

ActionAid International - India

HR EMERGENCY POLICY

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PREFACE

The Indian Ocean Tsunami in December 2004 put intense pressure on ActionAid's human resources and human resources systems. Everyone had to work extraordinarily hard to sort out a multitude of challenges.

ActionAid India rose to the challenge with characteristic flair. But in preparing this document they went much further.

They have set out, with great clarity and precision, the HR systems and procedures for each stage of emergency response. In doing so they have ensured that future crises are managed even more efficiently.

The systems were put to the test during the Kashmir earthquake in October 2005. The speed of response was extraordinary. And all those concerned could devote all their effort towards addressing the humanitarian crisis, not wasting valuable effort on negotiating how to get staff to handle the response.

The initiative is a tremendous example of how to improve emergency preparedness and performance. It has already proved useful to the International Emergencies and Conflict Team in creating step by step guidance for any country programme experiencing emergencies.

Given the nature of the subject matter, I cannot hope that it is frequently used. Quite the reverse, I hope India enjoys an end to a dreadful succession of disasters. However, if it is needed, I hope this document is used to bring ever better emergency response.

Roger Yates

Head of International Emergencies and Conflict Team
Doha, 26.10.05

ASSIGNMENT TO EMERGENCY PROJECTS ¹

Fast Track Identification, Selection & Placement

1. BACKGROUND

- 1.1** Special needs, such as emergencies due to floods, earthquake, drought, Tsunami and the like and other disasters caused by Nature or by humans may arise within the country and ActionAid may require to give special attention and provide special skills expeditiously.
- 1.2** Experience indicates that those in charge of emergency work and those required to respond to the call of emergencies are often compelled by circumstances to draw upon human resources with very little time available for normal recruitment procedures and due processes. Consequently even though the best may be identified, it could create a lot of discomfort, doubt and apprehensions as to why particular staff and not others are assigned these special responsibilities.
- 1.3** Having reviewed these experiences, HR has prepared a set of specific norms to ensure speedy recruitment along with minimum procedural requirements in order to meet urgent exigencies that arise at the time of emergencies.

2. VARYING DURATIONS OF PERSON POWER REQUIREMENTS

Deployment of person power in emergency situations would be for varied needs and for varying durations. Individuals and teams with specific skills and competencies would be required Tat Kal (immediately) on the occurrence of the disaster, others for short durations and still others for medium and long term durations depending on the prevailing situation.

- 2.1** In terms of duration of deployment, the following are contemplated :
- a) Tat Kal Team – to arrive at the location of the emergency within 24 hrs of its occurrence.

¹ This policy has been drawn up in the specific context of Tsunami and is therefore dependent upon resources mobilized in this context. The same may be extended to other emergencies with or without modifications based upon the totality of circumstances then prevailing including the availability of resources.

- b) Early Phase Team – Required for 1 month which may extend to about 3 months of the occurrence of the emergency.
- c) Medium and Long Term Team – Required beyond 3 months upto 3 year period.

3. EMPANELMENT

3.1 In order to enable speedy identification, ensure fair selection and placement of appropriate persons, HR will maintain updated staff data giving details of :

- a) **emergency related training undergone**
- b) **experience in emergency situations – rescue, relief, rehabilitation, reconstruction phase**
- c) **within the above category specific experience like psychosocial counseling, livelihood, women’s rights, child rights, disability, supplies and logistics and accounts.**

3.2 HR shall draw up 3 types of empaneled lists as provided in **Annexure A -**

- a) For Tat Kal deployment
- b) For Early Phase deployment
- c) For Medium and Long Term deployment

3.3 The list of members empaneled may be reviewed, updated and recast by HR department through discussions with Unit Heads / Thematic Leaders and RMs of AAI-India from time to time. This exercise will be done periodically (once in 6 months) and will be circulated among all staff in AAI-India for ensuring that details provided therein are correct / precise in all respects and changes / additional information, if any, may be provided by the staff member. Staff shall be given 7 days time to provide correct information. Updated, correct information regarding the empaneled staff will be uploaded on the intranet immediately thereafter.

4.1 For the Tat Kal Team

A Tat Kal Team consisting of AAI-India staff drawn from the Tat Kal empaneled list should arrive at the site of emergency within 24 hours or within the shortest travel time and the fastest mode. Such staff need not wait for formal movement orders from the line manager/management. This team shall consist of such staff who have received training for emergency work either within the country or abroad as provided for by the International Emergency Team.

A representative of the HR department shall also reach the site of Emergency at the earliest, within a week of the date of the disaster.

4.2 For the Early Phase Team

The Tat Kal Team shall carry out a Rapid Assessment within a week and inform HR representative of the staff requirements for the first month, specifying

- i. nature of assignment to be executed
- ii. type of skills required
- iii. numbers of staff required
- iv. expected duration of the assignment

All requisitions for staff shall necessarily be routed through the HR department. Under no circumstances shall Project Managers engage in their own recruitment procedures, viz. contacting RMs, Theme Leaders, Units / Departmental Heads for selecting staff for the emergency project. HR shall act immediately to draw such staff from the Early Phase empaneled list in consultation with the Project Leader and in coordination with the CD.

