

H.R.POLICY

ASIAN MINORITY ACTION NETWORK

(AMAN)

AMAN



TRUST ORGANISATIONAL MANUAL

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1.0 VISION STATEMENT

Vision: FOSTER EUIQTY AND JUSTICE AMONG THE MINORITIES INITIATING DEVELOPMENT ACTIONS IN ASIAN COUNTRIES THROUGH COMMUNICATION, NETWORKING, RESOURCE GENERATION AND EXCHANGE OF IDEAS



ASIAN NETWORK OF NON-GOVERNMENT DEVELOPMENT ORGANIZATIONS FOR HUMANITARIAN CAUSE, PROMOTE COLLECTIVE AND EFFECTIVE ACTIONS TO INFLUENCE THE POLICY AND PRACTICES THROUGH ORAGNIZING SEMINAR, WORKSHOP, MEETING, TRAINING AND FILED ACTIVITIES IN COLOBATION WITH NETWKRING PARTNERS AND SUPPORTING AGENCIES

GOAL

AMAN established with the specific objective of strengthening, coordinating and facilitating their working at the grass-root level for the integrated development of the nation and globe and spiritual growth to all humanity in the world

AIMS and OBJECTIVES

- To make efforts to illuminate superstition, illiteracy, exploitation, eradicating poverty and injustice from Trust. To establish right to community over land, water and forest and all other natural resources.
- To project module among the rural poor with regard to agriculture, Livestock management, Education, Health, I.G.As and other locally relevant means of intervention.
- To work for integrated rural development and provide support services for social & economic uplift of the villagers to promote health care programs both preventive as well as creative and provide emergency health services.
- To generate awareness among the rural with special emphasis on rights and duties. To safeguard women and curb atrocities such as rape, dowry, Violence against women, alcoholism and sexual violence.

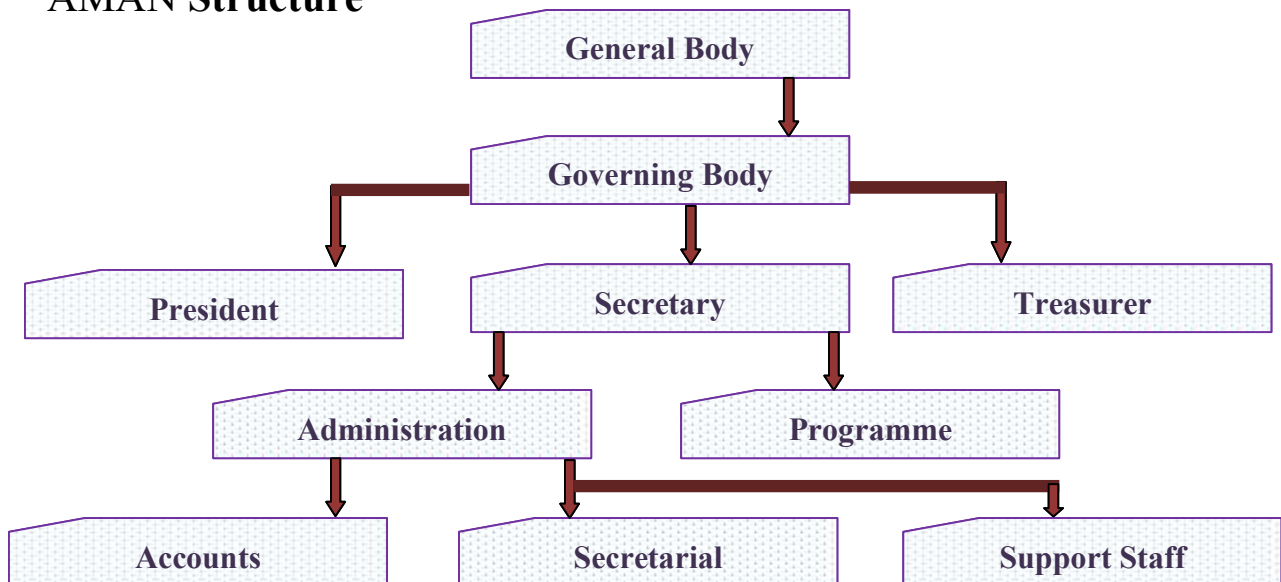
- To make able and skilled in social, economical and educational through encouraging awareness of deprived sections from main stream of social, political and over all development in general and discarded in particular.
- To improve socio-economic position of poorest, disabled, helpless, illiterate SC/ST/OBC and weaker section of Trust and promote scope for creation of growth and strengthening of abilities for self-reliance.
- To facilitate the peoples to build infrastructure for healthy and hygienic environment and improve the quality of life. To provide legal support and secure the right of weaker sections, especially women, children.
- To put capacity based interventions to eradicate poverty, inequality, illiteracy and superstition from the Trust. To facilitate credit support to start income generation activities.
- To promote experimental innovative programs, Upgrade rural technologies and undertake pilot project so that rural poor may get self-employment for their livelihood.

OPERATIONAL AREA

We presently work in five districts of Jharkhand. The Operational Area of the AMAN is All India/Asian Countries

Organgram reflecting staff of all the project

AMAN Structure



3.0 MEMORANDUM OF ASSOCIATION & REGULATIONS OF TRUST/ TRUSTEE'S AGREEMENT

1. DEFINATION

- i. Trust Means : **"ASIAN MINORITY ACTION NETWORK"**
- ii. Committee Means : Managing Committee of the Trust.
- iii. Financial Year Means : From 1st April To 31st March
- iv. General Body Means : The General Body of the Trust/Trustee
- v. Office Bearer Means : President, Secretary and Treasurer
- vi. Act & Rule Means : Indian Trust Registration Act, 1882

2. CRITERIA FOR MEMBERSHIP

- a. Person should be of age 18 or above.
- b. He/ She should be having good character.
- c. The membership subscription will be Rs. 2000/- per year for general and founder members will be the lifetime member.

3. TERMINATION OF MEMBERSHIP

Privileges as a member shall automatically cease without notice as and when a member:

- i. Resigns or dies or become mentally unsound.
- ii. By a competent court sentenced to imprisonment for any offence involving moral turpitude, or any offence under Indian Penal Code/ Prevention of corruption Act etc.
- iii. If found by executive Committee to be engaged in activities which are against the interest of the Trust.
- iv. Suspended by the president, during peadancy of any enquiry/ investigation/ trail initiated against any member by any authority or the Trust.
- v. Any member who defaults in payments of annual subscription for the period exceeding three months shall automatically cease to be a member.

4. FORMATION OF EXECUTIVE COMMITTEE

- i. There shall be an Executive Committee consisting of total seven members along with the Office Bearers of the Trust to be elected at the annual meeting of the Trust.
- ii. The members of the Executive Committee shall hold office for a period of three years.
- iii. All the members will be elected by the General body.
- iv. Any casual vacancy in the Executive Committee may be filled up by the President of the group for the remaining period of the office so held.
- v. The members of the Executives Committee shall be eligible for re-election.

5. POWER AND FUNCTIONS OF THE EXECUTIVE COMMITTEE.

The Executives Committee shall be responsible for the management of all the affairs of

the Trust and it shall have necessary powers for executing decision of the General Body and for managing the affairs of the Trust in all the respects.

- i. To appoint, transfer, retire, and pay salaries, allowances and/ or honorarium etc. to the personnel of the Trust.
- ii. To acquire, transfer, sell, lease, mortgage, pledge, hypothecate, and donate the property owned by the Trust whether movable or immovable.
- iii. To implement programmes for achieving the objectives and allied activities of the Trust and to invest the funds for the works of the Trust.
- iv. To raise money by laws relating to the internal administration of the Trust.
- v. To consider application for membership.
- vi. To do all such lawful acts and things as are conducive to the attainment of the objects of the Trust.
- vii. Executives Committee will meet once every month.

1. RIGHTS AND WORKD OF OFFICE BEARERS.

The Executive body will elect a President, a Vice-President, a Secretary, and a Treasurer. If needed it may elect one or two office-bearers who might not be the members of the Executive Body, their rights and duration will be decided by the executive body.

The Rights and Works of the Office bearers are as:

(a) Chairman/President:

The President shall be over all of the Trust and shall be involved in all policy decisions.

- i. He will be the chairman in all the meeting of the Executive Body.
- ii. He will cast the deciding vote in case of equal votes in two sides.

