

MISSION RIEV

RURALISING INDIA - EMPOWERING VILLAGES

PREAMBLE

We do hereby determine the basic framework for Efficient running of the MISSION RIEV (RURALISING INDIA - EMPOWERING VILLAGES), a Flagship Programme of Institute for Integrated Rural Development (IIRD) - an entity created for bringing rural prosperity through research & studies, Trainings & capacity building, programme implementation and rendering technical Support and institutional networking in the national and global perspective.

GENESIS

There has been a saying that no one is worry less in this world; which offers an opportunity to explore remedies for doable human worries. On one hand every family and every individual is in need of some kind of support for one reason or the other and on the other, there is longline of educated youths looking for opportunities to get engaged. To connect the dots, Mission RIEV (Ruralising India-Empowering Villages) emerged as a unique kind of community intensive programme under the aegis of IIRD to focus on knowing the personalised problems of villagers and offering customised solutions within given timeline on low cost basis. For the first time in Indian democracy, the villagers are being asked about the problems and worries and some agency is coming forward with the required solutions.

SCOPE

One to Twelve native persons being deployed in each Gram Panchayat for knowing needs and identifying problems of the villagers followed by providing customised and feasible service solutions for low cost.

The beauty of the Mission is that local Field Ambassadors will be working within their Gram Panchayats and serving the people of the same geographies. Living with the families, eating with families, working with and to all known people, attending all social events and standing aside their own people when in need, are the added advantages of associating with the Mission RIEV besides earning respectable amount with assured growth in terms of position, perks and cross sector exposure.

COMPOSITION

The Mission being having diverse and multi- dimensional nature of services to be provided to its members, the entities having requisite mandate and expertise shall form the Governing Board of the Mission and to take decision on all strategic and operational matters. In the beginning, the following entities shall form of the Mission:

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|---|-------------------------------------|
| 1. Institute for Integrated Rural Development | Lead Agency – Conceptual Framework |
| 2. Flyers Group Pvt Ltd. | Commercial Part of the Mission |
| 3. IIRD Foundation for Sustainable Development | Sustainability Aspect |
| 4. IIRD Foundation for Technology & Innovations | Technical and Technological Part |
| 5. Hind Sewa Sangathan | Social Welfare – Caring for Uncared |

The relevant services provided through Mission RIEV, shall be owned by the respective entity for all accounting and regulatory matters, however, the outcome of such services shall be accounted for the overall impact of the Mission RIEV.

By virtue of being signatory to form the Mission RIEV and followed by the separate agreement executed with the above partnering entities, the operational modalities, policies and processes of the Lead Agency i.e. IIRD shall stand applicable on all the entities for all purposes.