All or any of the staff called in Tat Kal/Early Phase deployment may be permitted to return to their respective Regions as soon as the Medium/Long Term team is put in place after due process.

4.3 For the Medium and Long Term Team

All staff requirements beyond the first month shall be fulfilled by the HR representative(s) adopting the process laid down. HR shall ensure that identification/selection and making available staff as per the requirement shall be within 2 weeks, from within AAI-India and within 3 weeks from external sources, from the date of receiving the written requisitions.

Written requisitions shall specify nature of assignment, skill set, number and duration of staff required.

Depending upon the skill set required, incumbents may be selected through internal notifications open only to AAI-India staff. *Staff applying for placement in the emergency project will route their applications through their Line Managers. Consideration for selection will be in consultation with the concerned Line Manager/Regional Manager.*

Where such skills are not available in-house, selection will be made through advertisements for external candidates.

Selection of such staff shall primarily be facilitated through walk-in interviews.

If on scrutinizing of applications HR finds that required capability is not there, HR reserves the discretion to invite internal and external candidates for interview before final selection.

Besides knowledge and skills in the function for which a person is being considered for placement in the Emergency Project, attitudinal, behavioral traits, aptitude for working in the emergency situation and values orientation need to be validated. Psychometric / Psychological tests will be employed to assess these competencies in the candidates for placement in emergency project. A run down of such competencies has been provided in **Annexure B**.

Interview Committees shall consist of minimum of 3 members comprising –

- a) HR representative
- b) The Team Leader or her/his representative
- c) Member to be decided through consultations between HR and Country Director depending upon the position being interviewed for. Such member could be the theme leader from within ActionAid India or an external person specializing in the specific area etc.

It shall generally be presumed that all empaneled staff have given their consent for any assignment that may be given.

IDENTIFYING SPECIALISTS FROM EXTERNAL SOURCES

There would be staff requirements with specialization and experience in themes like Child Rights, Livelihoods, Psychosocial Counseling etc which may not be available inhouse and such acknowledged specialists in their fields, who are available outside AAI-India, may or may not apply against our advertisements. Such specialists may be contacted and made offers of engagement and placed in the project. AAI-India shall consciously avoid poaching from other organizations in the social sector. Such persons will be identified (i) from the data bank of potential candidates already available with HR (ii) through recruitment consultants (iii) from among freelancers / consultants and from academic institutions. Experts in emergencies would also be invited for consultations in specific fields. Individual Specialists too may be called upon for providing guidance and inputs at the operational level.

5. TERMS AND CONDITIONS OF PLACEMENT

5.1 Staff belonging to the Tat Kal and Early Phase Teams will be treated as on tour and will be entitled to per diems as per details given in para 9.

5.2 Staff belonging to the Medium and Long Term Teams will be treated as on **Internal Secondment** to the Emergency Project.

Internal Secondment may be defined as a period specific assignment of an AAI- India staff member to a position in an in-country project initiated by AAI-India to deal with emergency situation(s).

5.3 **Management will retain the discretion to reassign the staff seconded to the project depending on exigencies of work.**

6. LEVELS OF RESPONSIBILITY

This will vary depending upon the level of strategic interventions required and may be determined by the geography of the location, the future plans for the area i.e. whether there is potential for the work there to crystallize into long-term programmatic work in line with the regular work performed by AAI-India etc. The level of managerial capacity, skill sets and competencies required for different geo-specific locations will be determined accordingly.

6.1 AAI-India HR will facilitate both internal and external selection of person power to meet such needs.

6.2 Internal staff may be placed at any level including Thematic Focal Positions, National Coordinator Position etc. Equivalence in comparison with staff in AAI-India will generally be as provided in **Annexure C**.

6.3 Levels at which external persons viz. Experts, Individual Specialists etc. may generally be placed will be as provided in **Annexure D**.

7. COMPENSATION ² PACKAGE FOR STAFF ON INTERNAL SECONDMENT

7.1 Staff on Internal Secondment to the Emergency project will be entitled to normal compensation package.

7.2 In addition, they may also be entitled to some or all of the following :-

- a) Emergency Allowance
 - b) Relocation Allowance
 - c) Responsibility Level Allowance
 - d) Rest and Recuperation (R&R)
- i) Staff on Internal Secondment to the emergency project, will be entitled to *Emergency Related Allowances* in the range of 30- 40% of their gross salary.
- ii) Such staff who have not relocated from their home base in the process of placement in the emergency project will not be entitled to Relocation Allowance.

7.3 Classification of Risk level shall be as indicated in Box 1 below and may be notified by HR in consultation with the National Coordinator and CD from time to time.