(b) Vice- President:

Vice President shall preside over the meeting in the absence of the president. His consent in all policy matter will be necessary.

(c) Secretary:

The secretary shall be responsible for the day-to-day administration such as the following: -

- i. To keep a record of the proceeding of the organization.
- ii. To maintain the list of members of the organization and data pertaining to the activities.
- iii. To carry on correspondence on behalf of the organization and to have custody records and files of the office of the organization.
- iv. To prepare the annual narrative report and submit it to the general Body and Executive Committee.

- v. To publish bulletins, magazines and other literature to achieve the objectives the objectives of the organization.
- vi. Whenever necessary to tour and submit his/ her report to the Executive Committee.
- vii. To execute various programmes and activities to promote the work of the General Body.
- viii. To carry out any other activities delegated by the president fulfil objectives of the organization.
- ix. To appoint and dismiss workers of the association.
- x. To organize all meetings

(d) Treasurer:

- i. The Treasurer will be responsible and in charge of all financial transactions.

(e) TRUSTEE:

- i. To Cooperate regarding appoint and dismiss workers of the association.
- ii. To help to organize all meetings as well as activities.

7. RIGHTS AND WORKS OF THE TRUSTATOR

- i. To elect Office bearers along with other members of the Executive Body.
- ii. To examine and pass the plan, budgets, income-expenditure and progress report of the organization.
- iii. To appoint an Auditor for audits of the organization.
- iv. To amend Memorandum and Rules & Regulation of the organization.
- v. To take decision on dissolution of the organization.
- vi. All the members of association will be the members of the General Body.

8. MEETING OF THE GENERAL BODY/TRUSTATOR

a. The Annual General Body Meeting of the Trust shall be held on every quarter/Half yearly/once every year and special meeting could be called any time as per need of the Trust.

b. One Third of the valid members of the Trust may requisition of the General Body by submitting a written request to the Group Controller or the President specifying the subject to be considered in such a requisitioned meeting and the President or the Group Controller shall within 15 days of the receipt of a requisition, call a meeting of the General Body giving at least three days notice to the members, failing which the requisitions will have power to call the said meeting for taking a decision in the matter for which the meetings has been requisitioned.

c. NOTICE OF MEETING

- i. Notice of every General Body Meeting will be given to the members at least Ten (10) days before.
- ii. Notice of Meeting will be delivered by registered post or by hand delivery with signature in the Notice register.

9. SOURCES OF INCOME

- a. Membership fee and annual subscription
- b. By donations/ Charities etc. after seeking necessary exemptions from I.T and other Government Departments.
- c. Grants in Aids from legal sources, national, international.
- d. By cultural programmes or sports, events, melas, exhibitions, advertisements, consultancy work, etc.
- e. Service charges.
- f. To start T.V Channel or Programme/ collect advertisements/ publish Books/ magazines/ Periodicals/ Brochures for fulfilment of the objects of the Group/ Trust as well as raising of funds.

10. FUND MANAGEMENT/ BANK OPERATION

All the funds in the name of Trust should be deposited in the Bank Account of the Trust in any Bank / or in Post Office and withdrawal of any funds from the Bank/ Post office shall be operated jointly by the joint signature of the Secretary and the Treasurer of the AMAN Trust.

11. AUDIT

- (a) Accounts of the Trust will be maintained timely as per rule and every year the accounts will be audited by an Auditor appointed by General Body.
- (b) The District Registrar, Palamu, Jharkhand can audit the accounts of the Trust by any Chartered Accountant as he wish and its auditing fees will be bared by the Trust.

12. AMENDMENT

Any amendment in the Memorandum and Rules and regulations of the Trust shall be effected by resolution of the Trust by 3/5th members of the General Body and the associated Article of the Trust Registration 1882 as well as the rules of Jharkhand Societies Rules & Regulations shall be followed.

13. INSPECTION OF REGISTER

All the registers will be kept in the registered office of the Trust. Any member may inspect these Registers with the prior permission of the Secretary of the Trust as well as secretary of the Government office.

14. LEGAL PROCEEDINGS

The Trust may sue or be sued in the name of its Secretary.

15. DISSOLUTION OF TRUST AND ITS PROPERTY MANAGEMENT

- (i) In case of some circumstances dissolution of Trust felt necessary by its Executive Committee then the Executive Committee will pass the resolution by calling Special General Body Meeting. Decision on the dissolution of the Trust will be only taken by 3/5th voting and consent of the General Body and final decision on dissolution can be taken only again by consents of 3/5th members in the 2nd round special General Body meeting.
- (ii) If after dissolution, there remains any property movable or immovable after settlement of all debts and liabilities, the property so left over shall not be distributed among the members of the Trust, but shall be given to some other Trust having 3/5th General Body Consensus Registered with Government of Jharkhand, with similar objectives or any other voluntary organization of repute Government of India/ Jharkhand.
- (iii) During the period of the dissolution of the Trust Articles will be followed.

4.0 PROGRAMS OF THE TRUST

Overview

THE BENEFICIARIES

The vulnerable tribal population forms the core of **AMAN**'s target and its major beneficiaries. In its all endeavour, special emphasis has been given on the women and children of the rural tribal population.

- ➔ Women & Child at Risk
- ➔ Adolescents
- ➔ Marginalized Farmers
- ➔ Senior Citizens
- ➔ Children
- ➔ Adolescent young people
- ➔ Old people
- ➔ ST/SC & OBC population
- ➔ Bonded Laborers & Child Laborers

PRESENT ACTIVITIES

- ➔ Family Counseling, Literacy campaign
- ➔ Training on the Land and water management; Water & Sanitation
- ➔ Savings & Credit Program: Micro credit
- ➔ Entrepreneurship Development Program & Establishment of Micro enterprises
- ➔ Protection & Promotion of Ecological Balance
- ➔ Awareness development on Basic Health & AIDs.
- ➔ Panchayati Raj Self Governance (PRIs), Livelihood & Food Security

OBJECTIVES OF THE AMAN:

The Trust will work to achieve the following objectives:

- a) To enhance and promote village development works by means of organized voluntary programme of village people.

- b) To do human development works with women, children ,handicaps def and physically handicapped to make provisions of overall education, food clothes , shelter ,safe drinking water ,communication ,etc. for handicapped .
- c) To promote communal harmony in the village through organizing people and conduct development programs for overall village development.
- d) To manage hand pumps , wells, ponds etc. to ensure safe drinking water for the development of village and organized people for running this activity smoothly.
- e) To conduct central ,rural programme for keeping the village hygienic and to make provision of drainage system , roads ,lanes , toilets , bathrooms ,etc under this program.
- f) To aware people for the protection of forest resources and promote a forestation program to protect environment pollution.
- g) To run illiteracy eradication program like education awareness, women education adult education non formal education , vocational etc and putting efforts for preparing people on the direction for its establishment.
- h) To aware and trained the village people against the misconception and myths for the development on the Trust and to organize or conduct conference , seminars, theme camps , etc to reduce the problems like- alcoholism , child marriage , dowry, etc.
- i) To train people through trainings on small & cottage industry business to the poor and deprived people of the Trust and established small and cottage industries to serve benefit to the benefits to the people.
- j) To conduct people through programmes to the people affected by natural calamities like –food ,fire drought , famine , infections, etc to make arrangement of immunizations , clothes ,food shelters ,medicines ,etc . facilities there only
- k) To conduct or manage self employment programmes to provide trainings to women on kasidakari , paintings ,doll-makings, tailoring ,cutting knitting ,embroidery, patch works , fabric , works ,etc for making the women economically self reliant.
- l) To conduct family planning & family welfare programmes for the awareness building among the people and putting possible efforts on this reliant.
- m) To make arrangements of agricultural related inputs like better quality seeds , tools equipments ,medicine ,etc and to provide and mange these inputs at reasonable prizes to conduct trainings to farmers on new technique of agriculture to establish research institute for soil testing and to make arrangements housing, store house ,etc for better storage of agricultural products.
- n) To make arrangements of menial supports for agricultural related works to the small and marginal farmers and to manage the can, subsidies, other facilities provided by the government directly to the farmers for the agricultural development within the state.
- o) To establish or make arrangement of industries being run by khadi Commission & khadi Board ,to install production and marketing centers for the khadi related product ; to make arrangement of sale and purchase of raw materials and to create conducive environment along with development of slums along village people.
- p) To work for the promoting national language and other Indian Languages among the village people.

