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Lr. No. 493/ SERP/HR/Counselling / 2011, Dt. 19/05/2011

To
All the Project Directors/Project Officers,
DPMUs/TPMUS

Sub:- SERP-HR- General Counselling May 2011 – Draft Counselling Guidelines, Final Performance Grading of FTEs and Draft Directory of Positions for L4 and L5 categories published – Suggestions for changes called for – Reg.,

Ref.,: Instructions of the Prl. Secretary, RD, Govt. of A.P. during the PDs conference held on 21.04.2011 & 22.04.2011

I enclose herewith the draft Counselling Guidelines, draft Directory of positions and Final performance grading of FTEs of L4 and L5 categories, for the general counselling to be held shortly. Please inform the relevant FTEs regarding the same.

I request to peruse the draft guidelines and draft Directory and offer your comments to reach by 10.00am on 21st May, 2011. The comments may be sent by email to directorhrserp@gmail.com .

Yours faithfully,


Chief Executive Officer (FAC)



SOCIETY FOR ELIMINATION OF RURAL POVERTY

DEPT OF RURAL DEVELOPMENT

III and IV floors, HUDA – Hermitage Offices Complex
5-10-192, Hill Fort Road, Hyderabad, 500004



Rc No: 493/SERP/HR/2011 dated 19th May, 2011

DRAFT GUIDELINES FOR COUNSELLING OF L4 & L5 FTEs and of EO's-DWCRA, May 2011

1. INTRODUCTION:

1.1 The Society for Elimination of Rural Poverty (SERP) has, in view of administrative exigencies, contemplated to take up general counselling to secure effective management of the employees and for effective implementation of its project. Moreover, there has been a long pending request of the FTEs to be considered for getting positions closer to their native places. However, the current guidelines stipulate that FTEs can be positioned outside their native clusters, native revenue divisions and native districts as per their level. As such, the Executive Committee of SERP at its meeting on 25th March has considered this issue in pursuance of Section 9.4 of the “Terms and Conditions of the Employment of SERP employees, 2009” and resolved that all L1, L2 and L3 FTEs can opt to be positioned in any mandal except their native mandal and L4 and L5 FTEs can opt for any cluster other than their native mandal cluster, subject to performance being the criteria for counselling.

1.2 Based on the above decision of the EC it is now proposed to conduct general counselling for all FTEs of SERP in accordance with the following broad principles.

1. A performance grading has been done for all FTEs based on objectively verifiable criteria by the respective Unit Heads.
2. The parameters used for performance grading, the method of measurement, all the input data and the performance grading of each FTE (on a 100 point scale) has been published on the SERP website.
3. All the FTEs were given an opportunity to view the above performance grading and file their objections (if any) in the prescribed proforma to the PD DRDA/PO ITDA through the APM (HR) before the scheduled deadline. Each such objection/representation has been duly considered and all reasonable and necessary corrections have been made to the performance grading of the FTE and the final Performance Grading of all FTEs has been determined and been published on the HRMS website

4. The performance grades now obtained by FTEs will not be used for any purpose in the future. These grades are only for the purpose of General Counselling- 2011.
5. A complete Directory of level wise positions available at the cluster, DPMU/TPMU, EGMM and at SPMU and the draft guidelines for the counselling will be published on the website for comments. After the scheduled deadline, all the comments will be considered and the final Directory of positions and the final guidelines will be published well before the scheduled counselling. The primary criteria in determining the directory is the need of the project for positions in particular mandals in view of the ongoing or scheduled project interventions.
6. The general counselling shall be done in an open house with all FTEs of the relevant level participating. The final performance grading obtained by the FTE shall be the sole criteria for that FTE opting for a particular position from the final Directory of positions, with the FTE with the highest grading getting the first opportunity to opt for a position and then the second person and so on. In case there is a tie between one or more FTEs in the performance grade, then the tie breaker shall be gender, with women FTEs getting preference, then seniority (as determined by net effective date) and the date of birth (older person getting preference) in that order. At the beginning of counselling, all the positions in the directory shall be open. –subject to the stipulations described below if any.
7. The number of positions of a particular level available for counselling shall be equal to the number of FTEs available of that particular level in the relevant district/zone.

1.3 It is proposed to conduct counselling of L4 and L5 employees of SERP and for the purpose of conducting counselling smoothly, the following detailed guidelines are issued. The Counselling shall be done by the SPMU team at the state level. The purpose of conducting Counselling will be explained to all the eligible employees in the open house by the SPMU team. The objective of conducting counselling is to sensitize FTEs on the mandate given to SERP as an organization to take up Poverty Reduction initiatives. All FTEs are required to stay at the headquarters opted by them in the counselling. They must take up residence and stay in the allotted place without fail. It may also be impressed upon the individual that the method of counselling being adopted in SERP is different from other organizations for the simple reason that the focus of SERP will be performance grading and on the most needy areas and mandals.