Box 1

Definition of Risk Locations

High risk locations would be those where the impact of the emergency has been most devastating, where there is breakdown of communication and other machinery, where systems and support have to be provided for right from relief, basic needs and where threats of possible recurrence exist.

Medium risk locations would be those where the impact of the emergency has been severe but access to facilities can still be managed or can be obtained with less difficulty. In the event of a recurrence it may be possible to get support more easily and faster than in a high risk location.

Low risk locations would be those where staff based are not at much risk/ hardly at any risk. However they would be providing continuous support (untiringly) to the staff based in high and medium risk locations.

The program/technical teams together with the Country Director will decide on classification of locations as high/medium and low risk.

² Whenever there are inevitable inconveniences caused to the staff as a result of emergent relocation, suitable ameliorative measures may be favourably considered in consultation with the appropriate decision making bodies.

Emergency Related Allowances in varying Risk level locations/Responsibility levels is provided in **Annexure E**.

Matrix showing positioning of Emergency Locations is provided in **Annexure F**.

In case local staff , who are normally based in the emergency area are requisitioned for work connected with the emergency, such staff may be appropriately compensated as may be determined by HR in consultation with the Project Leader.

7.4 Staff with Multiple Roles

Staff may be assigned to Emergency work in addition to their regular work. In such case, the emergency related allowances will be paid proportionate to the time spent, ensuring minimum amount as given in Box 2. This may be categorized in terms of time allocated to Emergency work viz. –

1. Upto 25% of time
2. Above 25% and upto 50% of time
3. Above 50% and upto 75% of time
4. Above 75% and upto 100% of time

Box 2 Allowances as per Time Allocated to Emergency Related Work

S.No.	Allowance	Time Allocated to Emergency Related Work			
		Upto 25%	Above 25% and upto 50% of time	Above 50% and upto 75% of time	Above 75% and upto 100% of time
1.	Emergency Allowance	25%	50%	75%	100%
		Min. Rs. 1000/-		Min. Rs. 2000/-	
2.	Responsibility Allowance	100% of the Allowance as per Applicable Category – High, Medium, Low			
3.	Relocation Allowance	Only applicable where staff is relocated			
4.	R & R	As applicable with/without relocation			

7.5 Staff who are required to be relocated shall be entitled to allowances specified in relation to transfers in the AAI-India HR document shown in **Annexure G**.

All the above including PF, Medical Insurance as well as medical reimbursements and Gratuity for the period of Internal Secondment will be borne by the Project.

7.6 *All staff placed in the emergency project shall be adequately insured at all times.*

8. COMPENSATION PACKAGE FOR EXTERNAL SPECIALISTS

Specialists recruited externally shall generally be remunerated on a daily rate basis.

Based on their levels of expertise and experience, HR will, in consultation with the Team Leader, decide on the remuneration to be paid, in each case.

In appropriate cases, their compensation may also be determined based on deliverables to be specified in their Terms of Reference after being duly approved by HR.

9. PER DIEMS

As regards non seconded staff who travel on duty (in connection with emergency work) to the areas where emergency work is carried out, a uniform per diem rate as applicable to capital cities of states (as per AAI-India rules) would apply as provided in Table V. For lodging purposes, the rates as applicable to AAI-India staff for travel while on duty would apply. Additionally, an amount of Rs. 150/day shall be payable as incidental expenses to defray costs for purchase of safe drinking water, additional personal telephone expenses, purchase of pest repellents etc.

Staff on Internal Secondment shall be governed by the per diem rates as applicable to AAI-India staff for travel while on duty.

*The need for the additional payment of Rs. 150/day as incidental expenses has been reviewed in the context of the existing circumstances and it is now considered appropriate to discontinue the payment of the additional amount as the present conditions no more warrant such additional support. **Please note that this would be effective from 15th February 2006 and is specifically in the context of the National Tsunami Project.***

For staff with disabilities, the relevant special rules for per diems, as given in **Annexure H1** would apply and the additional allowance towards defraying incidental expenses would be permitted.

10. SUPPORT FOR ACCOMODATION

10.1 For Staff on Internal Secondment

Staff arriving at the emergency location within 24 hrs of the occurrence of the emergency will be provided hotel accommodation as per rules.

Considering that during all phases of emergency work, viz. rescue, relief, rehabilitation and reconstruction, large numbers of staff would be required at the emergency locations, the project will hire suitable premises as guest house(s) where staff will be accommodated. The guest house(s) will be hired and set up within 15 days from the date of arrival of the Tat Kal team. This will help avoid costs incurred on hotel accommodation for long durations. In the interim period, staff traveling to the emergency location may avail hotel facility.

Such guest house accommodation will be provided to staff

- i) upto period of 3 months
- ii) upto receipt of letter of internal secondment to the emergency project

Staff on receiving their letter of internal secondment will be required to arrange for and shift to their own accommodation within a week's time. Staff who, after such duration continue to stay in the project guest house will forfeit a prorated amount computed on the basis of criteria including the rental of the guest house, staff relocation allowance etc.

