

## **GENERAL ADMINISTRATION SECTION**



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## **STAFF TRAINING AND PERFORMANCE EVALUATION**

### **21.1 GENERAL**

21.1.1 This chapter sets out staff development and evaluation policy.

### **21.2 STAFF TRAINING**

21.2.1 Staff training shall be completed in two phases

- a. Orientation training
- b. Continuing professional training

21.2.2 Orientation training shall be arranged for the newly recruited employees which will help them to understand:

- a. Past achievements of the organization;
- b. Programme and goals of the Organization;
- c. Organizational structure.

21.2.3 The Administration department shall after coordination with the line managers shall arrange orientation training for the newly recruited employees.

21.2.4 Line manager shall recommend any of his subordinate for any training related to the job requirements of the employee.

21.2.5 Finance manager shall check the availability of the relevant budget.

21.2.6 The recommendation shall after the approval of the Finance Manager be submitted to the Director/ Deputy Director for approval.

21.2.7 **Form Capacity Building and Training Needs Annexure 27** shall be used.

### **21.3 STAFF EVALUATION**

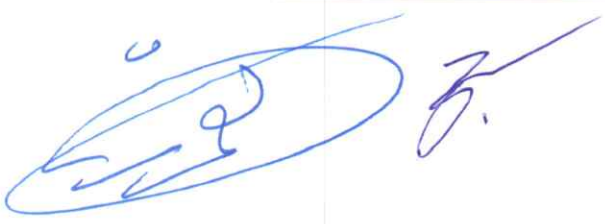
21.3.1 Annual Evaluation shall be made by the line manager for every permanent employee and shall be submitted to the Director/ Deputy Director.

21.3.2 A copy of the same shall be send to the Administration department for their record.

21.3.3 The assessment shall be confidential in nature and shall not be disclosed to any of the employee of the organization.

21.3.4 The issued addressed in staff evaluation sheet shall be as follows:

- Level of competency of the employee in question
- His style of work and its appropriateness
- Leadership and management skills
- His attitude towards work and strive to excel
- Is he compliant to different policies issued by the management from time to time?
- Any recommendation for training
- Any recommendation for encouragement
- Any other issue worth reporting



## **THE ORGANIZATION'S VEHICLES AND SECURITY MEASURES**

### **22.1 GENERAL**

- 22.1.1 This chapter sets out basic guidelines for the maintenance and controls over the Organization's vehicles.
- 22.1.2 Admin/finance Manager shall have the over all responsibility for all the companies' owned vehicles.
- 22.1.3 The daily responsibly for vehicles, which are allocated to projects in different parts of the country, is rests with the Line Managers working therein.

### **22.2 VEHICLE POOL**

- 22.2.1 All vehicles allocated to Head Office will be parked in the Organization's vehicle's pool.
- 22.2.2 The Administration section will carry out the day to day management of the Organization's vehicles and property.

### **22.3 TRAVEL AUTHORIZATION**

- 22.3.1 All transport required for official duty will be provided to the Organization's staff after submitting proper request form duly signed by the respective Line Manager.
- 22.3.2 All field and other official trips outside Kabul (Main Office) must be pre approved.
- 22.3.3 Before any vehicle leaves the premises of a location, the **Travel Authorization Form 28** should be filled. One copy will be placed in the vehicle and the other will be handed over to the Admin section for record purposes.
- 22.3.4 All drivers are strictly required to place in their respective vehicles, **Vehicle log Form 29** and update the same as and when leave for official trip.

### **22.4 PROCEDURES IN CASE OF ACCIDENTS**

- 22.4.1 Whenever a Organization's vehicle sustains damage of any kind, or is involved in an accident which results in personal injury or property damage, this must be reported immediately to the Admin and support section.
- 22.4.2 The driver should immediately fill in the **Accident Report Form 30** and if possible present it to the logistic section himself or otherwise.
- 22.4.3 If the above is not possible, then as for as possible call the Admin section.



## **22.5 CODES OF CONDUCT FOR DRIVERS**

22.5.1 Everyone who drives the Organization's vehicles must follow these basic guidelines:

- Always show consideration towards other vehicles.
- Treat the vehicles as if these were your own.
- Always behave calmly in traffic and do not lose your temper.
- Do not stick to your rights.
- Follow traffic rules and regulations strictly.
- Be like a good role model.
- Always use safety belt.
- Always lock all doors.
- Do not use horns unless absolutely necessary.
- Do not take risk.
- Do never speed, drive above 50 KM/H in urban areas and 80KM/H on highways.
- Do not pick up strangers or any kind of unauthorized luggage.



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## **OFFICE GENERAL GUIDELINES**

### **23.1 ELECTRICITY**

Make sure that all your lamps, UPS, computer etc. are turned off and windows closed before leaving the office.

### **23.2 GAS HEATERS**

Gas heaters must always be regulated so that the flame does not go above the heaters itself. Turn off the heaters when you leave the office. The gas balloon has to be kept outside the room where the heater is placed.

### **23.3 DIESEL HEATERS**

Caution must be exercised when heaters are refueled. Fuel should be kept separately from the room with the heater.

### **23.4 ELECTRIC HEATERS**

Electric Heaters are not allowed as they will ruin the generator.

### **23.5 FIRE EXTINGUISHERS**

These must be available in all offices, expatriate houses, if any, guest house, if any. The fire extinguishers must be checked regularly to ensure that they function. The responsibility is with the Admin department.

### **23.6 OFFICE FURNITURE**

Care must be taken to use all furniture and fixture items and movement in them should be as for as possible minimized.

### **23.7 VISITORS**

The buildings are guarded 24 hours. All visitors entering the premises must first be identified and entered into the log book before access is allowed. The must be provided with the Organization's visitor's card which must subsequently be collected when the visitor leaves the Organization's premises.

### **23.8 ENTERTAINING OF VISITORS**

In order to keep expenses down, it is important that certain guidelines are followed for meals served for visitors in main as well as shelters of the Organization.



**SOCIAL WELFARE AND REHABILITATION ORGANIZATION (SWRO)  
ORGANIZATIONAL MANUAL**

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- Only one meal dish is served
- As a general rule water/tea instead of soft drink should be served.



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## **PERSONNEL FILES**

### **24.1 GENERAL**

- 24.1 This chapter sets out basic guidelines for the maintenance and contents of a personal files
- 24.2 For the purpose of this chapter, personal file means file containing all the documents related to an employee.

### **24.2 PERSONNEL FILES**

- 24.2.1 Administration Department shall maintain and update personal file for every employee working with the organization.
- 24.2.2 On recruitment of the employee a separate personal file shall be opened.
- 24.2.3 Every personal file shall contain following minimum information:
- a. CV of the employee;
  - b. Document relating to the selection;
  - c. Academic record of the employee;
  - d. Contract with the employee;
  - e. Any change in the provisions of the contract;
  - f. Contract extension letter;
  - g. Transfer letter;
  - h. Leave application;
  - i. Warnings issued to the employee; and
  - j. Annual evaluation.
  - k. Details of training received.

