

NAMO NAMAH FOUNDATION CHARITABLE TRUST

Organization Policy Manual

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Part 1: Introduction, Mission, Vision and Strategy

Name of the Organization: NAMO NAMAHA FOUNDATION

CHARITABLE TRUST Introduction

NAMO NAMAHA FOUNDATION Charitable Trust is an independent, professionally managed not-for-profit, non-political organization providing rehabilitative services to people from the economically weaker and vulnerable segment of society.

NAMO NAMAHA FOUNDATION foundations was laid in 2019 by collaborating like-minded individuals from varied backgrounds. This core group, besides being associated professionally shared a common objective, the need for the under-served members of society to have equal access to the benefits of educational facilities, basic health facilities and equal employment opportunities especially the marginalized group(s).

NAMO NAMAHA FOUNDATION Charitable Trust has been working in the sector of (1) **Health** covering sensitive issues of **Disability, Maternal and Child Health Care**, (2) **Education** covering education of street children and school dropouts (3) **Women Empowerment** covering legal services to women in need, knowledge enhancement of women through different project activities.

Over the years **NAMO NAMAHA FOUNDATION** has shifted its approach towards intervention from relief based to **Right** based. The organization has been actively building capacity of different community groups towards their rights and entitlements as well as to seek their right to basic amenities and enjoy equal opportunity like other citizens.

Vision:

Equal opportunities for sustainable development without discrimination.

Mission:

“Empowering the socio-economically deprived sections of society towards their self-sustenance, motivating them for collective action by developing autonomous social structures through need-based program interventions.”

Legal Status:

NAMO NAMAHA FOUNDATION Charitable Trust is registered under SECTION 18 OF Bombay Public Trust Act 1950. (Registration Number F3425). The organization has also applied for registration under Income Tax Acts 12A and 80G for tax exemption.

Strategy

The organization stays focused on people in different roles at all stages of the development process conforming to the following issues:

- Interaction
- Consider family as basic unit and work for the whole community
- Organize people as interest groups
- Micro level planning
- Develop human resources
- Value and utilize local wisdom
- Involve people at all levels of the development process
- Delegate responsibilities and corresponding powers
- Linkage development with resource mobilization
- Participatory monitoring and feedback
- Rigorous follow up and timely inputs
- Phase out after promoting sustainability
- Access and support for identified groups formed

Major Objectives

- Education for all: To improve quality of education by running education centers, networking with government educational institutions, incorporating different innovations, for all age groups with emphasis on children with disabilities and

children of the families belonging to vulnerable section of society and low-income group.

- Health for all: To enhance community health by implementing comprehensive community health programs focusing on women and child.
- Empowerment of Women: To build capacity of women to raise voice for their rights and entitlements as well as keep them well equipped with knowledge to enhance their participation at home and at community.

Executive Committee

NAMO NAMAHA FOUNDATION has a well-structured democratically elected **Executive Committee** to manage diversified fields of activities and other concerned areas. The Board meets frequently to review progress and direction of development

The **Executive Board** shoulders responsibilities of prioritization of thrust areas (geographical and sectoral), finalization of strategy, policy formation, evaluation, planning, phasing out and related issues.

Strategically the **Executive Board** is a part of the development process practiced by the organization. The members have well defined roles and responsibilities. Direct interaction with staff and people on relevant issues is always welcomed by the **Executive Board**. Consequently, the Board members are often available on different occasions in the community.

Transparency, participation and accountability are the major characteristics always highlighted at all forums to conscientize the team members.

Part 2: Human Resource Policy

I. General Guidelines for Employees:

The organization provides written job description through appointment letter or separately which will be updated and communicated to all the employees it employs and they are expected to follow it in both letter and spirit.

- **Office Timing will be from 9:30 am to 5:30 pm. and Lunch:** 1.30 pm to 2:00 pm.
- Field staff can lunch conveniently at their work locations either in the field or at any point convenient to them.
- All staff members are full-time employees of the organization and will be available during working hours.
- During working hours no employee of the organization will accept any outside work or engage in any business partially or entirely whether it is paid or honorary, directly or indirectly without permission of the Managing Secretary.
- No employees shall disclose or cause to be divulged any information or document that comes into his possession during the period of their work with the society without prior information to its concerned project head and to Managing Secretary.
- The primary concern of the all working staff regardless of the supervisor level employees and program in-charge should be cost, quality and time management in the delivery of the targeted results within the specified time, allowed budget and as par the project established standards and specifications.
- At the place of working whether in office or project site areas, it is required to keep comprehensive records of services rendered, maintenance performance, proper monitoring and operationalized manpower and organizational data.
- Attendance registers should be in the custody of the Project Managers/Coordinators to ensure compliance.
- Maintaining discipline, cordial relations and healthy work environment will be personal and collective responsibility of the entire office holder.
- Before taking any decision, it should be discussed with program implementing committee under the Chairmanship of the Managing Secretary and the concern officer in charge are expected to contribute in decision significantly.
- No employees will leave work area without prior information and permission of the Managing Secretary (in case of project in charge) and project in-charge (in case of project staff under them). In case of absence of project in-charge, it

becomes essential for the project staff to inform and report Managing Secretary or the officer designated by the project in-charge.

- Project In-charge should maintain movement register, stock register, assets register, phone detail diary, duty matrix information and record register, attendance and time register. In case any employee has to leave office for some work; s/he should inform to immediate supervisor or administrative assistant such that s/he can be contacted if an emergency arises. Project in-charge will maintain the movement register of the project staff under them accordingly.
- Government approved holidays are applicable but it cannot exceed the total of 15 days per year.

II. Recruitment & Selection Policy & Procedure

The organization states in its vision that staff are its most precious resource. It is clear that the Organization's staff have a crucial role to play in achieving the challenging mission, vision and strategic goals as set out in establishment.

This policy and procedure encompass all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment irrespective of staff group or nature of employment. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and adheres to it. Ultimately it is the responsibility of the senior management in the Organization in conjunction with Human Resources to ensure that this is the case.

Core principles

- The Organization will seek to attract the best candidate for the job and ensure the identification of the person best suited for the job and the institution
- The Organization will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation. The Organization will provide appropriate training, development, and support to those involved in Recruitment and Selection activities in order to meet this core principle. *Any member of staff involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and procedure. Recruitment and selection is a key public relations exercise and should enhance the reputation of the Organization. The Organization will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.*

- The Organization will promote best practice in Recruitment and Selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- The Organization will ensure that its recruitment and selection process is cost effective

III. Monitoring and review

This policy and procedure will be reviewed every two years from the date of implementation. Reviews will be initiated by the in-charge of that team. Where changes in employment legislation occur that directly affect this policy and procedure these will be reflected with immediate effect and communicated through local teams.