10.2 For Specialists/Consultants etc. hired from outside

- a) For Experts and Specialists hired from outside, stay arrangements will be made in hotels.
- b) For others stay arrangements will be made in guest house(s).
- c) For those visiting the emergency location for short duration assignments, not exceeding 1 week, hotel accommodation may be provided.

Status of emergency, internal secondment and related terms and conditions of placement will be reviewed annually

11. INTERNAL SECONDMENT VACANCY

- 11.1** The region/unit providing such staff on internal secondment will ideally be expected to allocate the on-going assignments of such seconded staff among the other team members of the region/unit/department. If that is a difficult proposition, HR department will identify a person internally (through internal notification) for placement in the secondees' vacant slot. If no such internal staff member is available, the region/unit, if required with the support of HR, will recruit a person from external sources on **contract** for the duration of the internal secondment of the staff. Such vacancy arising out of internal secondment of a staff member will be treated as an "Internal Secondment Vacancy" and will cease to exist when the secondment expires.

11.2 Upon conclusion of secondment term, the secondee would be offered a suitable placement at any of the offices in AAI-India. Such staff shall also stand reverted to the substantive compensation terms/grade/designation as held prior to the internal secondment.

12. GENERAL

12.1 Staff will also be entitled to any increments released in AAI-India, even though they would be on Internal Secondment.

12.2 Where specific rules for the emergency project initiative of AAI-India are not laid down, the rules applicable to staff in AAI-India would be applicable.

12.3 Considering the stresses and strains of working in an emergency situation, HR OD will provide support in terms of active listening, as well as provide for/ proactively arrange for psychosocial attention of staff if required. It will also be the responsibility of the Project Leader/HROD to create, within the constraints of an emergency work environment, opportunities for ventilation, work life balance, ensure that since staff work round the clock, and when time in lieu/leave is sought for rest & recuperation/ to be with the family³ etc., such time/leave be granted in coordination with Line Manager/Project Leader.

12.4 The mapping of different emergencies would be done by a team specially designated for the purpose.

12.5 In the unfortunate event of the kidnap/abduction of staff member(s) in an emergency situation, AAI does not pay a ransom to the kidnappers but makes every effort to secure the release of the staff members (s). Staff members who are abducted as a consequence of their association with AAI will receive full pay throughout the period of their captivity and support will be provided to their dependents.

12.6 There will be an operational, India Specific Emergency Procedures document prepared to cover security guidelines, evacuation and contingency plans, communication processes and other logistical details, in full compliance with the country's legal requirement.

³ *Definitional words used in this document will carry the same meaning as attached to them in the HR document unless otherwise indicated.*

ANNEXURE A

EMPANELED LISTS

1. Given is the format in which staff information related to emergencies experience will be maintained by HR.
2. Given in the following is a typical list of emergency related work in each of the following phases:
 - ❖ **Tat Kal**
 - ❖ **Early Phase**
 - ❖ **Medium and Long Term Phase**
3. The list of emergency related work has been bifurcated into
 - ❖ **Programmatic (Technical) functions**
 - ❖ **Support functions**
4. The numbers of staff placed would vary in each phase and will be determined by the gravity of the emergency situation, type of strategic intervention required etc.

FORMAT – STAFF INFORMATION RELATED TO EMERGENCIES EXPERIENCE

SNo.	Name	Gender	Region / Unit (current placement)	Issues handled in AAI (specify the emergency worked in)	Experience prior to AAI (specify the emergency worked in)	Specialized trainings undergone (specify institution / organization & if hands – on, specify the emergency trained in)	Secondments (to emergency projects outside AAI-India)	Any other relevant information
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PROGRAMMATIC (Technical) FUNCTIONS

SUPPORT FUNCTIONS

a) **Tat Kal** (Immediate Relief)

- i) Psychosocial Counseling
- ii) Women's Issues
- iii) Child Protection
- iv) Shelter
- v) Communications

- i) Supplies & Logistics
- ii) Administration
- iii) Finance & Accounts
- iv) HR
- v) Documentation

Strategy Formulation Team to arrive comprising Programs, Gender, HR, Finance & Accounts, Communications, Fund Raisers (Institutional/ Individual), Team Leader (National Coordinator of the Emergency)

b) **Early Phase**

- i) Psychosocial Counseling
- ii) Gender
- iii) Women's Issues
- iv) Child Protection
- v) Livelihoods
- vi) Shelter
- vii) Disability

- i) Administration
- ii) Finance & Accounts
- iii) HR
- iv) Internal Audit
- v) Communications
- vi) Process Documentation
- vii) Research
GIS – Geographical
Information System etc.
- viii) Shared Learning (Sharing
of documents of previous
emergencies)

c) **Medium & Long Term Phase**

- i) Psychosocial Counselling
(Training to create a cadre of
Psychosocial Counsellors)
- ii) Gender
- iii) Women's Rights
- iv) Child Rights & Protection
- v) Livelihoods
- vi) Disability