2. PROCEDURE OF COUNSELLING

- 2.1. Schedule and venue of counselling shall be communicated by the Project Directors of DPMU/TPMU to each of the participating FTEs by SMS or through any other mode of communication, besides placing the same in the notice boards of DPMUs and TPMUs of the concerned districts. Attendance of all the FTEs shall be ensured. In case of any employee, who could not participate in the counselling for any medical or other emergency reasons, may authorize any other person of his choice to participate in the counselling by submitting relevant certificate. The decision of the PD DRDA regarding granting of such permission to a representative shall be final.
- 2.2. Attendance of all the participants shall be taken level-wise.
- 2.3. The procedure for counselling shall be explained to all the participants.
- 2.4. Counselling of FTEs shall be held strictly in the following sequence only, subject to clauses 2.6 and 2.7 below.
 - i. FTEs with 70 % or more disability as per the certificate issued by SADAREM shall be counselled first.
 - ii. Positions of DPM (Finance) with those FTEs who are currently working as DPM (Finance)
 - iii. All L5 FTEs
 - iv. All L4 FTEs who got career advancement in 2009 and EOs-DWCRA who were placed as ACs in 2009.
 - v. All L4 FTEs who got career advancement in 2010 and EOs-DWCRA who are proposed to be placed as ACs now.
 - vi. All L4 FTEs who are now being considered for career advancement from L3 to L4
- 2.5. All L4 and L5 FTEs who have completed 5 years of stay in one district as DPMs/ACs on 01.04.2011 (including period before 01/01/2008) can not opt for the same district. Such FTEs have to work in any other districts for atleast two years continuously, before coming back to the same district. However, this two year cooling off period will not apply to those L4 and L5 FTEs who went to non-native districts during counseling in 2009 or 2010
- 2.6. Of all L4/L5 FTEs currently working (as on 01.05.2011) for a functional unit at DPMU/TPMU, at least 50% of them should continue in the same functional unit only in any district of their choice subject to clause 2.5 above. For this counselling process will be conducted in two phases. In the first phase, the FTEs opting for their current functional unit will be identified. If the number of FTEs opting for their current functional unit is more than the specified requirement, then the FTEs who are having higher performance grades will be selected for the same till the requirement is met. If the

number of FTEs opting for their current functional unit is less than the specified requirement, then the FTEs who are having the least performance grades will be selected for the same to make up to the specified requirement in addition to the already interested FTEs. The FTEs identified in the first phase shall exercise their options for a DPMU/TPMU before the second phase, among themselves based on the performance grades.

- 2.7. The second phase will include all FTEs who could not exercise their options in the first phase and will take place purely on the basis of performance grades.
- 2.8. All L4/L5 FTEs working in SPMU can opt to stay back in the same functional unit of SPMU subject to the condition that they have not completed 7 years in that functional unit.
- 2.9. All L4-L5 FTEs working in SPMU can opt to move to any DPMU/TPMU according to their individual preferences. However, such arising vacancies will not be filled up during the current counselling.
- 2.10. Legal Coordinators can opt for Legal Coordinator positions only and only Legal Coordinators can opt for Legal Coordinator positions.
- 2.11. Those EOs-DWCRA eligible for the post as Area Coordinator can opt for Area Coordinator or DPM (Non Farm) posts in any district. No FTE can opt for DPM (Non Farm) position.
- 2.12. Those EOs-DWCRA who are eligible for the post of DPM (Non Farm) can only opt for DPM (Non Farm) in any district.
- 2.13. All EOs-DWCRA are entitled to be positioned in their parent DRDAs as Area Coordinators or as DPM (Non Farm) and for this purpose, they can opt for vacant AC posts reserved for Government staff, if when their turn comes for exercising option during counselling, no AC (FTE) vacancies are available. The list of EOs-DWCRA eligible for AC and DPM (Non Farm) positions is given in Annexure I.
- 2.14. All FTEs who are under suspension as on the date of counselling, will not be allowed to participate in the counselling, irrespective of their performance grading
- 2.15. Copies of the Final Directory shall be made available to all the FTEs
- 2.16. After completion of counselling of the 1st category (as specified in Guideline No. 2.4 above) and display of the positions allotted, counselling for the 2nd category (as specified in Guideline No. 2.4 above) shall be taken up and so on.
- 2.17. Each of the participants, in the descending order of his performance grading communicated in the performance list, shall be called near the dais and he/she can choose one position among the positions available and not allocated to anyone before him/her.

