



Sindh Rural Support Organization

HUMAN RESOURCES

(Licensed under Section 42 of the Companies Act 2017)

Date: Aug 18, 2023

Ref: SRSO/HR/OL/SPHF/23-24/236

Mr. Siraj Ahmed
S/o Nazeer Hussain Soomro
District Kamber

Subject: **OFFER LETTER**

Dear Mr. Siraj Ahmed,

With reference to your application & subsequent to the interview, it is pleased to inform you that you are selected for the below position. This is an offer with the following terms and conditions:

1. **Job Title / Position:** MIS Assistant
2. **Project:** Sindh People's Housing for Flood Affectees
3. **Employment Type:** Contractual.
4. **Duration of Contract:** Effective from the Date of joining to June 30, 2024.
5. **Place of Posting:** SRSO, District Kamber – Unit Office Nasirabad
6. **Reporting Line:** You will Report to Unit Incharge Administratively and Technically to District MIS Officer.
7. **Salary:** You will be paid a gross salary of amount Rs. 35,000/- (Thirty Five Thousand Only) per month.
8. **Effective from:** Date of joining.
9. **Leaves:** You will be entitled to leave, as per the leave policy. (Except Annual Leaves)
10. **Benefits & Perks:** You will be benefitted from Group Life Insurance and EOBI from the first day of joining.
11. **AML/CFT Verification:** SRSO shall verify your data in the list of proscribed persons given in the NACTA 4th Schedule and the UNSC list updated from time to time. In case, your name or the name of any of your lineal ascendants or descendants is found in such a list; the post offered will be canceled with immediate effect.
12. **Degree Verification:** SRSO shall verify provided degree/certificates from the concerned university or college, in case of forged qualification, the post offered shall be treated as canceled/termination of services without benefits.
13. **Protection Against Sexual Exploitation Abuse:** While accepting this offer you are hereby declaring that you are not being involved in any type of Sexual exploitation abuse throughout your career, also accepting that you will never be involved in any type of sexual activity while working in SRSO within office and communities at the field, otherwise; strict disciplinary action will be taken against you for the Violation of Conduct and Zero Tolerance Policy.
14. **Anti-Sexual Harassment Policy:** You shall be bound to comply with the "Protection against Sexual Harassment of Women at Workplace Act 2010" as the Anti-Sexual Harassment Policy of SRSO. Any such complaint will be addressed by Inquiry Committee which will process the case as per the said law.
15. **Termination / End of Services:** The SRSO Management or Competent Authority reserve the right to terminate your service period in cause of any negligence or misconduct, it shall be deemed lawful for the SRSO to terminate your employment without giving any notice or any compensation. This employment may be terminated due to the force majeure conditions which may include any act of God or manmade disaster that renders it difficult for SRSO to continue the Project/Programme.



Sindh Rural Support Organization

HUMAN RESOURCES

(Licensed under Section 42 of the Companies Act 2017)

16. **Code of Conduct:** Please follow as under:

- No derogatory remarks/allegations would be levied against the SRSO on any platform including social media nor any defamatory material would be circulated against SRSO after the Closure of the Contract as per rules. This will be construed to be malafide and defamation.
- After employment with SRSO, the employees will not use any political/administrative or any kind of pressure for transfer, posting, or promotion. This will be tantamount to misconduct as per SRSO Rules.
- SRSO is a private organization and his/her job is on a pure contract basis and is liable to be terminated as per SRSO Rules if found guilty of the violation of rules.
- No Candidate shall assert any kind of influence from any quarter on SRSO regarding selecting and offering employment, or any other benefit which is liable to be proceeded against as per Rules.

If the above conditions are acceptable to you, Kindly sign the enclosed copy of this letter and return it to HR Office along with all documents/testimonials, PRC, experience certificates, and two recent photos within a week of the issuance of this letter & **your joining will be entertained after verification of required qualification**. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.



 Shazia Ahmed Larik
 Manager HR
 SRSO, Sukkur.

ACCEPTANCE

It is hereby confirming that I have carefully read and understood all the conditions of the OFFER LETTER and I do accept your offer for the above-mentioned position on the terms and conditions stated therein. I am willing to fulfill all the requirements as asked.