MODUS-OPERANDI

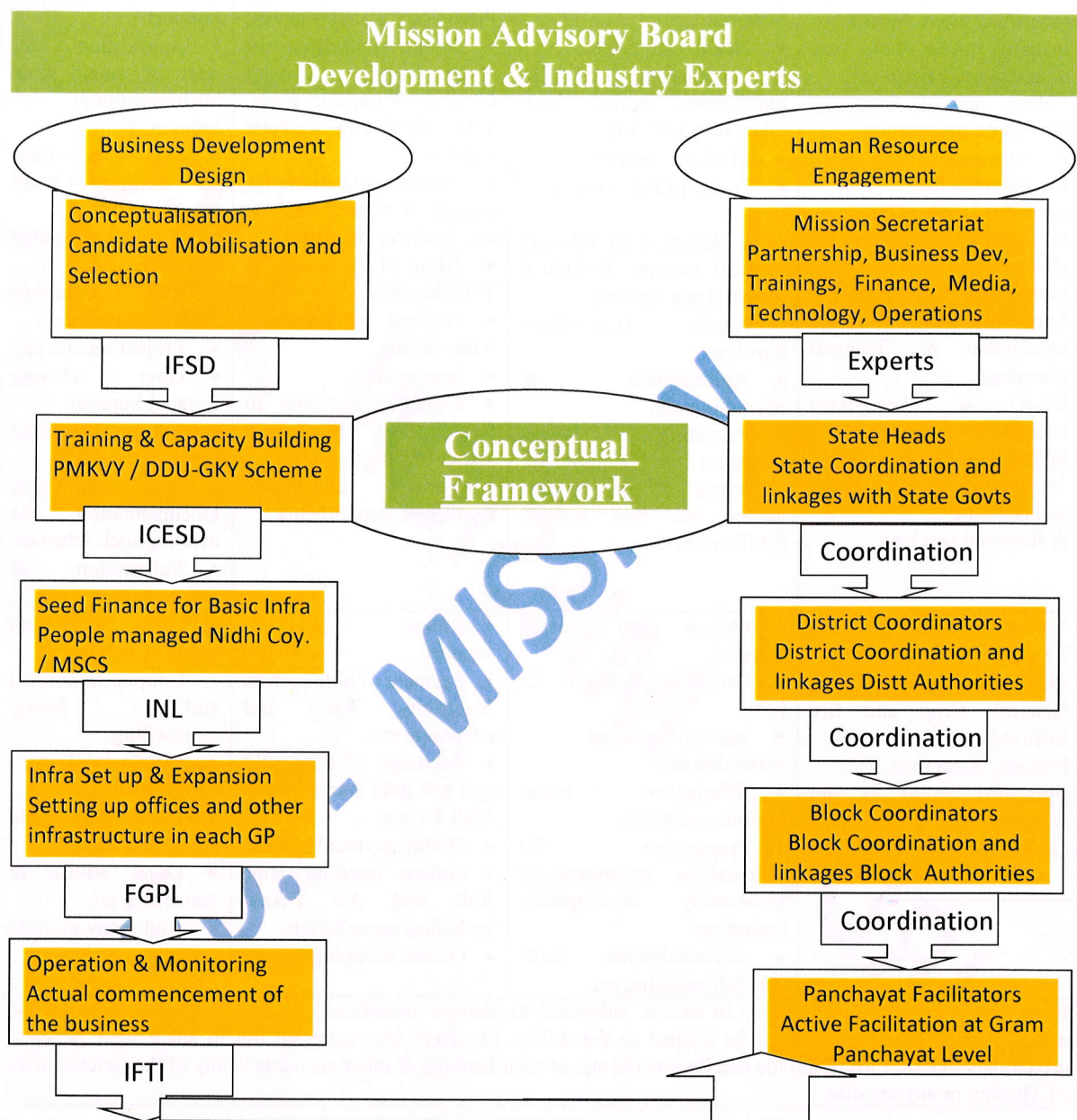
Strong IT platform and partnerships under diverse sectors will be the Foundation Pillars of this program. All Panchayat Facilitators individual / Familial problems and needs that will be enrolled as members of Mission RIEV to provide **customised** solutions and support with the help of back-end support through specially designed software.

All functionaries to login with unique IDs to complete the entire operation on an error proof web supported software in IT Centre at Head Office. The matter beyond the scope of Panchayat Facilitators will be forwarded to Block Coordinators and escalates further to District & State coordinators according to the nature of the assignment.

PARTNERSHIP AND COLLABORATION

Keeping in view the diversity of the services, the Mission shall establish linkages with multiple agencies, entities, companies and groups and enter into the partnership and collaboration contracts so as to procure the services and offer to the members in customized manner. This shall include the collaboration at local, national and international levels as per the service requirements.