- q) To provide trainings to the poor and marginalized women and man on papad making , tailoring , Thonga making bamboos craft ,plastic making chair ,tables other furniture, etc and to develop and establish training centers for candles makings ,agarbatti making ,typing, etc.
- r) To promote Animal Husbandry & Hybrid improvements programmers to the village people.
- s) To organize camps and meeting in order to bring social consciousness among common people
- t) To advancements, and propagation of education among Trust especially in rural areas to eradicate the darkness of illiteracy, and for this purpose establish and maintain libraries reading rooms common rooms, old age homes, hostel and health awareness centers, etc. for the benefits and convenience of general public, women. Old age, weaker and deprived Trust, children, youths etc.
- u) To organize Workshop/ seminars/ symposium/ conferences/ etc./ for the educating people in the areas basic health, AIDs, Drug abuses, Planning and Control, Spiritual Development, Agriculture, Food processing, Rural development and also on awareness programmes undertaken by Central & state governments, TRUSTs and International bodies.
- v) To monitor and help the state government/ central govt. in efficient, fair, judicious, honest and transparent implementation of development plans\ projects on behalf of the citizens of India.
- w) To assign all other needed job resolved by AMAN Trust

5.0 EMPLOYEE FILES

1. EMPLOYEE FILES

A personal file should be maintained for each employee. The file should contain the following:

1. Application made by the employee for the job
2. Personal Information form
3. Letter of provisional offer (if applicable) and acceptance thereof
4. Appointment Letter indicating terms of employment and their acceptance
5. All records related to confirmation, i.e. letter of confirmation, etc
6. Appraisal form
7. Commendation or criticism of work, all memorandums issued to the staff
8. Change in personal attributes and updating records (like acquiring additional professional qualification, etc)
9. Resignation letter
10. Acceptance of resignation and copy of final settlement of dues
11. Signed copies of letter of appointment, confirmation or any other change affecting remuneration should be sent to the accounts department responsible for paying the employee.

6.0 SERVICE RULES

The Rules contained in this manual will supersede all earlier services conditions, and come into force from DD/MM/YY.

Definitions

“Board of AMAN (TRUST)” means the supreme governing and administrative body of ASIAN MINORITY ACTION NETWORK/AMAN(TRUST) duly created as a Trust/trust.

“Employee” means a person wholly employed by _ AMAN (TRUST) for the time being, exclusively for and in connection with the work undertaken by AMAN (TRUST) and subject to direction of AMAN (TRUST).

Any person engaged as learner, trainee or intern, with or without a stipend solely for the purpose of learning or training or for being trained, whether for employment or not, for a short specified period not exceeding two years, shall not be deemed to be an employee.

Applicability

- a) This manual will fully and totally substitute all existing conditions of service and work of all employees.
- b) The contents hereof shall apply to all employees/volunteers of AMAN (TRUST), unless any specific provisions not consistent with this manual are explicitly made in the letter of appointment or contract.

Classification of Employees

“Permanent” employee is an employee who has been appointed on a permanent basis through a letter of appointment under the signature of the Executive Director, and includes an employee who having completed his/her period of probation has been confirmed as a permanent employee.

“Probationer” is an employee who is provisionally employed with a view to fill a permanent post or a temporary post, but is for the time being under trial or observation testing his/her capacity, conduct, character, etc. for a period of six months. The services of a probationer can be terminated with out any notice.

“Casual” employee is one who is engaged for work of a casual nature and/or intermittently. This includes a person engaged to fill a short duration requirement arising out of a permanent or a temporary employee or a probationer remaining absent for any reason whatsoever, or against a casual increase in work.

“Contractual” employee is one who is contracted for a specific project. The contract period is usually for 1 year subject to renewal depending on the performance appraisal at the end of the year and the availability of resources.

A. APPOINTMENTS

- a) All appointments shall be made in the name of **AMAN (TRUST)** under the signature of the Secretary/Executive Director. No letter of appointment issued otherwise than in accordance hereof shall be held valid or binding on **AMAN (TRUST)**.
- b) Where it is intended to fill a position, the appointee shall be required to serve on probation for an initial period not exceeding 6 months. The Secretary/Executive Director, can however in his/her sole discretion, waive or reduce such a period of probation. This can further be extended up to a period of not more than 3 months, if necessary, at the sole discretion of the Executive Director.
- c) If the services of the probationer are found unsatisfactory, it may be terminated at the end of the initial or any extended period of probation and before being admitted to regular employment. This can be done at the discretion of the Executive Director.

Assignment of work and duties

The reporting relationship, and/or designations/job titles and the nature of duties/work/project/assignment of each employee will be as may be determined from time to time. The designation/job titles do not indicate or determine the duties or the nature of assignments. The job titles or various categories of jobs assigned to employees are only illustrative and new/additional profiles may be added as and when required.

All employees will be expected to work across programs.

Increments and promotions

- a) Promotions will be allowed entirely to meet the staffing needs of **AMAN (TRUST)**, and cannot be claimed as a matter of right. Promotions and increments of an employee will depend on the performance in his/her work, ability, capacity and demonstrated commitment to the organization – its interests, mission and strategy in discharge of his duties and program funding.
- b) The Secretary/Executive Director will be the final executive authority to judge these factors. Additionally, in deciding on promotions, availability of higher positions will be an essential condition.
- c) Employees will be sanctioned increment usually on an annual basis. Increment shall not be taken as a right and is dependent on the availability of funds. The annual performance appraisal report and the availability of funds will be taken into account when deciding on increments.
- d) Employees who perform their duties exceptionally well or undertake additional responsibilities may be granted additional increments(s). The Secretary/Executive Director will judge the annual performance appraisal reports.

Salary/Wages

- a) (TRUST) will determine salary from time to time.
- b) Salary for each month shall be paid on or before the seventh working day of the succeeding month if grant available.

Other Benefits

As per letter of employment/contract.

Holidays

AMAN (TRUST) will observe a maximum of 10 holidays in a calendar year in addition to eligible vacation.

Working Hours

Staff may be required to vary or change their normal working hours according to the needs of the programme. Field Staff should however be available at a time convenient to the target group. Normal office hours are 9 am to 5 pm Monday to Saturday, with one hour for lunch. Staff in the same sections of the office should try to coordinate their lunch breaks as far as possible to ensure continuous coverage. Individual working hours are as specified in the 'Statement of Terms and Conditions of Employment' or individually agreed between managers and members of staff.

If a member of staff is late for whatever reason, including public transport difficulties, they may be asked to make up the time, according to the needs of the programme. Persistent lateness may result in disciplinary action being taken against the staff member concerned.

Attendance

- Working hours are from 10.00 am to 6.00 pm. Field staff would have working hours suited more to the needs of the situation.
- Those coming in after 10 minutes later will be marked late.
- Three late marks in a month will be treated as half-day leave and the leave will be deducted from the quota of privilege leave.
- If all the privilege leave have been availed of or if leave rules are not applicable to a particular employee, half day's salary will be deducted.
- Compensatory time off is not allowed.

Attendance registers

A system to track employees' job attendance has been established. This is done by maintaining a simple attendance log, which records dates and hours worked.

A time sheet given as an appendix is prepared at the end of each month in order to keep on record a person's attendance and in cases where persons work on multiple programmes their time spent on each.

Detail of leave eligibility for employees and leave availed should also be tracked either through the attendance registers or through leave cards/sheets.

B. NORMS OF DISCIPLINE AND CONDUCT

- a) No employee shall indulge in any 'misconduct'
- b) Every employee shall, in accordance with the laws applicable to AMAN (TRUST) for the time being and policy (including service condition and procedures) laid down by AMAN (TRUST), perform the duties entrusted to her/him from time to time.
- c) Employees shall safeguard AMAN (TRUST)'s goods and property; also see that all books, records and articles belonging to AMAN (TRUST's Name) are safely kept and maintained. They are not removed without the express permission of the Secretary/Executive Director/Program Coordinator, or lost or damaged in any way.

Employees recognize and accept that all materials developed by AMAN (TRUST) are considered to be AMAN (TRUST)'s property.