IV. Recruitment and Selection Procedure

Vacancy arises

- When a vacancy first arises, whether this is due to the current post holder moving internally or externally, or whether it is a new role, it is important to evaluate carefully the need for the role and consider this in the context of the strategic plan. Consideration should be given to the purpose and content of the role as well as where it fits into the structure of the Organization.

Job description and Person specification

- A job description and person specification must be produced or updated for any vacant post that is to be filled.
- The job description should accurately reflect all elements of the post.
- The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience that are required for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when drawing up the person specification to avoid including criteria that may have the effect of indirectly discriminating against certain groups of applicants.

Authorization

- All posts must receive financial authorization prior to being advertised. Finance teams can provide further guidance on the authorization process.

Short listing

- All applicants should be assessed against the person specification and should meet the essential criteria, as a minimum.
- Short listing should be undertaken by a minimum of two people to avoid any possibility of bias, one of whom would normally be the direct line manager and executive director.
- Short listed candidates should be provided with details of the selection process, including any tests, in writing giving as much prior notice as possible. Providing insufficient notice to applicants could have an adverse impact on public relations. They should also be asked to advise the organization if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the selection process.
- The Further Particulars that are provided to applicants will include the closing date for applications and a statement advising applicants that if they have not received a written response from the organization within (x) weeks that they should assume that their application has been unsuccessful on that occasion.
- Any member of staff involved in a selection process who has a personal or familial relationship with an applicant must bring this to the attention of the local team.

Selection

- Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification.
- Notes recording the salient points of the interview should be taken, ideally by the interviewers, so that they can refer back to these when assessing candidates against the person specification and making decisions. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process should be passed to the representative from Managing Secretary following the selection process and will be kept for a minimum of one year.
- In the event that a candidate requests feedback about their performance in the selection process this should be arranged by the Chair of the panel, although he or she may delegate this to another member of the panel where appropriate.
- Unsuccessful interview candidates should be dealt with courteously and sensitively and should as a minimum receive written notification of the outcome of the selection process.
- Where there is disagreement amongst a panel as to the successful candidate the majority view shall prevail.

Making the appointment

- It is recognized that in many cases it is desirable to make a verbal offer very shortly after the selection process to enhance the Organization's ability to recruit the selected candidate. In such cases the verbal offer should only be made by the Chair of the selection panel although he or she has the discretion to delegate this responsibility if felt appropriate.
- Once a selection decision has been made the project in charge (in case of selection of project staff to be designated under him/her) and Managing Secretary (in case of selection of project in-charge and other senior level officer) will produce a written offer of employment following receipt of a salary recommendation from the Chair of the selection panel, in line with agreed service standards. Offers of employment are normally subject to satisfactory references and any other checks as appropriate. After selection of the suitable candidate he/she will be informed with proper communication that prescribed with their detail of joining conditions and rules regulation combine with as per organization rules

V. PROBATION

- The duration and time of engagement of the service provider will be decided at the time of appointment on a contractual basis. A period of 1 - 3 months is the probation period after which the engagement may or may not be extended further depending upon the performance of the member.
- At any time during the period of probation (including extension, if any), or at the end of such periods, if in the opinion of the Management's, the work or conduct of the employee is found unsatisfactory, his/her contract may be terminated without notice and without assigning any reason. During probation period the salary will be as per actual depending upon the respective project/program but no any leave.

Termination policy

The contract can however be terminated any time before its expiry by either side by giving a month's notice or payment of one month's salary to the other side without assigning any reason or by the management for any of the following reason: -

- If employee performance is not found satisfactory,
- If employee absents herself/himself without intimation and approval for more than 07 working days.
- In case of mis-behavior with the female employee and after investigation by the committee formed it is proved that all the charges of misbehavior are correct.
- If employee indulges in verbal or physical abuse with other employees

Immediate termination of services will be done in following instances:-

- Violation of child protection policy as signed by the employee during.
- If employee indulge in theft of organization property
- If employee indulge in any economic activity in name of the organization without information to the organization leading to defaming of organization name in the community and society.
- If employee is indicted in any criminal offense.

Policy on Salary Increment

NAMO NAMAH FOUNDATION will provide salary increment to its employee at organization level subject availability of funds/grants. The increments will be given according to the approved budget / support from the concerned funding agency under whose project employee has been providing services. NAMO NAMAH FOUNDATION has no objection for specific/ additional increments as decided by funding agency for its recruited staff under a specific project or special case.

Personal file of Staff

- NAMO NAMAH FOUNDATION will maintain a file for each individual staff member, which will contain their Personal Resume, Appointment letter, Child Protection Policy and Copy of qualification certificate(s).
- Each and every staff are required to submit the Photostat copies of certificates in support of their qualifications, age, identity etc. and photographs for our record if not already done.

Payment of Salary

Salaries, allowances and consultants' fees are paid by 10th of every month as per the availability of fund under respective project /program for the preceding month. Salary may be disbursed either by direct transfer through official bank account or through individual "A/c Payee' Cheque to the employee.

Leave Policy

General rules

- The leave can be claimed; as it becomes due giving adequate advance information taking care that the work of the organization does not suffer.
- All regular employees are entitled to a day's leave per 18 working days. Leave extending to more than 2 is considered as leave without pay.
- Every 2nd Saturday of the month will be considered as a paid holiday. However staff may be asked to come to office on 2nd Saturday to complete the pending work in case of upcoming project audits/ activities/events and be granted compensatory leave for the same.
- Every year 15 National level Government holidays (as per the list declared in the first week of January) will be provided. It is responsibility of project in-charge to share the list with their respective project staff after the list is approved by Managing Secretary.
- Leave encashment is not allowed, and the leave unused cannot be carried over beyond the contract period. Any balance leave from previous months can be taken in coming months but the total leave due should be exhausted in the specific calendar year. Unclaimed leave will not be carried over to the next calendar years and cannot be compensated with the salary for those days.
- It is the responsibility of each employee to ensure that prior approval is obtained least 3 days in advance before proceeding on leave. Any leave (more than one day) if taken without written approval will be considered as leave without pay/honorarium.

(However in case of sudden happening such as death of family member or sickness, the same should be communicated by an employee or their family members either verbally or through written communication to the Managing Secretary/ Project In-charge/ Finance Department and a written application can be submitted by the respective employee on the day of joining the office.)

During the time of serious ailments, surgery, etc or in exceptional circumstances and considering individual's commitment and performance of the person to the organization, Managing Secretary- NAMO NAMAH FOUNDATION may grant suitable extra leave at his sole discretion subject to production of hospitalization proof and medical certificate from the hospital by the employee

- Three instances of '**Short Leave**' will invite deduction of a single day's wages and repeated '**Short Leave**' over a period of 60 days will attract termination without notice.