ORGANOGRAM



PROPOSED SERVICES

<ul style="list-style-type: none"> • Accidental Support: • Informing Govt. Machinery instantly in case of any kind of accident / calamities; • Filling up of necessary forms and preparation of necessary documents • Liaison with the concerned authorities for early release of claims/relief • Economy Restructuring Support: • Investment & financial planning. • Short & Long-term investment planning. • Investment in tax saving Instruments etc. Banking & financial services. 	<ul style="list-style-type: none"> • Health Related Support: • Healthy life style. • Facilitation in maintaining health chart. Diet chart advice etc. • Medical support: • Basic pathological tests etc. • Linkages with relevant medical experts. Periodical health check-ups etc. • Agri& Horticulture Services: • Agribusiness & Marketing etc. • Providing Seeds, machines & equipment. Technical & professional advice etc. Soil testing, fertilization etc. 	<ul style="list-style-type: none"> • Govt. Mandatory Provision Related Support: • Online Applications for Voter card, Driving License, Passport, PAN, TAN, GST and Aadhaar Card etc. • Online applications for change of Name, Address etc. In above documents. • Filing of IT returns & TDS deposits • Linkage of Aadhaar with various instruments. • Change of Name in Ration Card, Electricity& Water Connection etc. • Various certificates from govt. departments 	<ul style="list-style-type: none"> • Entrepreneurial Support: • Application for start of small scale business/cottage industry. • NOCs for starting up business/industry etc. • All matters related to licenses etc. • ROC and various other registrations. • Project reports etc. • Govt schemes Related Support: • Information about Govt. Schemes. • Application & Documentation for availing such schemes. • Submission & follow-ups
<ul style="list-style-type: none"> • Various Insurance & Claim Related Support: • Life & Health insurance. • General, Crop and fire Insurance etc. • Property Insurance. • Insurance claims as and when needed. • Other Emergency Supports 	<ul style="list-style-type: none"> • Online Job related Support: • Online applications for jobs/ higher/vocational education etc. • Information about various vacancies. • Preparation for competitive examinations. Personality development including communication skills English speaking etc. 	<ul style="list-style-type: none"> • Online platform support: • Payment of bills such as Electricity, Water and telephone etc. • Recharge of Post paid and pre paid mobiles and Dish TV etc. • Online payment of fees. • Online booking Bus, Rail and Air tickets including cancellation. • Online shopping etc. 	<ul style="list-style-type: none"> • Other Different kinds of Services: • Couple, Individual and family counselling. • Matrimonial services. • De-addiction, old age support/help. • Legal advice & consulting etc. • And many more to come....
<p>Note: The services are indicative in nature, subjected to change/ modification, addition or deletion and the availability of the services shall be subject to feasibility. Members are requested not to share their personal credentials like user ids, login ids and Passwords etc. of their banking & other accounts to any of the functionaries of Mission or anyone else.</p>			

CODE OF CONDUCT

MISSION RIEV will be committed to adhere to the core principles of honesty, transparency, accountability and hence implement the below code of conduct for its all functionaries/ Employees.

Honesty, Integrity and Fair Play

The Mission's staff shall be fully committed to the principle of honesty, integrity and fair play in the delivery of services and goods to the public. All staff members should ensure that the business operations, applications for services, procurement or staff recruitment, are dealt with in an open, fair and impartial manner.

This Code of Conduct sets out the basic standard of conduct expected of all staff and the Mission's policy on matters like acceptance of advantages and conflict of interest of staff member in connection with their official duties. This Code also applies to temporary and part-time staff members employed by the Mission.

Equal Opportunity for All Employees

The Mission offers an equal employment opportunity to its members and others. Employment opportunities are available regardless of race, color, sex, religion, national origin, age, disability or other legally protected status. This principle applies to all aspects of the employment relationship, including recruiting, hiring, training, work assignment, promotion, transfer, termination, and wage and salary administration.

Safety, and Health Practices

The Mission is committed to an injury-free and illness-free workplace that is operated in an environmentally sound manner in compliance with all relevant laws and regulations that protect worker safety and the environment. Employees should perform work in a safe manner.

Fair Competition

The Mission's policy will prohibit any anticompetitive practices which could affect in bounding, restraining or distorting competition, as well as any practices of an unfair competition. Accordingly, our employees cannot agree (formally or informally) with competitors to fix prices or any other conditions of transaction; to limit or control the production, commercialization, technical development or investment; to manipulate or divide markets or sources of provisioning; to participate with fake offers in tenders or any other forms of competitions for offers; to limit or restrain access to market and freedom of competition for other enterprises; to apply unequal conditions for equivalent performance to commercial partners, creating in this way a disadvantage in competition; to condition signing of acceptancy contracts by the partners for supplementary obligations which, by their nature or according to commercial usage, have no connection with the subject of such contracts.

