



Under Privileged Advancement by Youth

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This circular is being issued for guidelines of organizing Get-togethers/Celebrations and distribution of Gifts/sweets for Employees, Members and Volunteers

A. Get-together/Celebrations:

- Zonal Directors shall be approving authority for planning get-together in their respective zones.
- Appropriate Financial/Admin approval shall be taken as per the DOP.
- Employees, Zonal team, Interns and active volunteers may be invited for the same.
- Employees on central payroll shall be covered in the zones as per their place of posting.
- Get-togethers shall be planned with specific agendas and may include various team building exercises, discussions on future plans, current issues and action plan, fun activities etc.
- Expenditure in these get-togethers to be limited to Rs 1000/person/year in Metro cities (Delhi-NCR, Bangalore, Pune, Mumbai and Kolkata) and Rs 750/person/year in other cities. ZD shall be final authority for deciding number of get-together within defined expenditure limit. Prior approval from Director (HR) shall be required beyond allowed limit.
- These get-togethers exclude physical meetings which are being called upon by ZD for day-to-day activities.
- ZS(HR) to coordinate for such events at their zones.
- Central get-togethers shall be organized by Director (Admin)/ Director (HR).

B. Gifting:

- All employees will be given gift in May on occasion of Foundation Day, and in September on occasion of Teachers Day & it shall be arranged from central.
- ZD shall be approving authority for distribution of gifts/sweets to Employees, Zonal team and Active volunteers in their Zones as per regional festivals. Expenditure of the same to be restricted to Rs 500/person/year.
- Employees in Central payroll shall be covered in the zones as per their place of posting.
- ZS(HR) shall be coordinating in the zones for arranging the gifts/sweets

This circular has approval of Competent authority and comes into immediate effect.

Bhaskar Maheshwari
Co-Director (HR)

Distribution: Executive Body Members/Zonal Team