- Leave beyond the number of sanctioned days without prior sanction will be deducted from the salary of the individual and may be taken up for disciplinary action
- Employees who apply for three or more consecutive sick leave days must submit a certificate from a registered and recognized medical practitioner.
- Any unapproved leave, non-reporting on duty for more than 07 days, shall be treated as an absconding employee. In this case no experience certificate will be given for such employee and will be considered as terminated from the first date of such absence.
- It is the responsibility of the supervisor to ensure that all employees under his/ her control utilize their leave entitlement in terms of the annual leave measures prescribed herein.
- The supervisor shall not unreasonably refuse to grant leave to supervisees who apply for leave and in this regard it must be noted that it is not the intention of the Department to pay out any leave days whatsoever and that all attempts must be made to grant leave applied for in term of the entitlement. The refusal of leave must be based only on service delivery requirements.
- Project In-charge / Supervisors must ensure that leave forms are submitted for all absences from duty and all outstanding leave forms are followed up and forwarded to the relevant personnel component.
- Project In-charge / Supervisor must ensure that a leave file is maintained and accurate record kept of leave taken by staff under their control.
- It is the responsibility of project in-charge to issue a written communication advising staff under their control of the number of unused annual vacation leaves which has to be utilized within the prescribed period.
- Disciplinary action will be taken against any official who fails to comply with the provisions contained in this policy document.
- Managing Secretary or his/her delegate of the organization may provide the authorization and can permit the same leave in either bulk that will be further attuned with the annual leave as per approved leave in policy.

Compensatory Leave

An employee will be given adjustment leave if he/she does work on holiday (including 2nd Saturday) on requirement of the organization.

Maternity Leave

- Women employees are entitled to maternity leave of three (03) consecutive calendar month's.

- Maternity Leave can be claimed if the individual has been employed for more than three-years and can take paid leave of three months post-pregnancy up to second living child.
- Maternity leave may not be interpreted with any other type of leave.

Unpaid Leave

If an employee has utilized all her or his annual leave with full pay, the Managing Secretary may grant respective employee unpaid leave after adequate justification and documentary evidence.

Employees must ensure that prior approval is obtained before proceeding on unpaid leave.

VI. Insurance for Employees and Field Staff

It is a specific objective at **NAMO NAMAH FOUNDATION** to provide accident coverage to every employee up-to an amount of Rs.100000/-.

NAMO NAMAH FOUNDATION will provide insurance cover to its employees at the organization level subject to availability of funds/grants. The insurance cover will be given according to the approved budget / support from the concerned funding agency under whose project the employee has been appointed for providing services. NAMO NAMAH FOUNDATION is open to specific insurance coverage as decided by the funding agency for its recruited staff as a special case in locations where there is reason for insecurity to life and goods.

Conflict of interest

A conflict of interest is a situation where an employee is not free of pressures either external or internal, direct or indirect, which may impair, or create the possibility that it may impair, the exercise of the employee's independent judgment in carrying out his/her duties as an employee to FOUNDATION solely in the best interest of FOUNDATION. In other words, individual interest comes into conflict with organizational interest.

FOUNDATION must avoid any conflict of interest, as well as any perception of conflict of interest. In addition to conflict of interest potentially having an imp FOUNDATION on fair dealing, it also could be construed by third parties, including journalists, as compromising FOUNDATION transparency and impartiality, and as such pose a risk to the organization's image.

EXAMPLES OF CONFLICT OF INTEREST SITUATIONS: -

- ❖ When any employee's spouse/children/brother/sister/parents/in-laws/ other close relations/friends deal with FOUNDATION for purchase/sale of goods/services in their individual capacities or as members of the organizations they represent;

- ❖ When FOUNDATION transacts with another organization and one of the FOUNDATION employees, or their spouse, or member of the FOUNDATION Board holds a position of influence in the other organization; It is not necessary to prove the level of influence, the mere fact of his/her position is good enough;
- ❖ Employment contracts where appointments are offered to one's relation or friend and the FOUNDATION employee is in a position to influence the decision;
- ❖ Appointment of consultants/contractors where such people are relations or friends of employees who can influence decisions of such appointments;
- ❖ Any other form of relationship where a benefit may arise or a perception that benefit is possible exists.

ADDRESSING A CONFLICT OF INTEREST SITUATION

If conflict of interest situation exists, it is always prudent to avoid getting into a relationship. In situations where conflict cannot be avoided, it is important that the interested party is transparent and acknowledges the specific interest in writing to his/her supervisor, or other involved parties, as soon as such situation arises; the interested party should also ensure total withdrawal from the process of decision-making. Even when he/she is not in a position to influence the decision, it's a good practice to keep the management informed of his/her interest in the situation/transaction. It is important to realize that while FOUNDATION may be aware of the circumstances involved in the conflict of interest, it needs to be documented transparently so that any third person can, based on this documentation, be convinced that the transaction is above board, and that all concerned have been aware of the potential conflict of interest.

STEPS/DISCLOSURES REQUIRED IN CASE OF CONFLICT OF INTEREST SITUATIONS

- ❖ Interested party must not be involved in getting quotes, negotiating, taking part in any decision making relating to awarding of contracts /order, receiving of goods or in certifying quality/quantity, or in approving any document or payment issues;
- ❖ A different third party should arrange to get quotations/quotes from similar organization/person for similar services;
- ❖ A group excluding the interested party should do a comparative analysis of all the quotations and document the reasons why a contracts /order should be given to X or Y party;
- ❖ In cases where the price quoted by the interested party is equal to or higher than other parties, then the organization should avoid giving the order to the interested party;
- ❖ If the order is required to be given on quality grounds, there must be a detailed account of how quality was established and which cannot be challenged;
- ❖ In case of recruitment, if one of the candidates is known to any panel member, then the interested Panel member must opt out of the interview and not be involved in any way with the selection.

VII. IMMUNITY FROM CLAIMS FOR ACCIDENT, INJURY OR DAMAGES ON ANY OTHER ACCOUNT

Being a charitable organization, NAMO NAMAHA FOUNDATION is not responsible for any accident claims for injury or damages while on duty. No claims for compensation will be entertained on any account for damages, loss of limbs or life on any account what-so-ever. The responsibility and liability of NAMO NAMAHA FOUNDATION is limited to providing the employee insurance coverage agreed upon at the time of appointment.

Part 3: Accounting Policy and Procedure

I. Books of Accounts

FOUNDATION will maintain separate set of books for FCRA and Non-FCRA funded projects as per the requirement of govt. of India. The foundation will maintain its accounts in licensed version of **Tally accounting software**.