Mission's employees are prohibited from performing any act of unfair competition manifested through: misappropriating clients of a company by using the relations established with such clients within the function previously held at the company, dismissal or attracting employees of a company for the purpose of setting up a competing company to capture customers of that company or hiring employees of a company in order to disorganize of its work. At the same time, our employees must not take actions that harm the legitimate interests of consumers or other operations in breach of the competition law.

Governance and anti-corruption

The Mission has zero tolerance for corruption. All employees must never offer to provide anything of value directly or indirectly to government officials and business partners to secure an undue advantage. The Mission prohibits payment, offers of payment as well as anything of value directly or indirectly with the purpose of influencing or obtaining undue business or personal advantage.

Third parties will only be contracted to perform tasks which aid business interests provided: fees to be paid are reasonable; all arrangements are clearly documented; arrangements are in compliance with Mission's policies.

Financial Reporting

All transactions of the Mission must be duly recorded so as to permit preparation of clear financial statements in conformity with generally accepted accounting principles. No false or misleading entries may be made in the books and records of the Mission for any reason, and no employee may engage in any arrangement that results in such a prohibited act.

No undisclosed or unrecorded fund or asset of the Mission may be established for any purpose. No payment on behalf of the Mission (including those by cash) may be done without adequate supporting documentation or made with the intention or understanding that any part of such payment is to be used for any purpose other than as described by the documents supporting the payment.

From time to time, the Mission may publish or inform of policies on financial reporting, disclosure and compliance to reinforce the financial reporting expectations in this Code. All employees at any level are expected to implement and strictly follow these policies.

Restrictive Agreements with Third Parties

The Mission does not condone activities that seek to gain an unfair competitive advantage. No individual may engage in any activity which violates any valid restrictive agreements entered into by that individual for the benefit of a third party, and no individual may, directly or indirectly, use or disclose any confidential information or trade secrets of a third party that the individual obtained while employed by or associated with such third party.

Government Contracts and Services

The Mission is committed to complying with all applicable laws and regulations relating to government (public procurement) contracts and services and to ensuring that its reports, certifications and declarations to government officials are accurate and complete and that any deviations from contract requirements are properly approved.

Acceptance of Advantages

It is the policy of the Mission to prohibit all staff from soliciting or accepting any advantage from any persons having business dealings with the Mission (e.g. clients, suppliers, contractors). Employees who wish to accept any advantage from such persons should seek advice and permission from the responsible appropriate authority.

Any gifts offered voluntarily to the staff in their official capacity are regarded as gifts to the Mission and they should not be accepted without permission. By default, staff should decline the offer if the acceptance could be perceived as against the interest of the company, or that of society, or lead to complaints of bias or impropriety.

For gifts presented to staff in their official capacity, the refusal of which could be seen as unsociable or impolite, can be exceptionally accepted. In other circumstances, the staff should seek for a clear (i.e. in writing) and immediate (within 5 days from the offer) consent from the appropriate authority to accept the gifts.

Conflict of Interest

A conflict of interest situation arises when the “private interests” of the staff compete or conflict with the interests of the Mission. “Private interests” means both the financial and personal interests of the staff or those of their connections including: family members and other close affiliates; personal friends; the clubs and societies to which they belong; and any person to whom they owe a favor or are obligated in any way.

Staff should avoid using their official position or any information made available to them in the course of their duties to benefit themselves, their affiliates or any other persons with whom they have personal or social ties. They should avoid putting themselves in a position that may lead to an actual or perceived conflict of interest with the Mission.

Failure to avoid or declare any conflict of interest may give rise to criticism of favoritism, abuse of authority or even allegations of corruption.

In particular, staff involved in the procurement process should declare conflict of interest if they have beneficial interest in any company which is being considered for selection as the Company supplier of goods or services.

When called upon to deal with matters of the Mission for which there is an actual or perceived conflict of interest, the staff member should make a declaration in writing to the appropriate authority. He should then abstain from dealing with the matter in question or follow the instruction of the appropriate authority who may reassign the task to other staff.