- d) Every employee shall during the tenure of her/his service devote her/his whole time and attention to the affairs of AMAN (TRUST) in all respects, and fully confirm to directions and service rules of the organization.
- e) Every employee shall comply with the orders and instructions of AMAN (TRUST) and its nominated functionaries, and shall conscientiously work to fulfill its functions and purposes. She/he shall make her/his utmost endeavor to promote interests of AMAN (TRUST's name) and serve at such places and in such capacity as may be required from time to time.
- f) Every employee shall maintain honesty and integrity.
- g) Every employee shall observe courtesy and politeness; and refrain from any riotous or disorderly behavior, or any behavior not conducive to normal functioning of AMAN (TRUST).
- h) No employee shall enter into monetary dealings with her/his colleagues, subordinates or clients, or shall accept any presents from them.
- i) Every employee shall present herself/himself at the place of work at the stipulated time, and maintain punctuality in office and other work assignments.
- j) Every employee will generally conduct herself/himself in a manner that is consistent with office discipline and good reputation of herself/himself and AMAN (TRUST).
- k) Disciplinary action will be taken against an employee who commits any misconduct, or otherwise acts in violation of the norms of disciplined conduct by following the principles of natural justice and/or the existing law applicable to AMAN (TRUST).
- l) Disciplinary action may entail discharge from service if there has been a serious misconduct. In other cases the employee may be suspended from work for a stipulated period with loss of pay. If the employee is on probation this may be extended/terminated.**

Termination

If one or more of the listed codes of conduct is violated, the employee will be liable for termination.

- a) Inability to perform up to the requirements of the program can also lead to termination.
- b) An employee could be terminated in the event of the end of program funding.
- c) AMAN (TRUST) requires to give the employee one month's notice prior to termination.
- d) All AMAN (TRUST)'s property will have to be returned at the time of resignation/termination.
- e) Salary cheque can be collected within 7 working days from the date of the resignation unless otherwise decided by the Secretary/Executive Director.
- f) If any organization makes a reference call before appointing the person who was terminated at AMAN (TRUST), the reasons for termination will be kept confidential and only factual information like designation and duration of stay at AMAN (TRUST) will be shared.

Resignation

- a) One month's notice is required for resignation failing which a month's salary will be forfeited.
- b) All AMAN (TRUST)'s property will have to be returned at the time of resignation.
- c) Salary cheque can be collected on the 7th working day of the next month unless otherwise decided by the Executive Director.
- d) If any organization makes a reference call before appointing the person who has resigned from AMAN (TRUST), feedback will be given of the staff's performance during her/his employment at AMAN (TRUST).

Communication

- a) Communication with employees will be in English and/or Hindi/local language.
- b) Any communication sent to an employee to her/his last known address as per the records of AMAN (TRUST) shall be treated as served on the employee. It is therefore, in the interest of employees to promptly notify any changes in their local and permanent address; and they should also ensure that any communication sent by AMAN (TRUST) to their address is properly received.

C. LEAVE RULES

- "Service is the period during which an employee has continuously worked in the organization including the probationary period. The termination of the employee's service for any reason will automatically constitute discontinuance of service, regardless of whether the employee is subsequently re-employed.
- "Leave year" for an employee will in the first instance, be the period between the date of joining and 31st December of the year. Thereafter the leave year will coincide with the calendar year.
- Any Sunday/Holiday falling during privilege /sick leave shall be treated as leave.
- Sundays/Holidays can be prefixed / suffixed with Privilege/ Sick leaves. In case where they are suffixed, the employee must report to work on the following working day, failing which the Sunday/Holiday and the subsequent days will be treated as leave or as absence as the case may be.
- **During the probation period, no leave will be sanctioned.**
- **An employee needs to complete a year of service at AMAN (TRUST) to avail privilege leave.**
- All leaves are non-cumulative.
- AMAN (TRUST) management reserves the right to refuse leaves in order to ensure effective coverage.

Overstay of leave

- If an employee proceeds on unauthorized leave or overstays beyond his authorized leave, the period shall be treated as unauthorized absence.
- The employee should intimate the organization for any overstay of leave and explain in writing the reasons for the same.
- The organization reserves the rights to treat as leave-without-pay any unauthorized absence from work.
- If the organization does not accept the request for overstay due to exigencies of work and if the employee still overstays their leave despite clear orders to report on duty; he/she will be liable to disciplinary action unless he/she can prove so to the satisfaction of the leave sanctioning authority that the overstay was coincidental and not intentional. Such overstay is, however, to be treated as leave-without-pay.

- If the organization observes that an employee is frequently absent on the next working day after a holiday or on an intervening day between two holidays and subsequently applies for casual or sick leave; the organization may warn him/her in writing. If the employee continues to take such leave without prior approval then the holiday prefixed or suffixed to their leave may also be treated as leave or leave-without-pay, as the sanctioning authority may decide.

- The organization reserves the right to refuse sanction of leave or call back a person on sanctioned leave if the exigencies of work require it.

Procedure

- Prior sanction should be taken by the employee availing privilege leave or casual leave in the specified leave application form and forwarded to the administrator. For sick leave the form must be filled and submitted for office records along with a medical certificate, if applicable, within two days of reporting back to duty.
- The administrator would maintain the annual record leave of each employee as per the prescribed format. On receiving a leave application, the administrator would fill the status of leave for the employee and forward to the concerned sanctioning authority /ies.
- Once sanctioned, it is the duty of the concerned staff to reflect the sanctioned leave at the appropriate place in the attendance sheet. Else, the leave may be treated as unauthorized

Privilege Leave (PL)

- Staffs who have completed a year of service will be entitled to two and half day per completed month of service in a calendar year.
- PL cannot be combined with any other leave
- A person will not be entitled PL for the period of unauthorized absence or leave-without-pay.
- Applications for PL must be submitted 15 days in advance. No employee can proceed on leave unless the competent authority sanctions the leave. All applications for privilege leave must specify the contact address while on leave.
- Extension of PL should be avoided. However, in compelling circumstances, the employee must send his application at least 4 days before the expiry of original or extended leave as the case may be.

Sick Leave

- All staff will be entitled to 10 days sick leave in a calendar year.

- Sick leave availed for more than 3 days must be supported by a medical certificate from a registered medical practitioner. These support documents will have to be validated by the Medical Director of _____ (TRUST).
- Leave application along with the necessary support medical documents has to be filed within two working days of joining duty.

Leave without pay

- In exceptional cases the management may grant leave without pay. This will be decided on a case to case basis.
- Any leave/weekly off falling during such leave shall also be treated as leave without pay.
- Prior application for such leave is essential.

Maternity leave

All pregnant staff members are entitled to 3 months (12 weeks) maternity leave (ordinary maternity leave), regardless of length of service. Staffs members will need to give a minimum of 21 days notice that they intend to start maternity leave.

For the sake of staff member's own health and safety, they must take a period of compulsory maternity leave for a two-week period before the birth. They are not permitted to work during this period.

D. TRAVEL RULES

- All travel on AMAN (TRUST) work will generally be by road or rail. Under exceptional circumstances, the Secretary/Executive Director may permit air travel or 2nd class AC.
- Generally all road travels will be taken by bus/auto. However, depending on the efficiency of local services the Secretary/Executive Director may sanction travel by hired car/jeep.
- Actual expenses on porters, food, hiring bedding will be reimbursed.
- Actual expenses incurred on accommodation in lodges/hotels and railway retiring rooms will be reimbursed.
- Actual expenses incurred both in town and outstation on travel between the railway station and the place of residence will be reimbursed. Travel in auto rickshaws will be permitted. However, in exceptional cases the Secretary/Executive Director may sanction travel by taxi.
- AMAN (TRUST) takes care of all actual expenses incurred during any event. Thus the per diem/travel allowances collected during training/workshop/conferences or any such places has to be deposited with the accounts department of AMAN (TRUST) within two working days of joining office after such an event.

Procedures

- Employees should fill in prescribed travel form as and when travel expenses are incurred and get it signed by the respective coordinators within the next working day.
- Before signing the bill the coordinators should ensure that the report/meeting notes/related documentation is in place to support the travel claim.
- Coordinators are not supposed to sign the bill if it is brought to them later than two working days from the date on which the expenditure was incurred.
- At the end of the month the travel bill duly signed by the coordinator has to be countersigned by the Secretary/Executive Director/Programs Coordinator before it reaches the accounts department for further processing.
- Accountant should ensure that the travel bills reach the accounts department with all formalities complete not later than the third working day of the next month.
- Reimbursement will be made on the 5th working day of every month between 2.00 pm and 5.00 pm.
- Statement of expenditure along with all support documents for the expenses incurred during any outstation official work should be handed over to the accounts department of AMAN (TRUST) within two working days of joining office.