The following books of account are maintained in Tally:

- 1. Cash Book**
- 2. Bank Book**
- 3. Journal Book**
- 4. Ledger Book**
- 5. Balance sheet, Income & Expenditure A/ and Trial Balance**

The following books of account are maintained out-side Tally system:

- 6. Fixed Asset Register**
- 7. Stock Register for consumable items (separate for each project)**
- 9. Log-books**
- 10. Project Salary Register**
- 11. Advance Register**

II. Method of Accounting

FOUNDATION would generally follow "**Cash basis**" of accounting unless any law within India applicable to FOUNDATION or a donor requires any separate system of accounting.

III. Review and approval of Payments and Vouchers

The accountant will prepare the vouchers of expenditures after receiving request for payment duly supported with Bills and supports from a staff within the project or foundation. Accountant will check the bills and supporting, check stock entry, check approved budget head for the expenditure and present the same for approval by designated Project Manager or Secretary. Project Manager or Secretary approves the payment and other vouchers (journal or receipt voucher). Accountant then makes entry in Tally and prepares the Cheque for signature by Project manager and authorized Cheque signatories.

All vouchers will be generated from Tally and will be automatically numbered by the system. In order to meet donor wise accounting book, FOUNDATION will maintain separate books

in Tally (Company as per Tally language) for each donor. Further after payment vouchers are prepared and approved, the same is cancelled with 'PAID' stamp which has reference of donor, voucher no. and date of voucher.

IV. Bank Account Operation

Operation of Bank Account:

All bank accounts of FOUNDATION are jointly operated. The Secretary can be one of the signatories and the other signatory can be one of the following officials of the governing body:

1. President, FOUNDATION
2. Treasurer, FOUNDATION

Bank reconciliation

Bank reconciliation will be prepared every month by 10th of the next month by Accountant and it will be reviewed and approved by Managing Secretary of FOUNDATION.

V. Cash Management

Cash expenses should be avoided as far as possible. FOUNDATION respects the Indian Income Tax law as per which, no cash payment can be done in excess of Rs.10000/-. FOUNDATION will also ensure that payments to suppliers of material/services are made by 'A/c Payee' Cheque in most cases even if the amount is below Rs.10,000/-. Further, when program staff members travel out of station in a group with other staff or volunteers from community, the Secretary may approve cash advance to one of the team member up to a maximum of Rs. 20,000/- to meet any unforeseen expenses.

Cash Withdrawals

Depending upon the project requirements of the day cash withdrawals will be allowed up-to Rs.50000/- and for amounts in excess of this the permission of three signatories namely President, Secretary and Treasurer will be necessary. In case of Disaster Management Projects, a separate cash policy will be framed for the particular project in question with the approval of the **Managing Committee**.

FOUNDATION will ensure use of properly numbered money receipts for all receipt of funds and cash/cheque in the day-to-day transaction process of its activities/work.

Cash-holding

An amount of Rupees fifty thousand is allowed depending upon the need of the day-to-day project expenses in different States.

Allowance for **'Holding'** additional amounts will require the approval of two members of the **Managing Committee**.

VI. Financial Reporting

FOUNDATION will ensure that monthly, quarterly and annual financial reports to its donor as per the time schedule and prescribed formats agreed with respective donor. The financial report will be prepared by Accountant, reviewed by Project Manager/Project Coordinator/Project In-charge and approved by Secretary.

A copy of all donor reports will be kept in office file under the supervision of Accounts department.

VII. Legal Compliances

FOUNDATION will ensure that the applicable statutory returns and reports are submitted to the designated government authorities in time and are as per prescribed procedures and formats. As and when any other law or enactment of the state government or central government is applicable to Act, the same will be complied in a regular and time bound manner.

VIII. Unsecured Loans

NAMO NAMA FOUNDATION is quite PNAMO NAMA FOUNDATION in payments to staff and its vendors. To strengthen this process FOUNDATION can take unsecured loans from its members and staff as per the need of the day by cheque payment and the repayment will be done through cheque only.

The cash loans are limited to Rs. 5000/- per transactions but the repayment will be done by bank transactions only.

The loans are subject to law of land and as per income tax rules. No interest will be paid on such Unsecured loans to any member or staff as the case may be.

IX. Audit and Annual Report

FOUNDATION will have a statutory auditor who will be responsible to conduct the audit of accounts of FOUNDATION for each Financial Year as per applicable laws. The statutory auditor will be appointed by the Governing body. FOUNDATION will take necessary advices from the statutory auditor from time to time to ensure compliances with the new rules and regulations applicable to the foundation.

FOUNDATION will also be subject to various donor audits as per the terms and conditions of donor agreement(s). The management will ensure adequate follow up actions in a time bound manner to follow the audit recommendations and to improve the financial and management systems of the foundation.

FOUNDATION will publish its annual report after approval of its accounts by the General body of the organization. The annual report will be shared with all donors and stakeholders.

Part 4- Administrative Policy and Procedure

I. ADVANCE POLICY

FOUNDATION can give advances when needed to suppliers, employees, consultant, any party who provides materials or services to FOUNDATION including beneficiaries'/community members if any. All advances need to be made in accordance with local business practices. Agreements between partner and the recipient should clearly spell out the repayment terms of the advance. FOUNDATION has following internal control systems related to advances.

Type of Advances

- **Staff:** No personal advances will be made to any staff member unless
 - ✚ she/he has completed three years of service.
 - ✚ The advance will not be greater than her/his one month's salary.
 - ✚ Advances will not be made to beyond of four first claimants within the span of a single financial year.
- **Program Advances** will be extended
 - ✚ only to the Project Manager and,
 - ✚ will not exceed Rs.20000/-.
 - ✚ Further advances will be made only after the previous advance has been accounted for and, with the permission of the Managing Secretary
- **Supplier advances** as per the approved terms and conditions documented in the **Purchase Order**.
- **Consultant advance** must conform to project expense needs while the consultant's fees will be paid 40% after the project has been initiated, 40% on conclusion of the project and 20% on submission of the final **Project Report** or, as per agreed TOR.

How to Make an Advance?

- Complete a Request for Advance that includes:
 - **The purpose/ nature of the advance**
 - **Requirement date and Settlement date**
 - **Manager's signature of authorization**
- Attach all supporting documents, including:
 - Purchase orders, rental agreements and supplier contracts (for advances to suppliers)
 - Approved travel/salary /other expenses requisition form (for travel/salary/other expenses advances)
 - Forward the Request for Advance form to the Accounting Department and approval by concern manager or authorized signature.

Advance

Adequate system of tracking the release and liquidation of advances should be in place. A second advance cannot be given to a particular employee, unless the previous advance is settled. This limit can be exceeded only in exceptional case with approval of Secretary or project manager.

