

STAFF REMUNERATION POLICY

Society for Urban, Rural, Economic and Socio Habitation”

Thavanampalli -517 131, Chittoor District, A.P., India

1. Introduction.

Society for Urban Rural Economic and Socio Habitation S U R E S H is a registered non profit organization committed to social development and rights based community empowerment. The organization recognizes that competent motivated and fairly compensated human resources are essential for achieving program quality accountability and sustainable impact.

This Staff Remuneration Policy establishes a structured transparent and equitable framework for determining salaries wages allowances and other financial benefits for all categories of staff including field level workers project staff administrative staff technical experts and senior management including Chief Executive Officer Chief Operating Officer Secretary Treasurer and other key functionaries. The policy ensures compliance with statutory requirements donor guidelines and internal governance standards while maintaining financial sustainability and organizational integrity.

2. Purpose of the Policy.

The primary purpose of this policy is to ensure a fair standardized and transparent system for staff remuneration across all levels of the organization. It aims to attract retain and motivate qualified professionals by offering competitive yet sustainable compensation aligned with sector standards.

The policy ensures that remuneration decisions are based on clear and objective criteria such as job responsibilities qualification experience performance output and organizational budget availability. It also ensures equal pay for equal work gender equity and non discrimination in all compensation practices. The policy further ensures accountability in financial management and prevents arbitrary or informal salary decisions thereby strengthening donor confidence and institutional credibility.

3. Scope of the Policy.

This policy applies to all individuals engaged by S U R E S H including full time employees part time employees contractual staff project based employees interns volunteers receiving stipends and consultants engaged under service agreements.

It also applies to senior management positions including Chief Executive Officer Chief Operating Officer Secretary Treasurer Program Directors Finance Managers and all key functional heads. The policy is applicable across all projects programs and operational units implemented by the organization in rural urban and tribal areas.

4. Principles of Remuneration.

The remuneration framework of S U R E S H is guided by strong institutional principles. It ensures fairness and equity by providing equal remuneration for equal responsibilities regardless of gender caste or background. It promotes transparency through documented salary structures and approved scales.

The policy ensures sustainability by aligning salary commitments with project budgets donor funding availability and long term organizational financial planning. It ensures accountability by linking remuneration with performance outcomes measurable deliverables and role responsibilities. It also ensures compliance with applicable labour laws income tax regulations and donor financial guidelines thereby maintaining institutional credibility and legal integrity.

5. Salary Structure and Grade System.

S U R E S H follows a structured grade based salary system to ensure consistency across all positions. Each role is assigned a specific grade based on responsibility level qualifications required field exposure and decision making authority.

The organization maintains approximately five broad salary categories.

Entry level staff includes field facilitators community mobilizers and junior assistants with monthly remuneration ranging from INR 10000 to INR 18000 depending on project funding.

Field and program staff includes social workers project coordinators and field supervisors with monthly remuneration ranging from INR 18000 to INR 30000.

Technical and mid level staff includes program officers monitoring officers finance assistants and documentation staff with monthly remuneration ranging from INR 30000 to INR 45000.

Senior program staff includes program managers district coordinators and thematic leads with monthly remuneration ranging from INR 45000 to INR 70000.

Senior management includes Chief Executive Officer Chief Operating Officer Secretary Treasurer and similar positions with remuneration determined by governing body approval based on organizational size funding availability and role complexity. These salary ranges are indicative and may vary based on donor guidelines project budget and organizational capacity.

6. Determination of Remuneration.

Remuneration for all staff is determined through a structured process involving the Human Resource Unit Management Team and Governing Body. Each position is defined through a job description and approved salary range before recruitment.

Final salary decisions are based on qualifications experience relevance to role geographic deployment complexity of work and funding availability under specific projects. Any deviation from approved salary structure requires written justification and formal approval from the governing body. All remuneration decisions are recorded in official minutes and maintained in organizational records for audit and compliance purposes.

7. Remuneration of Senior Management and Governing Members.

The remuneration of senior management including Chief Executive Officer Chief Operating Officer Secretary Treasurer and Program Directors is determined exclusively by the Governing Body of S U R E S H. The governing body evaluates factors such as organizational scale number of projects managed leadership responsibilities donor compliance requirements and overall performance before approving remuneration. Members of the Governing Body normally serve in honorary capacity. However if any member is engaged in operational or technical roles beyond governance responsibilities appropriate remuneration may be approved based on documented justification and conflict of interest safeguards.

8 .Allowances and Reimbursements.

In addition to salary eligible staff may receive allowances based on project requirements and field conditions. These include travel allowance field allowance communication allowance and outstation duty allowance. All reimbursements are made strictly on actual expenditure supported by valid bills vouchers or approved claims. No lump sum or unauthorized payments are permitted. All allowances are subject to donor guidelines and project budget limitations.

9. Performance Management and Salary Revision.

S U R E S H follows an annual performance appraisal system based on key performance indicators deliverables quality of work accountability teamwork and community impact. Salary increments are not automatic and are considered based on performance evaluation availability of funds and donor approval. Increment proposals are reviewed by management and approved by the governing body. Exceptional performance may be recognized through incentives or promotions depending on organizational capacity.

10. Payment System and Financial Compliance.

All salary payments are made through bank transfers only to ensure transparency and accountability. Cash payments are strictly prohibited. Payroll is prepared monthly by the finance team and verified by authorized signatories before disbursement. The organization maintains proper salary registers attendance records and tax compliance documentation. All statutory obligations including income tax deductions provident fund where applicable and other legal requirements are strictly followed.

11. Transparency and Audit.

S U R E S H ensures complete transparency in remuneration practices. All salary structures payroll records and approvals are subject to internal and external audits. Financial records are maintained project wise and made available for donor review and statutory audit. Any discrepancy is addressed immediately through corrective financial controls.

12 .Policy Review.

This policy shall be reviewed every two years or earlier if required due to changes in labour laws donor regulations or organizational restructuring. Any revisions will be approved by the Governing Body of S U R E S H and communicated to all staff.

13 .Approval.

This Staff Remuneration Policy is formally approved by the Governing Body of Society for Urban Rural Economic and Socio Habitation S U R E S H and becomes effective from the date of approval. All staff members are required to comply fully with this policy to ensure fairness transparency and institutional integrity.

S.No.	Name	Designation	Signature	Date
1		Chief Functionary		
2		Executive Director		
3		Managing Committee Chairperson		