E. ADVANCE/LOANS

AMAN (TRUST) cannot sanction advances or loans.

But in case of receivable amount from sanction authority. A sum of upto Rs.25,000 from Secretary in and Rs.5,00,000 can be taken loan from General Fund.

7. SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT

All employees of AMAN (TRUST) should equally be allowed to work in an environment free from sexual harassment. To this end AMAN (TRUST) reiterates its support of the statement on sexual harassment and commits itself to dealing with sexual harassment as a disciplinary offence.

AMAN (TRUST) wishes to make it clear that we regard sexual harassment as a serious issue. Sexual harassment will not be tolerated in the work place, and AMAN (TRUST) is committed to ending it. It is a form of discrimination, which can severely affect physical and mental health as well as morale and work performance. Traditionally, sexual harassment is thought of as male/female phenomena but it also occurs between people of the same gender.

AMAN (TRUST) considers that it is each individual's responsibility to challenge any form of sexual harassment.

Acts which are not deliberately or intentionally offensive but which nevertheless cause offence may constitute sexual harassment. Sexual harassment is regarded

as a disciplinary matter to be dealt with in accordance with terms and conditions of employment. Although this is not an exhaustive list, sexual harassment can be defined as:

- a) Unnecessary touching or unwanted physical contact
- b) Suggestive remarks or other verbal insults or abuse of a sexual nature.
- c) Suggestions that sexual favours may further someone's career (or that refusal may damage it).
- d) Compromising invitations
- e) Displays of offensive pornographic materials those are not relevant to the work of the organisation.
- f) Physical or sexual assault.
- g) Suggestive/abusive letters or e-mails.

In general, sexual harassment falls into two main categories

- ❖ Sexual Favour for Jobs: under this category of sexual harassment, submission to sexual advances, requests for sexual favours or other verbal or physical conduct is made a condition of employment; or submission or rejection of the unwelcome conduct is used as a basis for an employment decision. These cases normally involve persons who have authority or power over another person's job status or working conditions.
- ❖ Hostile Work Environment: under this category of sexual harassment, the sexual conduct interferes with work, or creates an intimidating, hostile, or offensive work environment.
 1. Behaviour or conduct of a sexual nature that is unwelcome by a staff member may constitute sexual harassment whether or not the alleged offender believes that such behaviour or conduct is inoffensive or otherwise appropriate.
 2. Whoever believes to have been the victim of sexual harassment is encouraged to inform the alleged offender that such behaviour or conduct is unwelcome.
 3. There may however be instances where the work relationship of the two parties may make such direct confrontation difficult. In that case, it is advisable to keep a description of what happened, including names of witnesses and anyone to whom the incident(s) may have been mentioned, for possible referral of the case to the Grievance Committee.
 4. When seized of a complaint, the Grievance Committee will have full authority to hear and investigate sexual harassment complaints and accusations, and to decide on possibly disciplinary action upon the conclusion of his/her investigation.
 5. The Grievance Committee will have 5 members, of whom at least 3 will be women. Among the members, 4 will be staff members elected from among the staff; 1 will be an external member (a woman who has experience of dealing with issues of sexual harassment and no professional or personal connections with the TRUST; she will be proposed by the Board to the majority vote of staff members).
 6. The TRUST will implement without delay the recommendation of the Grievance Committee.
 7. It is essential that all staff members, especially those in management and supervisory roles, develop a greater awareness of the issues surrounding sexual

harassment in the workplace and a fuller appreciation of the pernicious effect that such unacceptable behaviour can have on the morale and productivity of staff members.

8. Supervisors are fully expected to support both the letter and the spirit of this policy. It is the affirmative responsibility of supervisors to ensure that the working environment is free of sexual harassment, and to take immediate corrective action whenever they become aware of an incident which may constitute such unacceptable behaviour.
9. This policy shall be displayed prominently at the offices and other operational sites of the Organisation.
10. All staff members shall be given a copy of the policy at the time of recruitment or when this policy comes into effect. Efforts will be made to sensitise the staff about this policy.

Consequences

Anybody found violating the organisational policy on sexual harassment would face disciplinary action as per the decision of the management.

Sexual Harassment

We have a set manual on sexual harassment. Rules for prevention and redressal of sexual harassment at workplace” is applicable to: (i) Every employee of the organization, whether a permanent, temporary, on training and on contract; (ii) Alleged acts of sexual harassment, whether the incident has occurred during or beyond office hours; (iii) Any alleged act of sexual harassment, whether that has taken place within or outside the organization’s premises. Any act of sexual behaviour is included if such an act is perceived to be detrimental to a healthy and congenial work environment of our organization.

In this regard Sexual Harassment Committee at AMAN TI Baharagora was formed consisting below members

Sl.No.	Name	Post	Contact
1	Zahida Parween	Chairman	9102748795
2	Sonali Mohanty	Coordinator	8210319726
3	Sima Rani	Member	9693386180
4	Local Sahiya/AWW	Member	

8. GRIEVANCE PROCEDURE

The grievance procedure is intended for staff to take up matters affecting them as individuals arising from their employment with AMAN (TRUST).

AMAN (TRUST) wishes to resolve staff grievances in a speedy, fair and equitable manner in order to maintain good working relations. The object of the policy is to enable you to air your grievance, to discover the causes of your dissatisfaction and, wherever possible, to resolve them. It is hoped that many grievances will be resolved satisfactorily by informal discussion. If the matter is not resolved, you may wish to pursue the following procedure, the intention of which is to resolve the grievance at the earliest possible stage.

General Provisions

1. The procedure will not cover grievance relating to disciplinary decisions.
2. From stage two onwards, you will be entitled to be accompanied by a colleague.
3. At each stage, notes will be made of discussions held and a copy will be made available to you and your representative.

Grievance Procedure for Staff

The grievance procedure is intended for staff to take up matters affecting them as individuals arising from their employment with AMAN (TRUST).

AMAN (TRUST) wishes to resolve staff grievances in a speedy, fair and equitable manner in order to maintain good working relations. The object of the policy is to enable you to air your grievance, to discover the causes of your dissatisfaction and, wherever possible, to resolve them. It is hoped that many grievances will be resolved satisfactorily by informal discussion. If the matter is not resolved, you may wish to pursue the following procedure, the intention of which is to resolve the grievance at the earliest possible stage.

Stages of the Grievance Procedure

Stage 1: If you wish to discuss a grievance you should, in the first instance, raise the matter informally with the person concerned or your manager. If the matter concerns your manager, then you should refer to the next line of command as the first stage of this procedure. It is suggested that you put the nature of your grievance in writing so that all concerned are clear about the nature and extent of your grievance and are aware that you are pursuing the formal procedure.

You will receive a response within two working days.

Stage 2: If this response is not satisfactory, you can then request, in writing, a formal meeting with the relevant Director to discuss the grievance. At this stage you are entitled to be accompanied by a colleague.

The meeting will take place within three working days of the written request being received. Following which a formal reply will be given within two working days.

9. CONFIDENTIALITY POLICY

This policy applies to all board members, staff, volunteers, doctors and service users. It relates to spoken, written and computerized information.

AMAN (TRUST) recognizes the importance of confidentiality of individuals, in particular their HIV status. As such, confidentiality must be central to the work of AMAN (TRUST). Service users must be assured of confidentiality when they access our facilities/services. It is crucial that everyone associated with AMAN (TRUST) recognize this.

Definition of Confidentiality

Treating with confidence personal information about clients, whether directly or indirectly or by inference. Such information includes name, address, biographical details and other descriptions of the service user's life and circumstances, which might result in identification of the service user.

In the course of work with AMAN (TRUST), staff may have access to information about individuals, which is of highly personal and confidential nature. Such information includes details about sexual orientation, HIV status, AIDS diagnosis, health, medical conditions, treatment, finances, living arrangements, drug use, employment, details about family and friends. It must be understood that this information is strictly confidential and that all employees and volunteers have a responsibility to uphold this principle at all times in the present or future.

AMAN (TRUST) abides by the laws of confidentiality and is committed to ensure that there is no breach of any information of a personal or confidential nature to any person.

Breach of Confidentiality

Breach of these confidentiality guidelines is taken very seriously. It will lead to dismissal from service.