- Memorandum advance registers should be maintained. Advance register should contain the following information:
 - Date of Advance
 - Purpose for which advance taken
 - Expected date of liquidation
 - Actual date of liquidation
 - Actual amount of expenditure

Other Procedures

As a rule, subsequent advance payment should not be made without the liquidation of earlier advances.

II. Travel & Local Conveyance Policy

As the nature of job may differ from person to person and accordingly the involvement of traveling, travel terms will be decided at the time of the appointment. The following are the guidelines for the reimbursement of local conveyance.

1. All the field persons who have been given fixed conveyance allowance shall not normally be considered for any additional local conveyance.
2. For field program persons, actual bus fare shall be reimbursed upon production of bus tickets. In case if they travel on their own two wheelers (with prior approval of the Director) reimbursement shall be limited to Rs 4 per Km on an all-inclusive basis (subject to revision as and when required). No reimbursement will be given if travel is beyond the limit set at the time of engagement. Director is entitled for a travel reimbursement for Rs 10 per Km and up to Rs 15 per Km on an all-inclusive basis.
3. In case the travel is made by different mode due to the circumstances, reimbursement may be considered strictly on case-to-case basis subject to recommendation given by immediate senior or the director.
4. For all women service providers traveling for work after 7 pm (starting from work site/office) are entitled to travel by auto rickshaw.
5. During official out station visits, travel by bus or train (3 tier sleeper class) and travel from home to station and station to home will be given by the organization. Besides reasonable food and stay cost will be reimbursed after production of proper bills subject to maximum ceiling, which will be suggested by organization time to time

An employee who travels on official business shall be reimbursed reasonable expenses on the following basis. When a trip necessitates an overnight stay away from the workplace than employee will supplied with accommodation and meals reimbursement in accordance with the rates prescribed for incidental expenses in schedule A-Travel Allowance as below.

Schedule A-Travel reimbursement:

Grade	Local Conveyance	Mode of travel	Others
Project Director/ Managing Director	Cab	Train/Bus/Airways (mode of travel as fixed by funding agency for project related activities)	Extra any expenses likely payable on production of bill and vouchers
Project Manager/Project Coordinator	Auto/Cab/Metro	Train/Bus/Airways (mode of travel as fixed by funding agency for project related activities)	Extra any expenses likely payable on production of bill and vouchers
Finance Coordinator/Accountant	Auto/Cab/Metro	Train/Bus/Airways (mode of travel as fixed by funding agency for project related activities)	Extra any expenses likely payable on production of bill and vouchers
Teachers/Special Educators/Community Mobilizer/Community Health Volunteers/Out Reach Worker/Peer Educators	Bus/Rickshaw/Metro	Train/Bus (mode of travel as fixed by funding agency for project related activities)	Extra any expenses likely payable on production of bill and vouchers and management approval required

Note: In all case of travel by staff or other persons, payment will be made on actual basis after production of bills and vouchers whenever required subject to above said ceiling for respective category of staff.

The local travel will be reimbursed to staff and project team members including organization executive members if they travel for attending any meetings, workshop, events, training, project activities, consultations, field visit and any other related travel from office / home for more than particular specific office timing and in all cases will be applicable if they are travel outside of office in office time also and to attend any office work assigned by the authorized persons.

An employee shall be reimbursed reasonable incidental expenses such as train, bus and cab fares, official telephone calls, and stationary expenses, local travel on production of receipts. If on account of lack of suitable transport an employee necessarily engages reasonable accommodation for the night prior to commencing traveling on early morning transport, the employee shall be reimbursed the actual cost of such accommodation. Requests for advances and reimbursement of travel expenses must be forwarded to and processed by finance and approved by Project In charge/Project Manager. If the project coordinator/project in charge is convinced and satisfied on the basis of bills and receipts produced by the employee that reimbursement, in accordance with Schedule A. Travel Reimbursement does not cover an employee's reasonable expenses for a whole trip, the employee shall be reimbursed the excess expenditure. Each employee has to submit the travel expenses details in prescribe format as approved under specific projects to finance department/ project in-charge before the end of each month.

III . Common Overhead Guidelines

NAMO NAMA FOUNDATION is in its expending phase has to manage lot of expenses on its operation that are not included in different projects. These common overhead expenses are the need of the day and is being envisaged as mandatory for the effective running of the organization.

The scope of this guidelines are limited to ensuring 10% of the total funding will be kept as overhead cost where such expenses are not being planned in the project.

Such overhead expenses include operational cost, Director Honorarium, Liaison officer, Rent for the office and related expenses.

IV. Investment Guidelines

Though FOUNDATION has not got any large surplus funds to be invested for the better future but it was discussed and put as a guideline to Invest surplus funds as follows for future references:

- a. The long terms project funds that are kept in bank unutilized must be kept in short term Fixed Deposit in banks as per the payment plans of the project in concern.
- b. The general funds that are available with FOUNDATION that are being created out of open donations or Interest from different savings can be put in government securities that are secure.
- c. No investment will be made that are linked with market fluctuation, even though they can yield higher rate of interest.
- d. Organization will ensure savings and fixed deposit amounting to rupees one lakh in year on a mandatory basis for coming ten years until this guideline are reviewed.

- e. No personal Investment on high rates of Interest is being encouraged by organization.
- f. All surplus funds have to invested in secure investment plan that are being approved by government.
- g. The regular Auditor can be consulted in case of some confusion or any Big Investment.
- h. Signatories for such investments will remains the same as in case of Bank operation but The managing directory signature is key and prime to all such transactions.

5. Purchase Rules and Procedures

The Board approved the following Purchase Policy, Rules and Procedure for purchase of materials, consumables and equipment for various projects and HO. The rules have been framed in order to provide a conducive working environment for foundation so that the procurement of the needed assets/equipment/ consumables is done in time and at best value without procedural wrangles which permits organization's work to be pursued with greater transparency and responsibility.

I. GENERAL RULES FOR PURCHASES

- Project Managers have been delegated with powers for the purchase of consumable and non-consumable items. He/She is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own pocket.
- The expenditure should not be prima facie more than the occasion demands.
- No authority should exercise its power of sanctioning expenditure to pass an order that will be directly or indirectly lead to his/her own advantage.
- The responsibility and accountability of Managing Secretary delegated with financial power to procure any item or service is total and indivisible.
- ***NAMO NAMAH FOUNDATION has a system of pre-approved vendors who have been approved by the purchase committee by taking proper call of Quotations and this process is valid for a period of one year after which the quotation process will be repeated.***
- ***The foundation does not need to call for quotations if the items of purchase are supplied by the approved vendor.***
- ***Special approvals for purchase can be taken from the Purchase Committee in the event the items for purchase have not been included in the annual quotation/ list of purchase with the other day-to-day items for procurement.***
- Organization expects that Project Managers and Secretary will have the Organization's interest in mind while making a procurement decision. This responsibility is not discharged merely by the selection of the cheapest offer but must conform to the following yardsticks of financial propriety:

(a) Whether the offers have been invited in accordance with governing rules and after following a fair and reasonable procedure in the prevailing circumstances;

(b) Whether the authority is satisfied that the selected offer will adequately meet the requirement for which it is being procured;

(c) Whether the price on offer is reasonable and consistent with the quality required.