- 2.18. Once the participant opted for a post, his/her name shall be recorded against that position manually as well as in the display system and his signature shall be obtained immediately.
- 2.19. Option once exercised cannot be changed under any circumstances.
- 2.20. In the same manner, each of the participants, in the order of his/her performance grading, shall be called on to the dais, to exercise his/her option.
- 2.21. After calling all the participants, the positions remained vacant shall be allotted to the employees, who opted out from counselling in the order of their performance grading. It shall be ensured that no position notified shall remain vacant at the end of counselling.
- 2.22. At the end of counselling for each category, the list of positions allotted in that category shall be signed by the SPMU team member and displayed outside the counselling hall.
- 2.23. No mutual transfers are permitted during or after the counselling
- 2.24. All the FTEs will be given a common date by SPMU for moving for their current positions to their new positions. Till then, they will continue in their current positions only.
- 2.25. All the L4 and L5 FTEs who fail to attend the counselling will be deemed to have proceeded on leave with loss of pay from 30th May 2011.
3. Appeal on any issues arising out of counselling lies to the Executive Council of SERP. Any appeal in this regard shall be preferred on or before 28th May 2011 to the CEO, SERP, who shall consolidate all the appeals and submit to the EC for its decision
4. These guidelines and the counselling done as a consequence to these guidelines shall be subject to the final outcome of WP 16733 of 2009 (Nizamabad district), WP 17143 of 2009 (Nalgonda district), WP 17570 of 2009 (Guntur district) and WP 18190 of 2009 (Warangal district) pending in the Hon'ble High Court of AP, Hyderabad.

(Signed)
Chief Executive Officer (FAC)
Society for Elimination of Rural Poverty

ANNEXURE I**list of EOs-DWCRA eligible for AC and DPM (Non Farm) positions**

Slno	Name of the district	Name of the Employee	Eligible position
1	Anantapur	A. Rajyalakshmi	AC/DPM-NF
2	Anantapur	D. Sreedevi	AC/DPM-NF
3	Anantapur	T. Padmavathi	AC/DPM-NF
4	Chittoor	K Noorjahan	AC/DPM-NF
5	Chittoor	Y.Vasantha Kumari	AC/DPM-NF
6	East Godavari	D V L ANNAPURNA	AC/DPM-NF
7	East Godavari	V.KAMALA MISRA	AC/DPM-NF
8	Guntur	A. Rajya Lakshmi	AC/DPM-NF
9	Guntur	B. Sri Lakshmi	AC/DPM-NF
10	Guntur	R.M. Santosham	AC/DPM-NF
11	Guntur	T. Prameela Rani	AC/DPM-NF
12	Kadapa	K Yasodamma	AC/DPM-NF
13	Kadapa	V.Meena Kumari	AC/DPM-NF
14	Karimnagar	CH.NIRMALA	AC/DPM-NF
15	Karimnagar	P.ANJANI DEVI	AC/DPM-NF
16	Khammam	G Anjanamma	AC/DPM-NF
17	Khammam	N Padma	AC/DPM-NF
18	Khammam	N Satyavathi	AC/DPM-NF
19	Mahabubnagar	V.VIJAYA SREE	AC/DPM-NF
20	Medak	M.Shyamala	AC/DPM-NF
21	Nalgonda	G.Madhavi	AC/DPM-NF
22	Nalgonda	M.Padmavathy	AC/DPM-NF
23	Nellore	C Vasundara Devi	AC/DPM-NF
24	Prakasam	B.AMMANNI	AC/DPM-NF
25	Prakasam	M. VIJAYAMMA	AC/DPM-NF
26	Prakasam	M. VIMALA DEVI	AC/DPM-NF
27	Visakhapatnam	B.Vydehi	AC/DPM-NF
28	Visakhapatnam	A.M.Rajeswari	AC/DPM-NF
29	Visakhapatnam	G.Kanakamma	AC/DPM-NF
30	Visakhapatnam	V V Padmavathi	AC/DPM-NF
31	Warangal	A.Padmaja	AC/DPM-NF
32	Warangal	P. Padma	AC/DPM-NF
33	West Godavari	D.K.Maruthi	AC/DPM-NF
34	Krishna	S. Shyamala Devi	DPM-NF
35	Mahabubnagar	M. Rajavenamma	DPM-NF
36	Nalgonda	P. Kumari	DPM-NF
37	Rangareddy	A. Sharada	DPM-NF
38	Visakhapatnam	VVSSR Visalakshi	DPM-NF
39	Nizamabad	G. Bhagyarekha	DPM-NF