AMAN (TRUST) believes that there is a need to keep confidential information on service users, volunteers and staff in order for it to function effectively.

The methods of obtaining, storing and using this information must be carefully assessed, particularly when information is to be given to an outside body, whether to an individual or to an organization. The co-operation of all parties (those disclosing information, those handling it and those receiving it) is essential in this process, in particular consent of service users should be obtained before recording any information. Information collected should be limited to the minimum necessary for the use required.

Confidential information must be securely locked away and not left lying around on desks or within an open access area.

Records will be reviewed annually and all information, which is no longer relevant, will be removed. This redundant information will be destroyed.

Computers

Confidential information stored on computer must be password protected. Pen Drives/ Floppy discs containing confidential information must be securely locked away.

Terminals should not be left unattended when confidential information is being displayed.

Files will be reviewed annually and any information no longer relevant will be deleted.

Post

All service users, agencies and organizations that send confidential information in the workplace must be asked to mark their correspondence **“Private and Confidential”** and staff dealing with the post instructed not to open such correspondence.

Telephone calls/Mobile Phone

Telephone calls in which the service user may be identified or in which information relating to HIV status will be disclosed, should take place in private. If calls cannot take place within a private setting, provision must be made not to give out service user’s identifying information.

BREACH OF CONFIDENTIALITY IS SUFFICIENT GROUND FOR DISMISSAL WITHOUT ANY NOTICE.

10. DATA COLLECTION ETHICS POLICY

Introduction

AMAN (ASIAN MINORITY ACTION NETWORK) works for the benefit of all community members without prejudice. All information given to AMAN (TRUST) during their work remains the property of the individual member. Wherever possible, AMAN (TRUST) will try to assist community members to use information for their own benefit, through various programs and services and related activities. In regard to information collection and its usage AMAN (TRUST) will adhere to the following principles:

1. **AMAN (TRUST)** will collect the information from the community with a non-judgmental approach and will keep the information confidential.
2. The objective will be clearly explained to the community.
3. The information will not be used for any purpose other than that is expressed, without the knowledge or consent of those involved.
4. The information collected will always belong to the community and **AMAN (TRUST)** will not own the information.
5. **AMAN (TRUST)** will not pass on any information to anyone without prior permission or consent of those from whom it has been collected.
6. **AMAN (TRUST)** will only utilize the information in such a way that does not reveal any individual identity and that upholds matters of confidentiality, safety and privacy.
7. The process of data collection will be unbiased and non-discriminatory.
8. The information collected will not be used for vested interests by the organization or any person in particular.
9. In the process of data collection **AMAN (TRUST)** staff will conduct themselves in a professional manner.
10. They will not form any personal or sexual relationships with any person/s from the community.
11. They will not accept or give gifts in cash or kind.

11. GENDER POLICY

Gender is a cross-cutting issue and the implementation of a Gender Policy will require the commitment, participation and contribution of every staff member in the organisation. Our commitment to integrating gender perspectives will need to be reflected in work plans and budgeting as well. Organisations will be expected to develop plans of action for integrating gender perspectives into their work. These action plans will be used to monitor progress.

Trust prescribes to women and men different roles in different social contexts. There are also differences in the opportunities and resources available to women and men, and in their ability to make decisions and exercise their human rights, including those related to protecting health and seeking care in case of ill health.

Gender roles and unequal gender relations interact with other social and economic variables, resulting in different and sometimes inequitable patterns of exposure to health risk, and in differential access to and utilization of health information, care and services. These differences, in turn have clear impact on health outcomes.

We should be committed to advancing gender equality in our workforce, as well as in scientific and technical advisory bodies, and among temporary advisers and consultants.

The goal of this policy is to contribute to better health for both women and men, through health research, policies and programmes which give due attention to gender considerations and promote equity and equality between women and men.

Organisations/Partners will need to take the necessary steps to ensure a policy is formed in their organisation and is translated into action in both technical and management aspects of their programmes.

A gender Policy would need to apply to all work throughout the Organization: Research, programme planning, implementation, monitoring, evaluation, human resource management, and budgeting. Effective implementation of the policy will require senior level commitment and validation, organizational support for activities to advance the knowledge and skills of staff for efficient gender analysis in their area of work. Directors will be expected to institutionalize mechanisms for building

capacity among their staff providing, information, training or technical support staff needed to assure the policy's success.

Terminology

Gender is used to describe those characteristics of women and men, which are socially constructed, while sex refers to those which are biologically determined. People are born female or male but learn to be girls and boys who grow into women and men. This learned behaviour makes up gender identity and determines gender roles.

Gender analysis identifies analyses and informs action to address inequalities that arise from the different roles of women and men, or the unequal power relationships between them and the consequences of these inequalities on their lives, their health and well-being. The way power is distributed in most societies means that women have less access to and control over resources to protect their health and are less likely to be involved in decision-making.

Gender analysis in health often highlights how inequalities disadvantage women's health, the constraints women face to attain health and ways to address and overcome these. Gender analysis also reveals health risks and problems which men face as a result of the social construction of their roles.

Gender equality is the absence of discrimination on the basis of a person's sex in opportunities, in the allocation of resources and benefits or in access to services.

Gender equity refers to fairness and justice in the distribution of benefits and responsibilities between women and men. The concept recognises that women and men have different needs and power and that these differences should be identified and addressed in a manner that rectifies the imbalance between the sexes.

Gender mainstreaming defined as "...the process of assessing the implications for women and men of any planned action, including legislation, policies or programmes, in any area and at all levels. It is a strategy for making women's as well as men's concerns and experiences an integral dimension in the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and social spheres, such that inequality between men and women is not perpetuated.

"Mainstreaming gender is both a technical and a political process which requires shifts in organisational cultures and ways of thinking, as well as in the goals, structures and resource allocations. Mainstreaming requires changes at different levels within institutions, in agenda setting, policy making, planning, implementation and evaluation. Instruments for the mainstreaming effort include new staffing and budgeting practices, training programmes, policy procedures and guidelines".

12. IMPLEMENTATION OF GREATER INVOLVEMENT OF PEOPLE LIVING WITH HIV/AIDS (GIPA)

The idea that the personal experiences of people living with HIV could and should be translated into helping to shape a response to the AIDS epidemic was first voiced in 1983 at a national AIDS conference in the USA.

It was formally adopted as a principle at the Paris AIDS Summit in 1994, where 42 countries declared the Greater Involvement of People Living with or Affected by HIV/AIDS (GIPA) to be critical to ethical and effective national responses to the epidemic.

Today the GIPA principle is the backbone of many interventions worldwide. People living with, or affected by, the virus are involved in a wide variety of activities at all levels of the fight against AIDS; from appearing on posters, bearing personal testimony, and supporting and counseling others with HIV, to participating in major decision- and policy-making activities.

People living with HIV understand each other's situation better than anyone and are often best placed to counsel and advise one another and to represent their needs in decision- and policy-making forums.

It is thus the endeavour of TI pf AMAN TRUST to encourage the involvement of People living with HIV at various levels from participation on the boards of organisations to being involved in the designing implementation and evaluation of programmes assisted by the state.

13. POLICY FOR VOLUNTEERS PLACEMENT

AMAN (TRUST) encourages services of volunteers. Based on their interest, aptitude and time commitment and the need in a program they can be assigned projects/tasks.

The volunteer is expected to fill out the volunteer agreement and declaration of confidentiality.

The volunteer has a right to support and information to carry out his/her role. He/she can meet with the program coordinator for any information, clarification or grievance.

The volunteer/s must be provided training that enables them to perform duties effectively. It will help enhance skills to enable them to develop themselves and address the needs of AMAN (TRUST).

14. Special Person Policy: Disability, HIV+, Mental Health, TB Cured Patients

AMAN (TRUST) encourages services of **Special Person Policy: Disability, HIV+, Mental Health, TB Cured Patients**. Any person expressing a wish to Special Person with AMAN (TRUST) must be briefed about the organization and its activities. Based on their interest, aptitude and time commitment and the need in a program they can be assigned projects/tasks.

The Special Person is expected to fill out the volunteer agreement and declaration of confidentiality.

The Special Person has a right to support and information to carry out his/her role. He/she can meet with the program coordinator for any information, clarification or grievance.

The Special Person/s must be provided training that enables them to perform duties effectively. It will help enhance skills to enable them to develop themselves and address the needs of AMAN (TRUST).