(d) Above all, whether the offer being accepted is the most appropriate one taking all the relevant factors into account and in keeping with the standard of financial propriety.

II. Requisition/Process for Purchase/Procurement

A requisition is required for any purchase of material and services. Requisition will be submitted by the program point persons/ in-charge or the person who requires the materials. Requisition will mention the details of items required, quantity, date of requirement and approved budget head for the same. Requisitions are reviewed by finance before approval by Head of Project (Project or Program Manager).

Once the requisition has been approved by the Project Director/Project Coordinator the concerned staff has issue a **Purchase Order for purchases of Rs.10000 and above duly signed by the project staff** defining their requirement rate acceptance to the respective vendor. The vendor has to deliver the required material within the specified period of time and specified quality.

The goods will be delivered under a Challan and or, the Invoice/Bill of the vendor duly signed by the concerned vending authority and duly acknowledged by us in regard to receipt of goods.

In FOUNDATION, there are two types of requisitions:

1. **Activity Requisition:** A request for program activity with details of items/supplies required for the activity
2. **Request for Material:** A request for office use stationery and other materials/assets.

Quotation

FOUNDATION has the following procedures for obtaining quotations for purchase of goods/ equipment:

- In case of purchase of goods from NAMO NAMA FOUNDATION approved vendors, no quotation is required.
- In case of purchase of goods/equipment with value up to Rs. 25,000/- no quotation is required.
- In case of purchase of goods/equipment with value from Rs. 25001/- to Rs. 50000/- at least two quotations are required.
- In case of purchase of goods/equipment with value above 50001/- to Rs100000/- it is mandatory to obtain three quotation.
- Quotation for goods/equipment/conducting studies above Rs. 1 lakh, three quotations are to be called for and to be obtained under sealed cover.

Note: Large Purchases should not be split into smaller lots so as to qualify under direct purchase and final decision of any purchase will be taken and approved by Managing Secretary is essential.

Process of obtaining Quotation

Quotations may be invited or received through individual/email/post/ courier service/ newspaper advertisement by the Finance Department from the firms listed in our past records or on internet or local newspaper or in yellow pages giving full details of the quality and quantity of goods required as per our requirement duly and properly documented. The finance coordinator is responsible for obtaining the quotations. The quotations should be comparable i.e. these should be for similar items and specifications, including such details as place/ timing of deliveries, etc.

Purchases in emergency and un-foreseen situation

In case of any urgent need for any program related materials or products or in an emergency situation, the organization may make purchase of the required materials up to a value of Rs. 50,000/- without quotations.

III. HONORARIUM/ Compensatory Packages for/ RESOURCE PERSON / PROFESSIONALS /CONSULTANTS /CONSULTING AGENCY/ RESEARCH AGENCY

For above type of services, *continuous updated files are maintained with the profiles and areas of specialization of Resource persons, Professionals, consultants, consulting Agencies and or, Research & Data/Statistical Data Analysis Institutions in regard to their professional fees, charges, areas of activity and end services delivered. These files are brought up-to-date frequently to ensure that the proper source is tapped at the appropriate time to ensure that a conflict of priorities is not created between us.*

normally three resource persons/ organizations/ consultants are contacted for facilitating/providing any training/ research/ workshop or event etc., if the total value of the assignment is above Rs. 50,000/-. In such cases, a TOR will be circulated to the potential resource agency/ persons and their quotation will be invited as per the TOR. After receiving the quotations, the same will be reviewed by Purchase committee to finalize the resource agency/person. In this review process, FOUNDATION may take help from donor agency on case to case basis due to technical reasons before finalizing the most suitable agency/person. After selection of the resource agency/person, a written contract will be done with the selected agency with all terms and conditions for completion of the assignment in a time and ensuring quality and within the budget.

FOUNDATION will finalize the consultant after making proper TOR in simplified and clear manner ensuring transparency and quality of the resource agency/consultant.

- In case of hiring consultant for value above Rs. 50,000, it is mandatory to obtain one quotation from at least three consultants.
- In case of hiring consultant for value from Rs. 15,000 – Rs. 50,000, it is mandatory to obtain at least one quotation.
- In case of hiring consultant for value below Rs. 15,000 no quotation is required.

Discrepancy in Supply

Where stock/stores supplied are found not acceptable due to damage in transit, poor quality, wrong supply are consequently rejected, the project in charge or the employee in charge shall immediately notify such rejection specifying the grounds on which such rejection has been made to the supplier directly depending upon who initiated the purchase and take necessary action for getting the items replaced as per the specifications/description of the purchase order.

IV. Maintenance of Records, Disposal of Stores, Transfer of Stock/Stores

The following records need to be maintained by the organization for Stock of assets:

- i) For Fixed Assets: A Fixed Asset Register one each for organization and projects.
- ii) For Stock/consumables: Stock register for consumables/ non-consumables.

V. Fixed Asset Management Guidelines

In FOUNDATION, an asset with a unit cost of above of Rs.5000/- will be considered as **Fixed Assets**. Following are the key indicators that will guide NAMO NAMA FOUNDATION towards Asset Management.

Asset and Stock Verification

1. At project level, project in-charge and finance department will conduct assets verification of all items of their respective projects as per asset register twice in a year. The project in-charge will submit a report which will be approved / signed by Managing Secretary or his representative.
2. These assets should carry the proper coding to identify the asset including its location within the organisation.
3. Assets will be recorded in a **Central Asset Register** as also in individual **Project Asset Registers** to ensure that movement is duly recorded.
4. Annually this register will be updated as per additions, depreciation and revaluation.

Insurance

FOUNDATION has a policy to insure its assets and cash on a regular basis as per the specific cost of the different assets for breakage, damages, fire, accident, theft and unforeseen incidents of conflict and violence. The same will be done in consultation with the Managing Secretary whose decision will be final in this regard. This is done to protect and safeguard property of the organization.