- vii) Shelter

- i) Administration
- ii) MIS
- iii) Finance & Accounts
- iv) HR
- v) Internal Audit
- vi) Communications
- vii) Process Documentation
- viii) Further Research
(use of information
to work out Long Term
Strategy)

ANNEXURE B

PSYCHOMETRIC / PSYCHOLOGY TESTS FOR ASSESSING COMPETENCIES – EMERGENCY SITUATIONS

- 1.** Competency may be defined as a combination of knowledge, skills and attitude, nature and quality of experience that a person possesses.
- 2.** In an emergency situation, besides the above parameters, aptitude to work in such situation also is an important factor in selection. Values too are an integral part of the criteria to be taken cognizance of.
- 3.** While an assessment of the knowledge may be made through written tests / presentations on subject topics and seeking responses to questions related to the subject by experts in the field, psychometric / psychology tests, other written tests and caselets may be used to assess the individual's skills, attitude, aptitude as well as values. Such tests do reflect to a large degree the overall personality of the individual.
- 4.** Given below is the set of skills, attitude, aptitude and values required for working in an emergency situation.

SKILLS	ATTITUDE	APTITUDE	VALUES
<ul style="list-style-type: none"> -Effective Leadership -Ability to Prioritise -Quick decision making * Democratic where possible * Independent where necessary -Team working /collective functioning -Motivating the staff -Effective communication -Speed of response/output -Ability for multitasking -Effective management of frustration -Stress management of self and others. -Effective management of WLB (Work Life Balance) -Ability to inspire & create optimism - Ability to intervene decisively. 	<ul style="list-style-type: none"> - Empathising -Flexibility in approach in dealing with issues - Willing to do all kinds of jobs(no boundaries) - Putting others first - Gender sensitivity 	<ul style="list-style-type: none"> -Untiring Efforts -Perseverance -High EQ (Emotional Quotient) -Self Renewal -To lead in an action mode 	<ul style="list-style-type: none"> -Humility -Dignity to all those we work with -Mutual Respect -Honesty & Transparency

5.

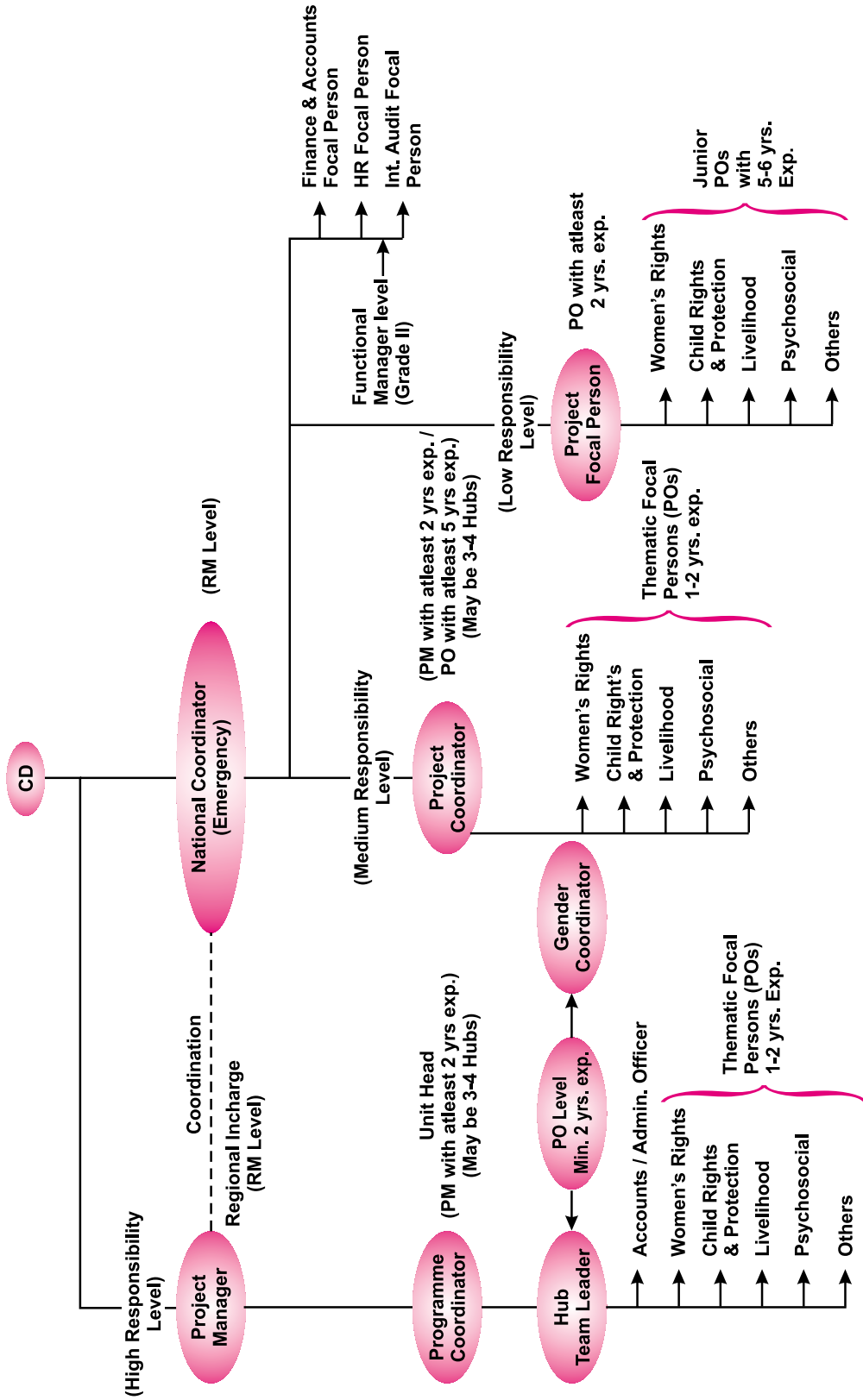
Some of the attitudinal points that may be added or cited to expand the points given above are :

