

Standard Operating Procedure (SOP)

Post-Interview Process & Work Guidelines for Members of Jeevan Manch

1. Post-Interview Joining Process

Step 1: Issuance of Letter of Authorization (LOA)

- After the interview, a **Letter of Authorization (LOA)** will be issued to the selected candidate.
 - The LOA serves as official approval to associate with Jeevan Manch.
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Step 2: Submission of Signed LOA

- The candidate must review and **sign the LOA**.
 - The signed LOA should be submitted to Jeevan Manch within the stipulated time.
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Step 3: Submission of Required Documents

Along with the signed LOA, the following documents must be submitted:

1. Aadhar Card
 2. PAN Card
 3. Bank Passbook (front page copy)
 4. Recent Passport Size Photograph
 5. Educational Qualification Certificates
 6. Resume
 7. Experience Certificates (if available)
 8. Final Joining Form (duly filled & signed)
 9. Contract (duly signed)
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Step 4: Verification & Identity Card Issuance

- Submitted documents will be verified by Jeevan Manch.
- After successful verification, an **Identity Card** will be issued.
- The new member will also undergo **orientation and training sessions** to understand:
 - Mission and vision of Jeevan Manch
 - Code of conduct and rules
 - Work structure, reporting system, and communication methods

Step 5: Reporting & Work Commencement

- The new member must **report to their designated senior/mentor**.
 - Attendance must be marked **online** as per given instructions.
 - All work-related queries, clarifications, and assignments will be addressed by the senior/mentor.
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2. Work-Related Responsibilities of Members

A. Coordination & Outreach

- Engage with communities to spread awareness about Jeevan Manch's initiatives.
- Participate in field visits, awareness drives, and meetings.

B. Documentation & Reporting

- Maintain activity records, registers, and reports.
- Update digital systems and submit progress reports to seniors.

C. Training & Development

- Attend training sessions and capacity-building programs.
- Share knowledge and contribute to team learning.

D. Guidance & Support

- Assist beneficiaries, community members, or colleagues as per assigned role.
- Escalate important issues to seniors promptly.

E. Team Collaboration

- Cooperate with fellow members in planning and executing activities.
- Actively participate in organizational meetings and discussions.

F. Representation & Conduct

- Represent Jeevan Manch with integrity, discipline, and professionalism.
 - Follow organizational rules, values, and ethical standards.
 - Maintain transparency and accountability in work.
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This SOP ensures clarity, accountability, and smooth integration of every new member into the functioning of Jeevan Manch.