Misuse of Official Position

Staff members who misuse their official position for personal gains or to favor their relatives or friends are liable to disciplinary action or even prosecution. Examples of misuse include a staff member responsible for the selection of suppliers giving undue favor or leaking information to his/her relative's company with a view to giving away an undue advantage.

Handling of Classified or Proprietary Information

Staff member is not allowed to disclose any classified or exclusive information to anybody without authorization. Staff members who have access to or are in control of such information should at all times provide adequate safeguards to prevent its abuse or misuse. Examples of misuse include disclosure of information in return for monetary rewards, or use of information for personal interest. It should also be noted that unauthorized disclosure of any personal data may result in a breach of the applicable legislation on privacy.

Property and Assets of the Company

Staff members given access to any property of the Company shall ensure that it is properly used for the purpose of conducting the Mission's business. Misappropriation of the property for personal use or resale is strictly prohibited.

Each employee shall be responsible for the proper acquisition, record, use, maintenance, and disposal of the Mission's assets (e.g., materials, equipment, tools, real property, information, data, intellectual property and funds) and services.

Compliance with the Code

It is the personal responsibility of every staff member to understand and comply with the Code of Conduct.

Higher ranked employees shall ensure that their subordinates understand and comply with the standards and requirements stated in the Code. Any doubts of interpretation or problems encountered, as well as any suggestions for improvement, should be addressed to the Appropriate authority for consideration and advice.

Any staff member who violates any provision of the Code will be subject to disciplinary action. In cases of suspected corruption or other criminal offences, a report will be made to the appropriate authorities.

Sanctions

The Mission can take prompt and appropriate remedial action in response to violations of the Code. Any employee who engages in conduct prohibited by the Code as determined by the appropriate authority will be subject to discipline actions and sanctions in accordance with the service rules of the Company and the applicable provisions labor law.

Once a complaint has been placed, the designated appropriate authority will initially analyze it and s/he may meet privately with the applicant to understand the facts surrounding the issue.

Following a fact-finding phase, an investigative meeting could be held with the employee alleged of the violation, to further ascertain the facts and receive observations.

The decision should be issued in writing (date and signed), indicating a summary of the facts, reference to the specific violation and motivations.

The sanction may be under the form of:

- Warning;
- Private or public letter of reprimand;
- Transfer to other tasks or unit;
- Suspension from duties;
- Termination or removal.

In every case of violation, the employee will be fined for an amount as be estimated by the designated committee. The fine will be applied through a direct deduction from the employee's following salary or any past credit s/he may have towards the company.

The designated committee shall report serious violations to appropriate government or legal authorities.

Reporting

Employees have a responsibility to promptly report to the Mission any violation of the Code. The Mission shall put in place an appropriate mechanism (i.e. complaints/suggestion boxes, telephone, emails, etc.) as to allow employees to address communications to the appropriate authority with the highest degree of trust and confidentiality.

Employees will not be disciplined or retaliated against in any way for reporting violations in good faith. Retaliation against any employee for reporting policy violations, or for testifying, assisting or participating in any manner to inspections is strictly prohibited. Any employee who believes he or she has been subjected to or has witnessed retaliation must immediately report the alleged retaliation to the appropriate authority.

REVIEW MEETINGS

There shall either be either quarterly or half-yearly Review meetings of the MISSION RIEV Governing Council to review progress and render Support on voluntary basis. The meetings of the tab shall take place on Annual basis, whereas the same of management shall held on monthly basis.

REVISION OF MODEL STANDING ORDERS

The Governing Council and the MISSION RIEV with the advice of The IIRD Management shall revise, modify, alter, change and cancel These model standing orders with the 2/3rd majority in any meeting

SHIMLA: 5th October 2017

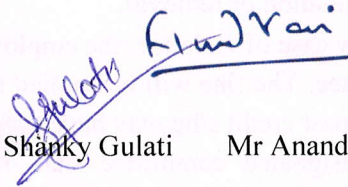
Signed By All Present Members



Mrs Sushma Sharma



Mr Abhimanyu Kanwar



Mr Shanky Gulati

Mr Anand Nair

Model standing orders notified and issued to all concerned.