Name: _____ S/O / W/O / D/O: _____

CNIC: _____ Address: _____

Signature: _____ Date: _____



Sindh Rural Support Organization

HUMAN RESOURCES

(Licensed under Section 42 of the Companies Act 2017)

Date: Aug 18, 2023

Ref: SRSO/HR/EC/SPHF/23-24/236

Mr. Siraj Ahmed
S/o Nazeer Hussain Soomro
District Kamber

SUBJECT: EMPLOYMENT CONTRACT

Mr. Siraj Ahmed,

With the reference of your application and subsequent upon the management decision, SRSO is pleased to inform you that you have been selected on the following terms and conditions:

- JOB TITLE / POSITION:** MIS Assistant
- Employment Type:** Contractual
- SECTION / PROJECT:** Sindh People's Housing for Flood Affectees Project
- PLACE OF POSTING:** SRSO, District Kamber, Unit Office Nasirabad
- REPORTING LINE:** You will report to Unit Incharge Administratively and technically to District MIS Officer
- PERIOD OF CONTRACT:** Effective from the date of Joining to June 30, 2024.
- EFFECTIVE FROM:** Effective from the date of Joining

8. **SALARY PACKAGE:** Your monthly salary will be Rs.

35,000/=

In Words: Thirty Five Thousand Rupees only.

- GENERAL:** Your employment will be governed by SRSO rules and regulations, policies, and procedures as amended from time to time.
- TRANSFER:** You may be transferred temporarily or permanently to anywhere, anytime, in SRSO's operational areas and to any program or project, as per policy.
- DOCUMENTATION:** You will provide complete authentic documents and information, as specified by SRSO, your services are liable to be terminated if any information is found false or fake.
- INCOME TAX:** You will be liable to pay Pakistani taxes on your net salary and benefits as per the rules laid down by the government of Sindh. Income Tax will be deducted from your salary in accordance with the law. SRSO will provide necessary assistance in the preparation of your tax returns if required.
- Benefits & Perks:** You will be benefitted from Group Life Insurance and EOBI only from the first day of joining.
- DUAL JOB:** You shall not accept any employment during this contract period, whether it is part-time, or full-time. you shall obtain written permission from an employer in case of consultancy, freelance, or any business activity directly or indirectly.



Sindh Rural Support Organization

HUMAN RESOURCES

(Licensed under Section 42 of the Companies Act 2017)

-
- 15. CONFIDENTIALITY:** You shall be bound to maintain confidentiality during the period of employment or even after leaving SRSO, and shall not divulge or disclose or make use of whatever purpose any information or knowledge /data obtained by the organization. Likewise, this shall be enforceable on intellectual property.
- 16. LEAVE:** You will be entitled to leaves, as per the leave policy. (Except Annual Leaves)
- 17. DISPUTE:** Any official dispute arising during employment can only be settled through Grievance Settlement Committee constituted by SRSO.
- 18. TRAVEL:** All domestic travels related to official work will be paid by SRSO as per policy.
- 19. CODE OF CONDUCT:**
- a) Every employee of the SRSO shall at all times maintain absolute integrity and devotion to duty.
 - b) Every employee shall confirm and abide by this and/or any other rules of the SRSO as the SRSO may adopt from time to time.
 - c) Every employee shall observe and comply with and obey all lawful orders and directions which may from time to time be given to him/her in the course of official duties by any person under whose supervision or control she/he may be working at the time.
 - d) Every employee shall discharge his/her duties with utmost integrity loyalty and diligence.
 - e) Except to his/her direct superior authorities, no employee shall divulge any secret or any matter pertaining to the affairs of the SRSO.
 - f) All the books, records, papers, documents, articles, etc. belonging to the SRSO shall remain in the office premises of the SRSO and every employee shall see that these are safely kept and maintained at their proper place.
 - g) No employee shall remove even temporarily any book records, papers, documents, articles, etc. from the premises of the SRSO to any other place without the prior permission of the Management.
 - h) No employment shall unless previously authorized in writing by the Management in this regard, either receive or pay whether in cash or by another method, any money on behalf of the SRSO or sign any documents on behalf of the SRSO.
 - i) An employee found disregarding any of the provisions of these rules shall render himself liable to disciplinary action in addition to such other legal action as the Management may deem fit to take against him/her.
 - j) Every employee shall keep the management informed of any change in his/her bio-data including any degree/qualification acquired, marital status, dependents, postal address, telephone number, etc.
 - k) Any employee taking money in advance from the management for the purchase of materials or other purposes shall render account for the same as prescribed in the Accounting Manual in force from time to time.
 - l) Every employee holding a supervisory or managerial post shall take all steps to ensure utmost integrity and devotion to the duty of all employees for the time being under their own supervision and control.
 - m) Every employee shall be liable to be searched on entering or leaving the premises of the SRSO by any person authorized in that regard by the Management and shall so subject him to search upon being required.

