Phone No.:
- B. No. of Children, if any :
- C. Dependents, if any :

6. Aadhar Card No. :
7. Qualification :
 - a. Academic :
 - b. Technical :
 - c. Skilled / Semi-skilled / Unskilled:

Job Experience, if any:


8. Next of Kin In case of Emergency or otherwise:
 - a. Name :
 - b. Relationship :
 - c. Address :
 - d. Contact Phone No. :

9. Reference :
 - 1.
 - 2.

Declaration

I, hereby declare that the information given above is true to the best of my knowledge. Further, I agree to abide by the written and unwritten policies adopted in the colony and willing to be hired purely on temporary basis without any claims, which has been explained and understood by me in my mother tongue.

Signature of the Applicant



Swarna G.

ASSESSMENT FORM FOR NEW HIRE

Preliminary

1. Name of the applicant :

Assessment By :

Final Assessment

2. Category/ Job :

By :

3. Referred by, if any :

4. Date of Assessment :

1. Language Known :

2. Ability to understand the role hired for:

3. General Attitude:

4. a) Level of Enthusiasm shown to

Accept the role function & duties explained.

c) Any medical concerns.

5. Family Background:

a. Marital Status : Married / Unmarried / Other

b. Spouse Name :

c. Children, if any:

d. Fathers Name & Occupation & Age.

e. Mothers Name & Occupation & Age.

f. Brothers & Sisters (siblings)

6. Brief Discussion held with the applicant about wages, duties etc. .

Expectation of the applicant: Rs..... Per month

Negotiated and Final Offer accepted by the applicant: Rs Per month

7. Approved / Not approved : Yes / No

If yes, to be hired with effect from.....

8. Any other relevant information recorded:

Signature of Assessor



Swarna

Outsourcing of JVVC Workforce:

In today's scenario outsourcing has become the norm of the day, which means hiring a third-party to provide, technicians, housekeeping and conservancy services, which comes with a cost. The benefits outweigh over expenditure and as a result there is room to expand the scope of work for betterment of the colony.

Benefits:

1. Cost savings
2. Statutory Compliances, if any.
3. Monitoring & Supervision
4. Replacements & Rotation
5. Single point of Accountability
6. Strategic management tool for engaging workers

Core Activities :

To explore with reputed private third parties who have considerable expertise in providing the following quality services -

1. To provide Electrical, Plumbing & Pump operator services.
2. Key Conservancy services in the colony and in all common areas include viz.
 - Collection & disposal of garbage from the identified flats and other waste materials from common areas in the colony . *
 - Sweeping, clearing and maintaining arterial roads, pavements, all common areas and Akash Ganga community hall.
 - Ensuring hygienic conditions of toilets, washrooms, and other sanitation facilities including upkeep of Office and guest rooms.
 - Periodical cleaning / clearing and maintaining drains, gutters, and other drainage pipelines.
 - Maintenance of parks, plant protection and aged tree maintenance viz pruning , trimming, and removal of weeds and withered grass from all common areas.
 - Periodical disinfection, fogging and pest control throughout the colony using industry standard cleaning agents, detergents, and insect repellents to maintain hygiene and control pests.

Identify Service Provider :

A task force committee can be formed to search for good and professional service provider who can provide comprehensive residential housekeeping and conservancy services.

Current Expenditure per year:

To assess, compile and calculate the average outgo of expenditure per annum in respect of following heads to help us negotiate with the Service Provider within the budgetary levels.

1. Salaries , Bonus & OT
2. Welfare
3. Insurance
4. Consumables
5. Loss man hours
6. Conveyance & Telephones
7. Extra payments towards community hall, toilet cleaning, office cleaning, meter reading etc etc.
8. Out of pocket expenses
9. Any other

Security Services Agreement:

On expiry of the current agreement , the BOM has to review and evaluate their services before renewal of security services agreement. We can integrate or change the Security services keeping their services separate in order to keep a check one over the other. There is a general feeling among residents that the security posted at various check points during morning hours has not been effective's. We may have to trim the manpower during morning hours to save costs after studying cost - benefit analysis.

Conclusion :

The BOM members are finding it difficult to manage the existing workforce who have gathered a kind of protection, leniency and sympathy from the resident owners. This is interfering in day to day execution of works that come up in many forms.

The discipline and commitment of the workforce who are associated with colony for many years has gone down drastically and remains at a low level. This is being reflected and rubbed on the new manpower engaged who tend to follow their voice.

Reporting to duty on time & Absenteeism is at peak.

Not willing to work in shifts or for early reporting hours, which is planned for their good. Lack of control, monitoring, supervision and productivity with an attitude of 'chalta hai - chelnae do 'attitude from all circles.

Swarna

AGM - Discussion to focus on -

Are we ready for a change?

Shift our gears to test

Or live with the system to further deteriorate and unmanageable.

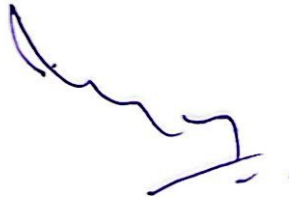
If change is good then

Take a chance to change over to this new proposal and review if the new system is reaping any benefit over the present and decide to continue or terminate at the end of the 2 years contract period.

Engage a professional third party and have a single point of contact -

Pay the piper and call for the tune!

Members opinion is solicited.



Swarna