



**Indira Kranthi Patham**  
**Society for Elimination of Rural Poverty**

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**Lr. No. 493/ SERP/HR/Counselling / 2011, Dt. 26/04/2011**

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

Sub:- SERP-HR- General Counselling to be held in April-May 2011 –  
Guidelines communicated – Reg.,

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

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I enclose herewith the draft counseling guidelines to be followed during the general counselling process to be scheduled in the month of April-May 2011 for your information. I request to give wide publicity to these guidelines among the FTEs and also to after your comments on the same latest by 5.00PM on 30<sup>th</sup> April 2011.

The draft performance ranking of all FTEs, Methodology of such ranking and draft Directory of positions along with the format for filling representations on this performance ranking has already been published on the HRMS website.

Yours faithfully

  
Chief Executive Officer (FAC)

**DRAFT GUIDELINES FOR COUNSELLING OF L3, L2 & L1 FTEs, April- May 2011**

**1. INTRODUCTION:**

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. More so, there has been a long pending request of the FTEs to be considered for getting positions closer to their native places. But, 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 shall be done for all FTEs based on objectively verifiable criteria by the respective Unit Heads.
2. The parameters used for counselling, the method of measurement and the performance grading of each FTE ( on a 100 point scale) shall be published on the SERP website.
3. All the FTEs can 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 shall be duly considered and all reasonable and necessary corrections will be made to the performance grading of the FTE and the final Performance Grading of all FTEs shall be determined.
4. A complete Directory of level wise positions available at the mandal, cluster and DPMU/TPMU, EGMM and at SPMU and the draft guidelines for the counselling shall also be published on the website for comments. After the scheduled deadline, all the comments shall be considered and the final Directory of positions and the final guidelines shall be published well before the scheduled counselling. The primary criteria determining the directory is the need of the project for positions in particular mandals in view of the ongoing or scheduled project interventions.

5. 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. At the beginning of counselling, all the positions in the directory shall be open.
6. 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.
7. The incentive payments currently available for FTEs for opting to work in Challenging Mandals and Areas shall be continue.

1.3 It is proposed to conduct counselling of L3, L2 & L1 employees of SERP shortly and for the purpose of conducting counselling smoothly, the following detailed guidelines are issued. Separate guidelines will be issued for L4 and L5 counselling. The Counselling shall be done by the PD, DRDA with the help of the SPMU team at the district level. The purpose of conducting Counselling will be explained to all the eligible employees in the open house by the Project Director and his team. SPMU team visiting the districts will provide technical assistance. 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. PREPARATIONS TO BE MADE BEFORE COUNSELLING:**

- 2.1. Schedule of counselling and appointment of SPMU team members for counselling, will be communicated by SPMU to the districts well in advance.
- 2.2. Soon after receiving the counselling date, the Project Directors of DPMU shall identify the venue for conducting counselling at the district headquarters as per the schedule.
- 2.3. Counselling shall be held at district headquarters only, for all the L1, L2 and L3 positions.
- 2.4. 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 participants shall be ensured. In case of any

employees, 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.

- 2.5. The final directory of positions to be filled up during the counselling will be communicated by SPMU to the districts before the counselling date. The directory shall be placed in the notice board of the DPMUs and TPMUs.
- 2.6. The list of FTEs in each level, who can participate in the counselling, level-wise and district-wise shall be finalised and published. This list will contain the native mandal of each employee as recorded in the SERP HRMS website and also the performance grading of each FTE, basing on the performance indicators. (This final list will be communicated by SPMU to the districts before the counselling date). The list shall be placed in the notice board of the DPMUs and TPMUs.
- 2.7. The SPMU team shall ensure that the number of positions to be filled up shall be strictly equal to the number of participants for each level. For this purpose, the SPMU team shall increase/reduce the number of positions as per the indicated priority of positions.
- 2.8. A list of positions, with a blank columns providing for the name and signature of the employee, to whom the position is allotted during the counselling shall be kept ready as in the proforma given in Annexure.
- 2.9. An attendance sheet, noting the names of all participants, shall also be kept ready.
- 2.10. An LCD Projector with display and a Computer System shall be kept ready at the venue of counselling.