- ❖ Ability to deal with contradictions and dilemmas. They need to be comfortable adapting to ambiguity of their positions (which are often ill defined in emergencies, especially for advisors)
- ❖ Being comfortable with changing plans in the light of changing contexts. What is not wanted is people who, once they have a plan, hang onto it for dear life.
- ❖ Willingness to take the lead when others are unable to do so, even if it is not strictly their role and to take others along with them. For this one should possess strong people skills; the ability to maintain constructive relationships with others.
- ❖ Ability to focus on solutions and results, not on problems. In emergencies, successful people never take "no" for an answer and will break rules if necessary to overcome barriers and deliver humanitarian assistance.
- ❖ Creative thinking people who can generate original ideas for programme implementation.
- ❖ Opportunists - those who will take advantage of unusual situations. To do this they must have the ability to see things from different perspectives.
- ❖ Ability to maintain their calm under stress.

6.

The psychometric/psychology tests will be designed to assess a person on the above – there may be more than 1 test that may need to be administered to assess the competencies of the person.

GRADE EQUIVALENCE



ANNEXURE D

PROJECT PLACEMENTS

Experts and others for short / medium term assignments

During the various phases of the emergency project, there would be requirement of :

1. Renowned Experts in emergencies who would be called upon to share their experience / expertise and provide guidance and advise for enhancing the quality of work being performed.
2. Individual Specialists – in their individual capacity or as part of an organization / institution, whose experience may be drawn upon to provide guidance and / or their inputs at the operational level
3. Individuals for short term assignments like research on specific topics, data collection, data base management as well as providing time bound administrative support for events etc.

All such persons drawn from external sources will be entitled to the following :

- a. Rs 1500/- per diem plus stay for category 1 above
- b. Rs 1000/- per diem plus stay for category 2 above
- c. Rs 700/- per diem plus stay for category 3 above

ANNEXURE E

EMERGENCY RELATED ALLOWANCES

Table-I

Sl. No.	Risk Level	Emergency Allowance (pm)	Relocation Allowance (pm)
1.	HIGH LEVEL	Rs.3000/-	20% of gross salary (s.t.max of Rs.8000/-)
2.	MEDIUM LEVEL	Rs.2500/-	Same as above
3.	LOW LEVEL	Rs.2000/-	Same as above

Table-II

Sl. No.	Responsibility Level	Responsibility Level Allowance(pm)
1.	HIGH LEVEL	5% of gross salary s.t. max of Rs.3000/-
2.	MEDIUM LEVEL	3% of gross salary s.t. max of Rs.1500/-
3.	LOW LEVEL	1% of gross salary s.t. max of Rs.500/-

Table-III

Sl. No.	Risk Level	Rest & Recuperation (R & R)*	
		With Relocation	Without Relocation
1.	HIGH LEVEL	Rs.20,000/- pa	Rs.10,000/-pa
2.	MEDIUM LEVEL	Rs.12,000/- pa	Rs.6,000/-pa
3.	LOW LEVEL	Rs.8,000/-pa	Rs.4,000/-pa

Table-IV

Sl. No.	Risk Level	Total Entitlement
1	HIGH LEVEL	≥40% of gross salary
2	MEDIUM LEVEL	≥35% of gross salary
3	LOW LEVEL	≥30% of gross salary