15. Policy for Sale and Purchased Items

OVERVIEW & INTRODUCTION

Good financial management is a key to an organizational sustainability. It will impact on decision making across the organisation and as such should be integrated into all aspects of an organization's operations, from managing project budgets to gathering information for strategic decision-making. Nonprofit voluntary organisation must practice sound financial management and comply with a diverse array of legal and regulatory requirements. Whatever the size of the organisation, sound financial strategy is a prerequisite to sustainability, rather than being seen as a separate function (merely doing book keeping), the finance should be integrated within, and add value to, the overall

planning and management of an organisation. It is essential that organisation successfully manage their funding and financing sources to ensure the best and most efficient use of their financial resources.

The AMAN get it budget approved by the board, and its financial system should be accurate and all the financial records (accounts) are kept in time. The organizations have assured the financial resources are used in furtherance of the organization's charitable purposes. In order to establish sound governance practices we have to establish an effective structure of overall and financial management. For every voluntary organisation and its members it is very much important to understand the basic concept of financial term; budgeting, financial strategy, accounting system, financial policy, social security for its staffs, internal control & internal audit. I would like to explain the following for the better understanding of the sound financial implication of the voluntary organisation.

Budgeting

'A budget is a financial representation of an organization's mission and strategic goals'.

Essentially it is a plan translated into money and tolls for allocating resources and implementing strategic plans. A budget is a way of allocating and maximizing the use of resources. A beget - be it an organizational budget or specific project budget, must be carefully planned. To be effective it must also be implemented and controlled.

Financial strategy

The financial strategy includes to develop the details of the financial management functions (role of the board, treasurer, finance managers, accounts staffs, etc), the financial planning (the mission statement and set of strategic goals and operational objectives of the organisation), the financial monitoring, and the financial procedures (decorum and effectiveness of the organization's activities).

Accounting. Accounts are regular summaries of an organization's financial activities. These financial statements has been useful management tool: beyond being used to report to funders but importantly the documents will help the non accountant trustees, board, or chief executives who need to understand their organization's financial health, it can inform and help in future planning and assess the track, and demonstrate the organization's progress towards its objectives.

There are two method/system of accounting, i.e. Cash basis and Accrual system. The voluntary organizations AMAN usually maintaining 2 sets of bookkeeping, Foreign Contribution (FC) and Own means Contribution (contribution from the beneficiaries, local partner and local government).

Financial policy

A clear cut written financial policy needs to be existing in every voluntary organisation, AMAN especially for the fund rising, investment, purchasing practices specially for the assets and the revenue expenditure, travel rules, policy on salary and compensation, periodical increments, etc.

Social security schemes. In every voluntary organisation, there should be social security schemes for the staffs, like; Provident fund, gratuity, medical insurance, accidental insurance, etc.

Internal control & monitoring

The internal monitoring/ controlled system are the very vital system of every organisation. The main objectives of the internal control is to assist management in orderly and efficient conduct of its operations, adherence to management policies and procedures, safeguarding of assets, prevention and detection of frauds and errors, accuracy and completeness of accounting records, timely preparation of reliable financial information and inspire confidence in the organisation by its funding partners and beneficiaries.

There are different types of internal controls:

1. Budgetary control: all transactions carried out in an organisation should, as far as practical, be in accordance with the activities that are stated in the Annual budget.
2. Organizational control: it is important to have an effective organisation structure which provides for division of organizations and operations into appropriate departments, and the appointment of persons to assume responsibility for different activities.
3. Accounting controls: these controls include checking the arithmetical accuracy of records, also the preparation of reconciliation. The internal audit, in addition to other control functions may carry out surprise cash counts, physical inventories of stores, and checking vehicle log books. The management should review adequacy of internal control on a regular basis to ensure that all significant controls are operating effectively and ensure that finding from audits and other reports, including those showing deficiencies are properly dealt with, plan proper action in response to findings and recommendations from audits and other reviews, ensure to complete, within established time frame, all actions that has to be corrected.

Responsibility, Accountability & transparency

The accountability and transparency is the main source of every voluntary organisation. Accountability may be defined as the means through which individuals or an organization held externally to account for their actions, and as the means by

which they take internal responsibility for continuously shaping and scrutinizing organizational mission, goals and performance. Accountability starts with being aware of the laws and regulations governing voluntary organizations, and carrying out the activities in accordance with these regulations.

The organisation should be transparency by making clearly documentation who they are, what they do and how they do, explicitly following and documenting financial norms, accounting policies, staff and management policy, and preparing and making available annual reports with a summary of major activities undertaken, achievements made, tasks to be undertaken, and financial statements about their constituencies, affiliates, etc.

Accounts policies and procedures available within (AMAN)

The Board approved the following Purchase Policy, Rules and Procedure. It also desired that the same be reviewed after three year.

PURCHASE POLICY, RULES AND PROCEDURE

These rules for purchase of equipment/ consumables for Departments /Sponsored/Consultancy Projects have been framed in order to provide a conducive working environment for Management and Staffs to promote excellence expected from institutions like PEC, so that the procurement of the needed equipment/ stores is done in time and without procedural wrangles which permits laboratories and research works to be pursued with greater vigour.

DIRECT PURCHASE

A buyer may make purchase of goods up to a value of Rs. 15,000/- on each occasion after ensuring the reasonability of prices. The purchase may be effected either through a permanent impress held in the name of Secretary or his nominee/Principal Investigator or through a temporary advance of up to Rs. 15,000/- that may be specifically drawn for the purchase in the name of a buyer or through credit after obtaining the approval of Competent Financial Authority. A certificate in the following format must be recorded: "I, From AMAN, am personally satisfied that the goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price."

PURCHASE COMMITTEE THROUGH SPOT QUOTATIONS

Goods up to a value of Rs. 1,00,000/- may be purchased on the recommendation of a local purchase committee. The composition of the committee for such purchase shall consist of at least three faculty members/Group A officers and one representative of the Finance Section. In order to ensure reasonability of the prices, the committee may obtain minimum three quotations from reliable suppliers. The Committee will jointly record a certificate in the following format: "Certified that we, members of the purchase committee, are jointly and individually satisfied that the goods recommended for purchase are of the requisite quality and specifications, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question." If necessary, the committee may make cash purchases by drawing advance up to Rs. 25,000/-. Note: Large Purchases should not be split in smaller lots so as to qualify under direct purchase.

PURCHASE THROUGH QUOTATION/TENDER

The following procedure for obtaining tenders should be followed as far as possible for purchase of goods/ equipments valuing more than Rs. 1,00,000/-. Tender should be obtained by:

- (i) *Direct invitation to a limited number of firms (Limited tender)*
- (ii) *Advertisement (open tender)*
- (iii) *Invitation to one firm only (Single tender)*

Limited tender system should ordinarily be adopted in the cases of all orders the limited value of which is less than Rs. 25,00,000/-. The open tender system, that is invitation to the tender by public advertisement and should be adopted in all cases in which the estimated value of the demand is Rs. 25,00,000/- and above. The Single tender system must be adopted in case of articles that are specifically certified as proprietary nature by giving full justification on record. In case of purchase on the basis of single tender/single bidder, the following certificate must be obtained from the vender: "I/We have not supplied the quoted stores at a rate less than the instant quote within the current financial year."

INTERNATIONAL PURCHASE

For procurement of items from outside India against the open general import license or otherwise in foreign currency, all the rules and procedures laid down in earlier shall apply. However, the role of the various purchase committees will be to recommend the purchase rather than make purchases. The quotation should be obtained directly from the foreign supplier or alternatively, the sole selling agent. All further processing including pre audit and placement of order shall be through stores purchase section irrespective of the value of the purchase. The procedure of processing subsequent to receipt of goods shall be the same as that of purchase of indigenous stores.

GENERAL PROCEDURE FOR PROCESS

1. *Secretary who has been delegated with powers for the purchases of consumable and non-consumable items 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.*
2. *The expenditure should not be prima facie more than the occasion demands.*
3. *No authority should exercise its power of sanctioning expenditure to pass an order that will be directly or indirectly to its own advantage.*
4. *The responsibility and accountability of every Project coordinator delegated with financial powers to procure any items or service on is total and indivisible. This Trust expects that the head of the department will have the public interest in mind and 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 with 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.