A handwritten signature in blue ink, appearing to be 'LW', is written over the bottom of the document.



Sindh Rural Support Organization

HUMAN RESOURCES

(Licensed under Section 42 of the Companies Act 2017)

- n) No derogatory remarks/allegations would be levied against the SRSO on any platform including Social Media nor would any defamatory material be circulated against SRSO after the Closure of the Contract as per rules. This will be construed to be malafide and defamation.
- o) After employment with SRSO, the employees will not use any political/administrative or any kind of pressure for transfer, posting, or promotion. This will tantamount to misconduct as per SRSO Rules
- p) SRSO is a private organization and his/her job is on a pure contract basis and is liable to be terminated as per SRSO Rules if found guilty of the violation of rules
- q) No Candidate shall assert any kind of influence from any quarter on SRSO regarding selecting and offering employment, or any other benefit which is liable to be proceeded against as per Rules

20. MISCONDUCT:

- a) In particular and without prejudice to the generality of the term 'misconduct' the following acts of omission and commission shall be treated as misconduct.
- b) Theft, fraud, or dishonesty in connection with the business or property of the SRSO or with the property of any person within the premises of the SRSO.
- c) Slowing down in the performance of work.
- d) Taking or giving bribes or any illegal gratification.
- e) Withholding of or furnishing of false information regarding name, father's employment at the time of taking/seeking employment or change in such information during the course of employment or change in such information during the course of employment.
- f) Acting in a manner prejudicial to the interest of the SRSO.
- g) Insubordination or disobedience, of any lawful orders of a superior whether such insubordination or disobedience be in combination with others or not.
- h) Absence without leave or overstaying beyond the sanctioned leave.
- i) Absence from the appointed place of work without permission or sufficient cause.
- j) Commission of any act which amounts to a criminal offense involving moral turpitude.
- k) Damaging any property of the SRSO.
- l) Habitual late or irregular attendance.
- m) Neglect of work or negligence in the performance of duties including malingering or slowing down of work.
- n) Riotous or disorderly or indecent behavior whether within the premises of the SRSO or outside such premises where such behavior is related to or connected with his/her employment.
- o) Making personal representations to persons or bodies outside the SRSO, whether official or otherwise, on matters connected with the affairs of the SRSO or personal grievances against the organization.

W/



Sindh Rural Support Organization

HUMAN RESOURCES

(Licensed under Section 42 of the Companies Act 2017)

-
- p) Making representation or sending grievances, objections, etc. to members of the Management except through the proper channel.
 - q) Not keeping the management informed about any criminal proceeding launched or pending against him/her.
 - r) Not informing the management regarding detention in police or judicial custody of whatsoever duration and on whatsoever grounds either before or during the course of employment with the SRSO.
 - s) Striking work either singly or along with others in contravention of the Service or the Employee Relations Rules & Regulations for the time being in force or inciting or forcing any employee of the SRSO to strike work.
 - t) Commission of any acts subversive of discipline whether within the premises of the SRSO or outside such premises.
 - u) Refusal to put in additional hours of work as and when required by the Management.
 - v) Refusal to accept any transfer from one section to another and/or from one establishment to another whether existing or which may be set up by the SRSO in the future subject to the condition that the emoluments are not adversely affected.
 - w) Engaging in private work or trade or engaging in any other employment while still in the service of the SRSO without the prior written permission of the Management.
 - x) Gross neglect of work, gross negligence, loitering, idling or wasting time during working hours.
 - y) Disclosing, without prior sanction in writing of General Manager, or threatening to disclose information within the knowledge in confidence during the exercise of his/her duties and by virtue of the position occupied by the employee whether such disclosure or threat to disclose be in private or in public or in any form of whatsoever nature.
 - z) Not taking reasonable precautions to safeguard the SRSO's property to prevent accidents or damage to it.
 - aa) Not taking reasonable precautions to safeguard the interest and property of the clients of the SRSO.
 - bb) Organizing, holding or conducting any meeting except those connected with the work of the SRSO within the SRSO's premises without the previous sanction in writing of the Management.
 - cc) Any irresponsible action resulting in damage to the goods or property of the SRSO.
 - dd) Unauthorized collection or attempt to collect records or documents of the SRSO
 - ee) Interfering with, tampering, altering, or fabricating records of the SRSO.
 - ff) Refusal to accept a charge sheet or any other communication from the SRSO
 - gg) Possession of any lethal weapon within the premises of the SRSO or if found to possess any such unauthorized weapon during employment with the SRSO
 - hh) Writing an anonymous letter or criticizing the staff of the SRSO
 - ii) Smoking and consumption of any intoxicants or drugs during the course of duties.
 - jj) Soliciting or accepting any gift or grant from any person having official business with the SRSO
 - kk) Violation of any safety precaution prescribed within the premises of the SRSO