- Note :** (1) Staff not relocated will not be entitled to Relocation Allowance
- (2) R & R will be in addition to percentages provided in Table IV above and can be availed of only after completion of 6 months of service in the emergency assignment and subject to other terms and conditions, if any
- (3) Staff in Andaman & Nicobar Islands will be entitled to avail R&R twice annually subject to other terms and conditions, if any
- * R&R may not be encashed. Actual travel needs to have been undertaken and tickets produced to claim reimbursement of expenses

ANNEXURE F

MATRIX SHOWING POSITIONING OF EMERGENCY LOCATIONS

S. No.	Emergency Location	Risk Level	Responsibility Level
I. Tsunami			
1.	Andaman & Nicobar Islands	High	Medium
2.	Andhra Pradesh	Low	Medium
3.	Chennai	Low	High
4.	Tamil Nadu Hubs	Medium	High
II. Earthquake			
1.	Kashmir	High	High

ANNEXURE G

TRANSFER RULES - AAI - INDIA

1. General :

With the growth and spread of the activities of AAI-India, staff will be based in different parts of the country. It is also expected that staff will be transferred to different locations based on organisational requirements. The arrangements described below are intended to facilitate such moves and provide for adequate reimbursement of expenses incurred in such transfers.

2. Transfers :

Transfer is defined as relocation of a staff member for a period exceeding three months. {Movement of staff for a period less than 3 months and which is stated clearly in the communication given to the staff member, would be treated at par with travel while on work (and not transfer) with relevant attendant benefits/facilities.} Transfer would normally entail shifting of household belongings and family. In such cases, the following expenses may be reimbursed:

a. Advance trip :

One trip for staff with spouse and children, ahead of moving, to arrange for housing and schooling of children, when s/he may stay at the new location as if on tour, for a period not exceeding a week, as per travel rules.

b. Fare :

By ordinary 1st class or 2nd class air-conditioned rail for the staff, spouse and children to the new place of posting plus accompanied baggage of 50 kgs. per member of family subject to a maximum of 200 kgs. If staff travel in their own vehicle, 100% of the fare for those members of the family who travel in it may be claimed to cover fuel and other costs, up to a limit of A/C two tier rail fare. During transit, per diems will be given as per AAI-India rules.

c. Packing & Insurance:

Actual expenses of packing of personal and household effects, by a professional packer where needed, upto a cost of Rs.5,000/- for the staff and additional Rs.3000/- for the family, will be reimbursible against bills. In the case of staff not using a professional packer, a lump sum amount of Rs.5000/- may be claimed. In addition, cost of insurance against transit loss/damage for personal effects up to a

maximum value of Rs.2 lakhs and vehicle if any but excluding jewellery and artifacts, may be reimbursed. Packing and insurance bills will be paid directly by AAI-India, after initial approval of estimates and subject to limits prescribed above.

d. Freight :

Freight on transport of all household and personal effects (up to a maximum cost of one truckload) may be directly paid by AAI-India, against bill and proof of delivery. Three quotations are required to be submitted to the Line Manager before selection of carrier.

e. First Fortnight :

Staff and family will be treated as if on tour for a maximum of the first 15 days (including transit) at the new location, including lodging and expenses covered by daily allowance, which will be reimbursed against bills. Up to half the daily allowance limits will apply to children who are 12 years or younger.

f. Settling-in :

Staff will be entitled to settling-in expenses as under :

- i. up to one month's basic salary or Rs.5000/-, whichever is higher as settling – in expenses.
- ii. up to a maximum of Rs.6000/- to support the admission of children in schools/ colleges at the new location as reimbursement against relevant bills.
- iii. reimbursement of actual expenses incurred towards registration expenses for vehicle (one only) paid to the Regional Transport Authority in the new place of posting of the staff member and on production of the receipts issued by the said authority.

g. Staff on request transfer

Staff who are transferred at their request are also eligible for all the above said facilities. However, in the event of a staff being relocated more than one time at her/ his request, the above said facilities would be extended only once in a period of three years.

GUIDELINES RELATED TO STAFF WITH DISABILITIES

AAI-India to assist in transporting personal and household effects as well as to provide support in identifying suitable housing and settlement at the new place.

ANNEXURE H

TRAVEL RULES - AAI - INDIA

1. DOMESTIC TRAVEL :

i. General :

Travel in AAI-India should be undertaken as economically as possible after careful planning. The limits for expenses and allowances are in keeping with the objectives of the cost minimisation while ensuring that basic requirements of hygiene and safety are adequately met.

While AAI-India is committed to ensure the safety of all staff, additional precautions would be taken for women as well as differently abled staff as and when essential.

