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GUIDELINES TO REGULATE SERVICES OF STAFF ENGAGED BY
AIR FORCE NAVAL OFFICERS CO-OPERATIVE GROUP HOUSING SOCIETY,
PLOT NO.11, SECTOR 7, DWARKA, NEW DELHI-110075.

Air Force Naval Officers Cooperative Group Housing Society Ltd (AFNO CGHS Ltd) is a Society registered under Delhi Cooperative Societies Act, 2003, with its registered office at Plot No. 11, Sector-7, Dwarka, New Delhi-110075. The management of affairs of the Society has been entrusted to the Management Committee (MC), comprising of duly elected President, Vice President and five (5) members. In pursuit thereof, the General Body is empowered to frame guidelines/make its bye laws consistent with provisions of "The Delhi Cooperative Societies Act, 2003 (as amended from time to time) and the rules made thereunder, to be followed by the MC in managing affairs of the Society.

Without prejudice to the generality of the foregoing power, the General Body hereunder lays down Rules/guidelines so as to facilitate the MC to provide SERVICES to its residents, in terms of various provisions of the aforesaid Act and the Rules framed thereunder, including Rules 102 and 106 of the Delhi Cooperative Societies Rules, 2007.

Staff Structure:

The staff strength of various cadres in the society on the date of issue of these guidelines is as follows:

| Serial No. | Cadre/Designation | Strength | Skill level |
|------------|------------------------------|--|------------------------|
| 1 | Manager | 1 | Skilled |
| 2 | Accountant | 1 | Skilled |
| 3 | Estate Supervisor/Supervisor | 3 (includes 2 supervisors for security). | Skilled / Semi-Skilled |
| 4 | Electrician | 3 | Skilled /Semi-Skilled |
| 5 | Office Attendant/Care Taker | 2 | unskilled |
| 6 | Gardener | 6 | Unskilled |



| | | | |
|---|----------------------------|--|-----------|
| 7 | Security Guard | 10 (in addition there are 2 supervisors, serial no. 3) | Unskilled |
| 8 | Housekeeping (safai) Staff | 9 | Unskilled |

The strength of the staff is directly related to the work load, which may vary from time to time.

Henceforth the engagement of staff will be done on the recommendation of a Sub Committee, comprising of:

1. Vice President;
2. Secretary ; and
3. Manager.

The suitability of the staff so engaged will be adjudged in the face of his/her job requirement and if any staff is found unsuitable during the initial 3 months of engagement, his/her services will be dispensed with, with immediate effect and without serving any notice. Beyond 3 months, the staff member will be required to be served with 1 month notice for striking him/her off the assignment of the Society and reciprocally he/she may submit 1 month notice for getting relieved from the Society.

A statement showing the particulars of present incumbents holding position in various cadres , along with the wages they are drawing at present, is appended to this document as Annexure "A". The wages were fixed keeping in view the nature of job, coupled with the experience required to do justice with the position , with a provision to keep the staff motivated by way of periodical increase subject to their performance as well as overall conduct. There is also a provision for elevation of the staff showing better performance to higher position in the respective hierarchy. The elevation will be made only as per recommendation of the Sub Committee comprising of : President; 2. Vice President; and 3. Secretary of the Society. However, grant of periodical increase as also elevation to higher position will be subject to final clearance by the General Body. The entire staff working for the Society has been engaged with a clear



stipulation that they would not work for any other organization till such time they are on rolls of the Society.

As regards rationality of wages being paid to staff working in the Society as also related service conditions, an exercise was undertaken to make a comparative study of AFNOE vis a vis few other societies. As has been revealed, in view of totality of the service conditions, especially wages and manpower, more particularly the mode of engagement i.e. either direct by the Society or through contractor, staff of this society is better placed than any other society, though it is also a hard fact that the society has not been able to pay commensurate with the present days high cost of living. An important point to be mentioned here is that other societies under reference are using all kind of austerity measures especially in the matter of work force engaged and that too through contractors in most of the cases, thus keeping wages of the staff at the minimum with too much of work pressure. But the level of satisfaction is minimal both at the end of the residents as well as the staff. The position is altogether different in case of this society as adequate man power has been provided in all the cadres. Rather, there is a suggestion to right size number of Security Supervisors/Guards, in face of installation of CCTV Cameras which reduces the burden of monitoring on part of the Guard Staff. This makes our Society stand apart from other Societies.

The Group Housing Societies are free from rigours of the Labour Laws as they are not applicable to them (Supreme Court Judgement: Som Vihar Apartment Owners Housing Maintenance Ltd. Vs Workmen, 2001 LLR 599; holding that this activity would not be rendered as an Industry nor the employees would be treated as workmen). In light of the above, the minimum wages act is not applicable to staff working in the society. However, just for information of the General Body it is submitted that the minimum wages payable in Delhi for 2023-24 are as follows:

- | | |
|------------------------------|------------|
| 1. Unskilled workers | Rs. 17494 |
| 2. Semi Skilled workers | Rs. 19279 |
| 3. Skilled workers | Rs. 20,903 |
| 4. Clerical, Matriculate | Rs. 21215 |
| 5. Graduate and higher qual. | Rs. 23082 |

Though, as stated above, the Minimum Wages Act is not applicable in case of staff of CGHS, it is useful to keep in mind stand of the Government in respect of workers



working in an Industry/commercial establishment, aimed at achieving that target. It is further clarified that there is no/narrow gap between minimum wages prevailing in Delhi and those being paid in case of skilled staff of the Society. Further, some of the semi-skilled/unskilled staff like Electricians etc. have the privilege of attending to private/personal work of the residents on payment basis, thus adding to their income. The staff will continue to be paid Annual Bonus as per prevailing scheme, subject to review and revision of amount from time to time to be decided by the Management Committee.