4/1



Sindh Rural Support Organization

HUMAN RESOURCES

(Licensed under Section 42 of the Companies Act 2017)

- ll) Refusal to appear or to cooperate in any inquiry ordered by the management in accordance with these rules when summoned by the Inquiry Officer/Committee
- mm) Sticking or pasting papers/bills/pamphlets/ posters etc., on the walls of the SRSO's premises whether inside or outside, and/or on the walls of the residential premises of any of its officer
- nn) papers/ pamphlets/ posters etc., except those connected with work of the SRSO, without the previous permission in writing of the Management
- oo) Surrounding or picketing the premises of the SRSO or the residential premises of any of its officers with the object of detaining any officer or employee of the SRSO
- pp) Threatening, intimidating, or manhandling any employee within the premises of the SRSO or elsewhere if it is related to the work of the SRSO.
- qq) Failure to inform the SRSO of the occurrence in his/her house/family of any formidable disease such as Cholera, Small Pox, Diphtheria, Plague, or Yellow Fever. Mumps, Jaundice, TB
- rr) Not wearing or refusing to wear any uniform while on duty as prescribed by the SRSO
- ss) Commission of any act not in keeping with the Code of Conduct
- tt) Abetting or attempting to abet any act which amounts to misconduct
- uu) Not following or refusing to follow any instruction whether general or special or any law requiring any procedure to be followed for the health and/or safety of the clients and members of the SRSO
- vv) Offering or accepting gifts and courtesies. You shall not accept gifts or other remuneration if there is reason to believe that its purpose is to influence operation decisions
- ww) Any other matter that may be prescribed.

21. ANTI-SEXUAL-HARASSMENT POLICY:

You shall be bound to comply with the "Protection against Sexual Harassment of Women at Workplace Act 2010" as the Anti-Sexual Harassment Policy of SRSO. Any such complaint will be addressed by Inquiry Committee which will process the case as per the said law.

22. TERMINATION:

1. During your service period in cause of any negligence or misconduct, it shall be deemed lawful for the SRSO to terminate your employment without giving any notice or any compensation.
2. In case the employee wants to discontinue service with SRSO, he/she may resign by giving one month notice in writing or payment in lieu thereof. This term shall apply to either side.
3. This employment may be terminated due to the force majeure conditions which may include any act of God or manmade disaster that renders it difficult for SRSO to continue the Project/Programme.



Sindh Rural Support Organization

HUMAN RESOURCES

(Licensed under Section 42 of the Companies Act 2017)

-
- Unless terminated earlier, this employment shall cease on the completion of the project or discontinuation of funding from a project and you will not be entitled to accommodation in, or transfer to, some other project or retention in any other SRSO Programme.
 - You will be bound to complete all the codal formalities concerning the closure, as per policy and procedure.



Shazia Ahmed Larik
Manager HR
SRSO Head Office, Sukkur

I hereby acknowledge that I have read all the above-mentioned terms and conditions of contract, I solemnly declare that I shall abide by all the terms and condition.

Name: _____

Signature: _____

Address: _____

Contact #: _____




Sindh Rural Support Organization

HUMAN RESOURCES

Job Description

Job Title / Designation	MIS Assistant
Location / Work Station	Unit Office Nasirabad
Reports to	Technically Dist: MIS Administratively Unit Incharge
Reportee(s)	None
Job Purpose	MIS officers at District office level will be responsible for supervision of MIS entries, managing and analyzing data to support District Manager for planning and reviewing the activities.

Sr	Core Responsibilities:
1	Update, Maintain MIS and Prepare Reports.
2	Manage the all records of project/sectors at Head Office Level
3	To analyze and evaluate data which has been collected or to be collected from the projected areas of SRSO.
4	Reporting to the Donors Monthly Bases and Completing there Requirements.
5	Assist in reconciling data of program/projects.
6	To collect and organize monitoring reports related to the project.
7	Organize and design the reporting formats as per requirement.
8	To keep all related correspondence/ reports.
9	Project related analysis and reporting.
10	Any other work assigned by the Supervisor.

Name and signature of employee	Name and signature of Team Leader	Name and signature of Sr. Manager HR
		
Signature	Signature	Signature