Additional precautions for women would include reliable transport arrangements from the airport, railway station, bus stand and booking them in safe hotels.

ii. Lodging & Food Allowances :

- a. The limits for lodging and food allowances at present are given in the table below :

Table-V Lodging Limits & Per Diems

Location	Lodging Limits - (Rs./day)	Limits in lieu of lodging [■] (Rs./day)	Per Diems - (Rs./day)
ALL STATE CAPITALS* (AHMEDABAD WILL BE TREATED AT PAR WITH GANDHINAGAR)	1500/-	500/-	500/-**
PLACES ABOVE 10 LAC POPULATION***	1200/-	400/-	400/-
OTHER LOCATIONS	750/-	350/-	350/-
PROJECT ACCOMODATION by the projects	Actuals charged	Not applicable	350/-

Note : *List placed at Annexure H2

**This limit for Per Diems will also be applicable to places in the North-East Region & Leh

***List placed at Annexure H3

■ If staying with friends & relatives

- b. Lodging expense limits mentioned above do not include taxes and taxes paid in this regard will be reimbursed and may be claimed per night out against bills. Per Diems include food and all other incidental expenses and may be claimed during stay away from headquarters for over 12 hours commencing from time of departure or night out and for 24 hours thereafter in terms of the guidelines given under **clause d** below, except for the days of departure and arrival. In the case of the days of departure and arrival, if the same is before 12 noon, half the daily allowance may be claimed and in all other cases full daily allowance would be permissible. For travel less than 12 hours, half the daily allowance may be claimed. During journey by surface transport per diems will be as applicable to point of origin.
- c. Where required, for full day trips, a lunch allowance of Rs.100/- may be claimed which will have to be approved by the concerned Departmental / Unit Head.
- d. While attending residential meetings/training programmes, where food and stay is part of hospitality provided by the organisers, a daily allowance of Rs.100/- may be claimed for other expenses.

In cases where only lunch or dinner or breakfast or a combination of any two is provided by the organisers, per diems could be claimed as indicated below :

ALL STATE CAPITALS (AHMEDABAD WILL BE TREATED AT PAR WITH GANDHINAGAR)	PLACES ABOVE 10 LAC POPULATION	OTHER LOCATIONS
Expenses other than for food shall be compulsorily paid to the staff.		
<i>Rs. 400/- (Rs. 500/- – Rs. 100/-) the deduction shall be as under :</i> <i>Out of the balance Rs. 400/- (Rs. 500/- – Rs. 100/-), the deduction shall be :</i> <i>Rs. 100/- towards breakfast, Rs. 150/- each towards lunch & dinner.</i>	<i>Rs. 300/- (Rs.400/- – Rs. 100/-) the deduction shall be as under :</i> <i>Out of the balance Rs. 300/- (Rs.400/- – Rs.100/-), the deduction shall be :</i> <i>Rs. 60/- towards breakfast, Rs. 120/- each towards lunch & dinner.</i>	<i>Rs. 250/- (Rs.350/- – Rs. 100/-) the deduction shall be as under :</i> <i>Out of the balance Rs. 250/- (Rs.350/- – Rs.100/-), the deduction shall be:</i> <i>Rs. 50/- towards breakfast, Rs. 100/- each towards lunch & dinner.</i>

Note : It is expected that staff pay for the food expenses to the organisers or partners.

ANNEXURE H1

GUIDELINES RELATED TO STAFF WITH DISABILITIES

Staff with disability are encouraged to travel independently, but if need be, provision for escort is provided in short-term. However, the travel cost of escort is not borne by AAI-India. Either independent travel or in the use of escort, the staff with disability are entitled to an additional allowance of 50% of the current eligibility limit (eg. Rs. 350/- will be Rs. 350/- + Rs. 175/-) so as to enable her/him to defray such additional expenses which s/he would not have to incur if s/he is a non disabled person.

While AAI-India is committed to ensure safety of all staff, additional precautions would be taken for persons with disability through reliable transport arrangements from the airport, railway station, bus stand and booking them in safe hotels.

LIST OF STATE CAPITALS

1. Agartala
2. Ahmedabad
3. Aizawl
4. Bangalore
5. Bhopal
6. Bhubaneswar
7. Chandigarh
8. Chennai
9. Dehradun
10. Gangtok
11. Guwahati
12. Hyderabad
13. Imphal
14. Itanagar
15. Jaipur
16. Kohima
17. Kolkata
18. Lucknow
19. Mumbai
20. New Delhi
21. Panaji
22. Patna
23. Raipur
24. Ranchi
25. Shillong
26. Shimla
27. Srinagar
28. Thiruvananthapuram

ANNEXURE H3

LIST OF PLACES HAVING A POPULATION OF ABOVE 10 LACS

1. AGRA
2. ALLAHABAD
3. AMRITSAR
4. ASANSOL
5. COIMBATORE
6. DHANBAD
7. INDORE
8. JAMSHEDPUR
9. JABALPUR
10. KANPUR
11. KOCHI
12. LUDHIANA
13. MADURAI
14. MEERUT
15. NAGPUR
16. NASHIK
17. PIMPRI CHINCHWAD
18. PUNE
19. RAJKOT
20. SURAT
21. THANE
22. VADODARA
23. VARANASI
24. VIJAYAWADA
25. VISHAKAPATNAM

(The list does not include State Capitals)