The non-applicability also extends in respect of: (i) Industrial Disputes Act, 1947; (ii) Contract Labour Act; (iii) Employees Provident Fund & MP Act; (iv) Employees State Insurance Act; (v) Security Guards Act; and (vi) Shop and Establishment Act.

Compensation in case of death/disablement while on duty:

The Society was found wanting to deal with a situation which arose on account of death of an Electrician, while on duty. It is true that Workmen's /Employees Compensation Act is not applicable in case of CGHS. However, in the absence of any set standard or precedent, it would be prudent to follow provisions of the said Act to deal with any case relating to death/permanent disablement, manifested in discharge of official duties. This is the most logical course of action by which it would always be convenient to convince Police/Court and other Government Authorities, if so required. The amount of compensation under the said Act will be calculated as per the formula given therein and age of the disabled/deceased employees is the relevant factor. Formula is 50% of the wages (taking Rs. 15,000 as the maximum wages) multiplied by relevant factor, depending upon the age.

In background of the above, coupled with comparative analysis of payment of wages to staff working in the Societies, General Body may like to take a decision about the periodical increase to be granted. The Sub Committee recommends to give an increase of 6%, to be on par with last year's increase. A comparative study of the service conditions of staff of this society vis a vis other societies does not warrant any special increase, unless some matching saving is provided. For the time being it is not proposed to cause any reduction in staff. However this will be kept in view when there is retirement /resignation. A charter of duties in respect of each staff member will



be prepared in society's office to be displayed on public domain, which will go a long way in fixing responsibility and accountability in due discharge of duties.

Leave Rules:

The Sub Committee recommends^{*} grant of following kinds of leave to staff of the society, except Security Guards and House Keeping Staff:

| <u>Serial No.</u> | <u>Nature of leave</u> | <u>No. of leave days /year</u> | <u>Remarks</u> |
|-------------------|------------------------|--------------------------------|---|
| 1 | Earned Leave | 8 (eight) | Un-availed leave will be carried forward to the next year. Maximum accumulation of EL will be limited to 30 days. There will be no encashment of leave. |
| 2 | Medical Leave | 7 (seven) | Medical leave will be granted only on production of a Medical Certificate issued by a MBBS Doctor or above. There will be no carry forward of un-availed leave. |
| 3 | Casual Leave | 7 (seven) | There will be no carry forward of un-availed leave. |

For grant of leave, the staff will be required to submit an application well in advance. The leave will be granted keeping in view the exigency of service and it cannot be claimed as a matter of right.

Leave entitlement of Security Staff and House Keeping Staff: They will be entitled to 8 (eight) days leave in a year, with no provision to carry it forward. Leave will be



granted keeping in view exigency of the service, for which application will be submitted well in advance , not more than 2 days leave will be granted at a time. Nobody will claim it as a matter of right. Further the case may be decided as per merit of the case.

The staff of the Society, other than House Keeping staff is eligible for a weekly off. As regarding Housekeeping staff, they would be entitled to 2 days off in a month.

The Society has been celebrating National/other festivals as stated below:

1. Republic Day
2. Independence Day
3. Mahatma Gandhi's Birthday
4. Diwali
5. Dussehra
6. Janamashtmi
7. Holi
8. Makar Sakaranti
9. Ram Navami
10. Raksha Bandhan

The staff of the Society, other than House Keeping Staff and Security Staff, does associate as family and assist the MC in making necessary arrangements for enjoyment of the festivals with all énthusiasm. Some of the staff who are not able to attend the function are granted holiday for the day. However, this does not apply in case of House Keeping Staff and Security Staff. This arrangement will continue.

Working Hours: The staff will work for 6 days a week, from 9.00 AM to 5.30 PM, with a Lunch Break for 30 minutes. The staff may be deployed on staggered duty, spread over 12 hours a day, keeping in view the job requirement and subject to maintaining total no. of working hours in a week, as stated above. The number of working hours may be extended on a particular day in view of urgency and importance of work, subject to a ceiling of 12 hours, without disturbing total number of working hours in a week.



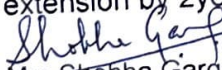
Code of conduct:

Staff working in the Society will not indulge themselves in any activity against national interest including its security. Besides, they will exhibit conduct keeping the following in mind:

1. To act in a courteous and respectful manner both on and off duty.
2. To work diligently, honestly and efficiently and to avoid dilatory tactics in performance of duties.
3. Strict observance of Government Policy on sexual harassment.
4. Not to join any union/association and to strike.
5. Not to unnecessarily indulge in criticising Management/Residents of the Society.
6. Not to leak out any information which came to notice during discharge of duties etc.
7. To regulate himself/herself in a manner so as not to land in a situation of insolvency/habitual indebtedness.
8. Not enter into marriage with a spouse living.
9. Not to consume intoxicating drinks and drugs, more particularly during working hours.
10. To maintain family in a respectful manner, so as not to earn a bad name to the society.
11. Not to act in any manner other detrimental to reputation of the society.

Any staff member acting in violation of the above provisions of conduct rules will make himself/herself liable to be discharged from the Society, after following the procedure of issue of Show Cause Notice and giving an opportunity to be heard in person.

No staff member of the society will be retained in service beyond attaining the age of 60 years. However, in highly deserving case, the MC may recommend grant of extension by 2 years subject to final clearance by the General Body.


Mrs. Shobha Garg

Member Sub-Committee


Wg Cdr Balraj Pahuja

Member Sub-Committee


Sh. Subhash Arora

Presiding Officer Sub-Committee

