

ORGANIZATIONAL POLICIES

Procurement Policies and Procedures

The organization has a set policy and procedure for purchases of various materials and equipments for trainings and office functions, under which at least three quotations are invited from three different vendors for the same product. A comparative study is done of the prices quoted by the vendors for assessing the competitiveness based on the product-quality, cost of transportation, distance between office/project location and vendors, after-sales service, maintenance, etc. After this study a bid analysis statement will be prepared and put before the procurement committee of the organization which consists of members of management committee chaired by its Chairman for finalization and approval. Thereafter, necessary orders are placed on the vendors or representatives are deputed for procurement of the items as the situation warrants.

Human Resource Policy of the organization

The Human Resource policy of the organization is based on sound management principles. The organization has a selection committee which consists of the members of management committee and consultants engaged by the organization for the purpose. It approaches co-organizations mainly for meeting its requirement of staff. In case of non-availability, advertisement is issued in local dailies inviting applications for the specified jobs. All applications so received are scrutinized and short listing of suitable candidates is done who are in due course called for tests and personal interviews.

The selection committee handles the tests, interviews and finalization of the candidates for appointment. Programme staff are appointed on contractual basis entrusted with specific responsibility for their respective fields and are also given orientation training.

As regards leave policy, one casual leave per month is permitted for each member of the staff. Further, sick leave can be availed of with prior approval from the chief functionary.

All the gazetted holidays are observed as closed days by the organization. However, if necessary, staff will be called for celebration of important days.

As per HR policy, any staff member who wishes to leave the organization, has to give advance notice of one month indicating his such intention or otherwise he has to pay an honorarium of one month to the organization in lieu of the notice period. On its part, the organization reserves the right to terminate the services of any staff member by giving one month's notice or payment of one month's honorarium in lieu of notice.

Financial Manual of the Organization

The NGO has its financial policy for ensuring transparency and accuracy. Monthly financial statement is prepared to monitor the financial status of each project. All the accounts related data and information are maintained in tally software. Qualified and experienced accounting staffs are engaged for this purpose. The organization maintains separate books of accounts for both programmes and the society's administration. Internal monitoring of financial transactions is ensured by the organization on regular basis and an annual auditing of accounts is done by a reputed Chartered Accountant.

The organization has bank accounts in nationalized bank and further need based bank accounts are opened and operated by the organization. Periodical reports are generated for MIS purpose and submitted to project sanctioning authorities as per guidelines.