Assets procured and insured by donor agencies are, in the event of breakage, damages, fire, accident, theft and unforeseen incidents of conflict and violence the sole responsibility of the donor agencies once complaints have been lodged by NAMO NAMAHA FOUNDATION to all concerned authorities in regard to the incident. In the event that assets have been procured by NAMO NAMAHA FOUNDATION under the mandate and agreement of the donor agency and, there is any incident of breakage, damages, fire, accident, theft and unforeseen incidents of conflict and violence responsibility for all insurance claims becomes the sole responsibility of NAMO NAMAHA FOUNDATION Charitable Trust.

Depreciation

Depreciation and other related issues will be fully covered and included in the NAMO NAMAHA FOUNDATION Balance Sheet starting from year ending March 31, 2019 and **Depreciation** will be taken- up on an annual basis in our Balance Sheet.

Assets Received in Kind

Assets received in kind will be treated as per the accounting policies and its values will be accepted as per the government evaluation form.

Write-off/ sale

The assets which are no longer in use will be sold/ disposed off on an annual basis as per need.

The proper quotes will be invited for the sale of the goods and the highest quote will be accepted in conclusion of the sale.

The incoming revenues will revert to the original source account i.e., assets received in through FCRA donors will revert back to the FCRA account and other revenues to the relevant accounts.

The **Assets Received in Kind Register** will be duly assessed annually to delete goods which are no longer usable and or require to be disposed of and or, depreciation applied for new goods received.

Breakage, Damages, Fire, Accident, Theft and Unforeseen Incidents of Conflict and Violence

In the event of any of the above, the complaint matter will be put on record with the law enforcement agencies and the same will be forwarded to the Donors to conform to their mandate.

In the event it is found that damage has been caused to any equipment in use due to the negligence of the staff the decision in this regard will be left to the discretion of the Managing Secretary in regard to future course of action and the action to be initiated against the errant staff.

Part 6: Child Protection Policy

Any person in the age group 0 to 18 comes within the purview of the definition of ‘a child’ and it becomes the committed responsibility of NAMO NAMAHA FOUNDATION staff to ensure her/his welfare, well-being and protection from any or, every form of physical or mental exploitation, abuse, torture, neglect or negligent behavior.

Scope of Child Protection Policy

The Child Protection Policy applies to everyone working for or associated with NAMO NAMAHA FOUNDATION. It encompasses whole of NAMO NAMAHA FOUNDATION and includes without limitation: -

- **Staff at all level:** in office, in field or elsewhere
- **NAMO NAMAHA FOUNDATION Associates:** these include board members, community volunteers, consultants, sponsors, *service providers, contractors and other business entities co-relating to us.*
- **NAMO NAMAHA FOUNDATION Visitors:** (e.g. donors, journalist, media, researchers, staff family members) who may come in contact through NAMO NAMAHA FOUNDATION are bound by this policy.

Responsibilities of NAMO NAMAHA FOUNDATION Staff under Child Protection Policy

1. Never abuse and/or exploit a child/ behave in any way that demeans her/his dignity and or, person.
2. Report any child abuse or protection concern. Failure to do so may result in disciplinary action.
3. Respond to children who have been abused as per the applicable procedure of local office.
4. Cooperate fully and confidentially in any investigation of concern and allegations.
5. Contribute to an environment where children are respected and encourage to discuss their concerns and rights.
6. Always ask permission from children before taking images (e.g. photographs, video) of them. Respect their decision to say no to an image been taken. Ensure that any images taken are respectful (for example children should have adequate clothing to cover sexual organ). Stories and images of children should be based on child’s best interest.

NAMO NAMAH FOUNDATION Associates and Visitors Must Not:

Disclose information that identifies sponsored or grant beneficiaries families or children or make it available to the general public without consent from NAMO NAMAH FOUNDATION.

Personal Conduct outside Work:

NAMO NAMAH FOUNDATION is committed to ensure that its Staff and representatives apply high standards of behaviors towards children within both their professional and private life.

Staff and associates are required to bear in mind the principles of Child Protection Policy and heighten their awareness of how their behavior may be perceived both at work and outside work.

Every staff , Volunteers Vendor, consultant , contractor as the case may be has to sign this policy and deviation to this policy is strictly dealt with .

The full policy along with how to deal with the grievances and formation of child protection policy are being separately placed that are being guided by **PLAN INDIA** child protection policy.

Part 7: Gender Policy

Foundations of the **NAMO NAMAH FOUNDATION Charitable Trust** were laid in 2019 establishing a committed path to achieving gender equality, inclusion and total protection from gender- based harassment issues faced by women every moment of their lives.

This review of the **NAMO NAMAH FOUNDATION Charitable Trust Gender Policy** was necessitated as a need- felt issue by the entire governing body and staff of **FOUNDATION** in view of **The Sexual Harassment Act, 2013** and ensuring its successful implementation to counter the growing disregard of the **Rights** and **Entitlements** of women in spite of the governments repeated effort to bring an end to this continued violation.

In view of the life cycle approach of **NAMO NAMAH FOUNDATION** management activities to identify and address the challenges of continued increasing vulnerability that girls' encounter within a single life span is currently a priority focus with a compulsion on all staff, service providers, partnering agencies and stake-holders to adhere to these guidelines. Our focus is not just to minimize such incidents but to ensure that the remedy is swift and effective in the long-term so that such ill-conceived incidents or, misadventures are not given thought. Widespread awareness and capacity building and continued advocacy in the upper quarters of the justice system empowers people at the grass root levels.

NAMO NAMAH FOUNDATION has initiated customized intervention programs for girls in order to ensure justice, inclusion (social, financial, academic and intellectual), equitable access to resources and anticipated development goals. **NAMO NAMAH FOUNDATION** will further its commitment to the cause of gender equality and empowerment of women with the continued strengthening of programs to ensure that our vision of a world where all children, realize their full potential, in a social environment that respects an individual's '**Rights**' and '**Entitlements**'.

The Sexual Harassment Act, 2013 requires all employer to set up an **Internal Complaints Committee (ICC)** at each office or branch having more than 10 employees

of any gender. The state government has also instituted a **Local Complaints Committees** (LCC) at the district level to investigate complaints regarding sexual harassment from establishments where the ICC has not been constituted on account of the establishment having less than 10 employees or if the complaint is against the employer.

The Sexual Harassment Act, 2013 also sets out the constitution of the committees, process to be followed for making a complaint and inquiring into the complaint in a time bound manner – this has been fully adopted by NAMO NAMA FOUNDATION.