### **3. PROCEDURE ON DAY OF COUNSELLING**

- 3.1. Attendance of all the participants shall be taken level-wise.
- 3.2. All positions will be filled with staff of respective levels only.
- 3.3. It shall be ensured that the number of positions in each level shall be equal to the number of participants present.
- 3.4. The procedure for counselling shall be explained to all the participants.
- 3.5. It shall be informed to all the participants that all L3, L2 and L1 employees can opt for any position of their choice, excepting their native mandals. The native mandals, which were recorded against each employee in the SERP HRMS website, shall be final.
- 3.6. Further, no L1, L2, L3 employee can work in the same mandal for more than 3 years. The completion of three years shall be reckoned as on 1st April, 2011.

- 3.7. The participants shall be cautioned that if they opt for positions in their native mandal, their option will be cancelled and can only be allowed to exercise his option at the end of the counselling for his category.
- 3.8. The FTEs may be informed that they have to maintain headquarters.
- 3.9. Copies of the Final Directory shall be made available to all the FTEs
- 3.10. Counselling of FTEs shall be held strictly in the following sequence only:
- i. CDWs of L2 level against Disability positions
  - ii. CDWs of L1 level against remaining Disability positions
  - iii. Master Trainers of L2 level for H&N positions
  - iv. Master Trainers of L1 level for remaining H&N positions
  - v. DMGs of L2 level against finance positions at Cluster, DPMU and TPMU
  - vi. DMGs of L1 level against finance positions at Cluster, DPMU and TPMU
  - vii. Para legals of L2 level against paralegal positions
  - viii. Para legals of L1 level against paralegal positions
  - ix. Community Surveyors of L2 level against Community Surveyors positions
  - x. Community Surveyors of L1 level against Community Surveyors positions
  - xi. Remaining L2 FTEs against L2-L1 positions
  - xii. Remaining L1 FTEs against balance positions.
  - xiii. Filling up of APMs (Finance) - Present L3 employees working as APMs (Finance) and FTEs eligible to work as APMs (Finance) are only eligible to participate in the counselling for the post of APMs (Finance). Current APM(Finance) will be able to opt for any other position only if there is an eligible candidate to replace him. The rationale for this is that the APRPRP is scheduled to close in Sept 2011 and the Project cannot afford to keep this post vacant
  - xiv. Remaining L3 positions by L3 FTEs.
  - xv. FTEs who are proposed to be promoted from L2 to L3
- 3.11. After completion of counselling of the 1st category (as specified in Guideline No. 3.10 above) and display of the positions allotted, counselling for the 2nd category (as specified in Guideline No. 3.10 above) shall be taken up and so on.
- 3.12. L2 FTEs who are currently working as PoP CCs will opt for PoP CC positions only. The reason for this that SERP's task is to address the poverty problem of the poorest families and all the current PoP CCs have undergone intense training on the PoP strategy and its implementation

- 3.13. Each of the participants, in the descending order of his performance grading communicated in the performance list, shall be called near the dias and he/she can choose one position among the positions available and not allocated to anyone before him.
- 3.14. Once the participant opted for a post, his name shall be recorded against that position manually as well as in the display system and his signature shall be obtained immediately.
- 3.15. Option once exercised cannot be changed under any circumstances.
- 3.16. In the same manner, each of the participants, in the order of his performance grading, shall be called on to the dias, to exercise his option.
- 3.17. 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.
- 3.18. 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 the Project Director and displayed outside the counselling hall.
- 3.19. No mutual transfers are permitted during or after the counselling
- 3.20. After completion of counselling, a report along with the list of positions allotted category-wise shall be sent by e-mail to the CEO, SERP, Hyderabad.
- 3.21. 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.

#### **4. APPEAL**

- 4.1. Appeal on any issues arising out of counselling lies with the Executive Council of SERP. Any appeal in this regard shall be preferred within 10 days from the date of counselling, to the CEO, SERP, who shall consolidate all the appeals and submit to the EC for its decision
5. 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.

## ANNEXURE I – Result of General Counselling

1. District :

Date:

2. Level :

Details from the Final Directory					Details of the FTE who opted for that position		
Sl number of the position	<u>Location of the position</u> Mandal/ Cluster/DPMU / TPMU	<u>Name of the Headquarters of the position</u>	<u>Name of the position/ Subject</u>	<u>Level</u> L1-L2 or L2 or L3	Name of FTE opted	Employee_id	Signature