In addition to ensuring compliance with other stipulated provision of **The Sexual Harassment Act, 2013** NAMO NAMA FOUNDATION must meet its obligations to, inter-alia,

- provide a safe working environment
- *display conspicuously at the workplace, the penal consequences of indulging in acts that may constitute sexual harassment* and the composition of the Internal Complaints Committee
- organize workshops and awareness programs at regular intervals for sensitizing employees on the issues and implications of workplace sexual harassment and organizing orientation programs for members of the Internal Complaints Committee
- Treat sexual harassment as a misconduct under the service rules and initiate action for misconduct.
- The employer is also required to monitor the timely submission of reports by the ICC.

For the attention of all concerned NAMO NAMA FOUNDATION management staff, partners and service providers –

*If an employer fails to constitute an Internal Complaints Committee or does not comply with any provisions contained therein, **The Sexual Harassment Act, 2013** prescribes a monetary penalty of up to INR 50,000. A repetition of the same offence could result in the punishment being doubled and / or de-registration of the entity or revocation of any statutory business licenses.*

As per the recommendation of **HR policy** NAMO NAMA FOUNDATION Governing Body has approved the following for Gender sensitization at the ground level.

- To have at two women at executive committee of **NAMO NAMA FOUNDATION** to look into issues and challenges resulting from such complaints. This be effective from December 2017.
- To encourage women candidates at appointment level and at any given time **NAMO NAMA FOUNDATION** will have women staff more than 50% of total staff force.
- Definition of **‘What is sexual harassment in the workplace’** is circulated in printed form for the knowledge of the entire staff, contract workers, associates, partners and stake holders for adherence and implementation with zero tolerance.
- To provide maternity benefits to women candidates.
- To provide safety to them while they are in the field, especially when they are placed in high risk projects.

- Under high risk programs single women are not allowed to enter the field. Two persons are a must for such interventions.
- No staff is allowed to use improper language with anyone at any point of time no matter what the provocation.
- In case of incidents or sexual abuse at the work place immediate termination is ordered for the guilty staff. Refer to committee
- The Managing Secretary is empowered to initiate such proceedings.
- In case of such incidents at the Board level, the matter can be reported to some neutral body as per the decision of a second line of command of **NAMO NAMAHA FOUNDATION Charitable Trust**.
- **NAMO NAMAHA FOUNDATION** will also continue to extend full support to its women staff in cases pertaining to their harassment at home and or, domestic violence.

*As per the revised **Gender Policy of the NAMO NAMAHA FOUNDATION Charitable Trust**, in the case of sexual harassment, the employee will be terminated from FOUNDATION with immediate effect. As per the guidelines laid by Hon'ble Supreme Court's in case of Vishaka and Others versus State of Rajasthan [JT 1997(7) SC 384] the requisite complaint mechanism of an established **Internal Complaints Committee (ICC)** and elaborative policy to prevent Sexual Harassment in the work place and in connected institutions, individuals and others inter-related to **FOUNDATION** activities is in place.*

Part 8: Quality output Policy:

FOUNDATION ADMINISTRATIVE RESPONSIBILITIES

The 5-POINT FOUNDATION GOSPEL FOR GOOD ADMINISTRATION

- FOUNDATION does not allow suppression of information, blocking of news, hidden personal agenda, talking in different voices in different places, disallowing discussion on vital issues. The dissenter's views must be heard however inconvenient it might be.
- Envision and step forward to the future you want to experience.
- Anger with a purpose - standing in opposition to dishonesty, exploitation, or deceit. Expect the highest quality of services and work without any compromise on quality.
- Humility has an internal and external component. Internally, humility comes when we admit our errors. Externally, humility is gained when we show patience for the faults of others, and are quick to shine the spotlight on the successes of others.
- Administrative functions, procedures and application of **'Conduct Rules'** are to be strictly observed through the various office bearers, functionaries responsible for the day-to-day monitoring and execution of all tasks and responsibilities ensuring achievement of targeted goals.

An Overview of the TASKS & RESPONSIBILITIES IN ADMINISTRATION

- I. Maintenance of Stock Registers for all goods purchased. The following procedures are to be adopted and rigidly adhered to:
 1. Goods coming into the premises must be accompanied with authentic and complete documentation such as delivery challan/Invoice in triplicate/Bill in triplicate/Cash memo/Receipt of payment and all details to be, first and foremost entered into the Entry Guards Register of Goods, and then to the Store Keeper for entry into the Stock Register.
 2. Each and every piece of furniture or electrical goods like fans, electrical bulbs, extension cords, computers and computer peripherals issued from the store must carry a painted mark and number relating to its geographic location and assigned position within the premises.
 3. It is the responsibility of the Store In-charge to maintain a continuous check to ensure that the geographic location and specific position of the goods, furniture and or electrical equipment/computers are not cannibalized/shifted/exchanged under any pretext whatever.

4. Furniture assigned to a particular location may not be removed without a formal reallocation and re-numbering/with a new identity and correction of records.
- II. Maintenance of Stock Register for all donations received in 'kind'.
 1. Goods/donations received in kind must be accompanied with a valid covering letter from the donor and must be put on a different Stock Register with a parallel record in Finance and Accounts.
 2. Records of such goods/donations received in kind are to be recorded and tracked since they are goods donated with a particular identified user identity and as such FOUNDATION is responsible for keeping track records in regard to its dispatch and end-user identity.
 - III. Administration is responsible for the maintenance of all equipment in accordance to the service manual of the manufacturer or the servicing agency. This would include the gas stove, refrigerator, water filter and purifiers, water coolers, computers, computer peripherals, printers, photo copiers, fans and any other such equipment requiring periodic maintenance/service.
 - IV. Vehicle maintenance must follow routine check-up preferably from the parent manufacturers servicing and maintenance outlet. Private dealers and contractors are to be avoided at all cost. Maintenance is a compulsory priority – it comes first and is not secondary to other priorities.
 - V. Movement of the vehicle must be fully tracked and detailed in the 'Vehicle Log Book' by way of time, coverage, user identity, purpose, authorization and, to be countersigned by both driver and user in confirmation of usage. This is mandatory – compulsory.
 - VI. To ensure and maintain proper records of attendance and 'Leave' availed off by staff members.

The (Head Administration) must ensure that all employees are attending to the 'Work Stations' and responsibilities assigned to them diligently, effectively, efficiently.

Each and every staff will be subject to the such other rules and regulations as in force from time to time for the effective and smooth working of the organization Each and every staff are expected to engage fully in the service of the organization and not to engage in the any other employment or business including on part-time basis or pursue any course of training or studies elsewhere during working hours or otherwise without the prior permission of the management.

Interpretation of the Rules

Wherever difficulties arise in interpreting these rules or any changes are required for smooth functioning of the organization's work, the Secretary shall be the Competent Authority for approval of the same on behalf of the Governing Body of FOUNDATION.

Effective Date

The above set of policy and procedures are applicable with effect from July 2019 till then the old policies are applicable.