5. *All purchase orders above a total value of Rs. 25,000/- will be submitted to Management Committee for getting the same pre audited/vetted before placing the order with the agency.*

6. *All purchase cases of value more than Rs. 5,00,000/- will be placed before the Trust purchase committee (TPC) by the Store Purchase Section for recommendation.*

STOCK VERIFICATION

The Secretary shall appoint a committee of at least three faculty members to conduct biannual stock verification of all items of various stock registers of the department.

IMPLEMENTATION OF THE RULES

The Trust shall lay down guidelines specifying normal time for each of the processing function under these rules so that all actions are completed expeditiously.

INTERPRETATION OF THE RULES

Wherever difficulties arise in interpreting these rules or relaxations are required for smooth functioning of research and teaching work, the Director shall be the Competent Authority for approval on behalf of the Board of Governance.

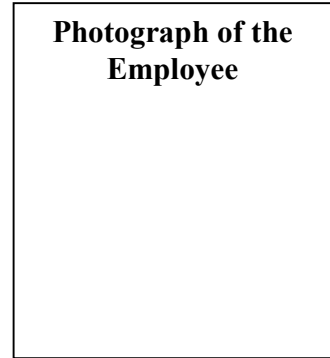
17. LIST OF APPENDICES

1. Personal Data form
2. Letter of Contract
3. Job Description Form
4. Volunteer Agreement
5. Declaration of Confidentiality
6. Declaration of Confidentiality (Media)
7. Performance Review Form
8. Leave Approval Form
9. Time Sheet
10. ID Card Sample

Appendix 1

PERSONAL DATA FORM

**The Executive Director/Secretary
AMAN (Trust)
Baharagora/Palamu
Jharkhand**



Name :

Post applied for :

Reference:.....

Father's Name:.....

Permanent Address:.....

.....

.....

Telephone No. (Res.)

(Off):

Address for Correspondence

.....

.....

Telephone No. /Mobile(Res):

(Off):

Date of Birth:

Place of Birth:.....

Height: **Weight:**.....

Marital Status:.....

Children: (Nos. & Age):

EDUCATIONAL QUALIFICATIONS

Exam Passed	School/Coll /Institute	Board	Year of		Sub.	% of Marks Div/Rank
			Join- ing	Leavi ng		

Any Publications, Research Work

Training Courses attended

LANGUAGES KNOWN

S No.	Language	Speak	Write

WORK EXPERIENCE

DATE, DESIGNATION & SCOPE OF RESPONSIBILITIES IN EACH ORGANISATION

GIVE A SHORT WRITE UP ON ANY THREE (3) OUTSTANDING ACHIEVEMENTS IN YOUR PREVIOUS EMPLOYMENTS

LIST & DEFINE THREE (3) ATTRIBUTES WHICH YOU FEEL ARE IMPORTANT IN DISCHARGING YOUR DUTIES: Initiative, Loyalty, Sincerity, Honesty, Perseverance, etc.

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MEMBERSHIP OF PROFESSIONAL INSTITUTIONS

S. No.	Name of Institute	Nature of Association	From	To

Do you suffer from any physical defect / chronic illness? If YES, Please give details.

Are you allergic to any medicine?

Are you allergic to any food?

REFEREES (Other than Relatives)

S.No.	Name	Address	Occupation/Position

MINIMUM JOINING TIME REQUIRED

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I hereby solemnly affirm and declare that the statements made above are true and nothing has been concealed. If any of the above statement is found to be false / incorrect, I will be liable to be dismissed summarily.

DATE:

Signature of the applicant

CONTRACT LETTER

Dear Sir,
(Employee Code)

With reference to our discussions with you, we are pleased to appoint you on a contract basis in our organization on the following terms and conditions:

1. You will be designated as _____ of the _____
_____ You will be stationed
at _____.
 2. You will report for duty on _____.
 3. You will be part of _____ and report to _____
_____ at our _____ site.
 4. This contract will be for a period of _____ i.e. up
to _____.
 5. Your Remuneration will be as follows:
_____.
 6. You will be eligible for leave at the rate of _____ working days per annum.
 7. You will be required to work for a minimum of Six days (48 hours) a week. You will also be required to work beyond working hours as and when the need arises.
 8. This appointment is terminable on either side by one months notice in writing or salary in lieu thereof.
 9. You will be governed by the Staff Regulations in force and as may be prescribed amended altered from time to time.
 10. It is understood and agreed that once you are assigned to a particular project site, you will not leave the _____ on any ground and that we will not relieve you of your responsibilities during the execution of that particular project.
 11. It is understood and agreed that you can be posted to work in any shift, department, and office of work at any site managed by this _____. You can also be deputed to work in any sister concern or associate company of this Organization. As discussed with you, we are desirous of making full use of your ability and training and hope you would contribute your best towards the growth of the _____ and thereby to your own progress.
 12. In our Organization, we constantly keep the interests of our clients, stake holders, staff and country most valuable to us. We trust you would surely strengthen these values.
 13. You will be required to submit on the first of every month. Time Sheets of both the fortnights of the month duly signed by the person you are reporting to. This document the basis on which payments will be made to you.
- Please return the copies of this letter duly signed as a token of your acceptance of the term mentioned above.

Thanking you,
Yours faithfully,
Signature of Authorised Person

In accept the terms and conditions of this letter.

Signature:
Reported for Duty on:

JOB DESCRIPTION FORM

Name :

Program:

Designation:

Reporting:

Major Job objectives

Major Responsibilities

Decision Making Authority (if any):

_____ AMAN _____ (TRUST's Name)

PERFORMANCE APPRAISAL

Name : _____

Designation: _____

Program: _____

Date of joining/placement in the present position: _____

Period of Review: From: _____ to: _____

I. Describe briefly and as precisely as possible the main projects/assignments/job responsibilities.

I a. Which of your qualities contributed in the above performance?

I b. In terms of performing your main responsibilities, what have been your main limitations/shortcomings?

2. Mention significant achievement/contribution, if any, other than routine work:
3. Mention the assignments/areas of work (if any) which have been entrusted but could not be taken-up. Indicate reasons and plans to complete the same.
4. What do you think are the main barriers and constraints (if any) faced by you in accomplishing the desired level of performance in the area of your responsibilities.
5. What assistance, support and guidance do you require from your supervisor and the organization additionally, for improving your performance on the present job? (Be specific)
6. In order to perform your role more effectively, what are the specific areas of your self – development?
7. Any other additional information, you wish to add:

8. In relation to your performance during the period under review, how do you rate yourself on the following critical attributes on a scale of 1 to 5? (Please read the attached key to rating)

Critical Attributes	Self-Rating	Supervisor's
a) Initiative		
b) Innovativeness		
c) Decision making		
d) Planning and Organizing		
e) Time Management		
f) Cost Consciousness		
g) Leadership		
h) Inter-Personal & Team Relationship		
i) Punctuality & Regularity		
j) Communication skills: written		
k) Communication skills: oral		
l) Motivation		
m) Commitment		

OVERALL RATING

Assessor's Signature & Date

Supervisor's Signature & Date

9. Any other comments by supervisor:

10. Comments by Secretary/ Executive Director

Date:

Signature

KEY TO RATING:

0. Below Average

Not meeting job requirements. Needs attention and immediate action.

1. Average

Needs counselling and improvement in some areas of work to meet requirement of a job. Needs regular guidance/supervision.

2. Above Average

Meets normal expectation of job. Completes routine assignments generally in time. Quality level is acceptable. With a little more initiative, could have performed better. Needs guidance occasionally.

3. Good

Performs beyond normal expectations of the job. Meets the agreed targets within the stipulated time, effectively and efficiently. Quality level is good.

4. Very Good

High level of performance. Meets the agreed targets well before time. Handles assignments with thoroughness. Rarely needs guidance. Quality level is superior. A good team leader.

5. Outstanding

Exceptional performance despite constraints. Exceeds the agreed targets. Clear case of model to be adopted by others. Respected by the peer group. Does not need any guidance. Far exceeds requirement of job. Quality level is much superior. Possesses excellent leadership qualities.

Operational area of the organization and its profile



During inception, the operational area of AMAN has been two Panchayats of Palamu district. Gradually six panchayats in these blocks were targeted.

Operational area of AMAN- In JHARKHAND



Currently the organization is operational

in various blocks all over the **Palamu** district in Jharkhand. Now for further expansion, the organization has targeted and has initiated activities other districts in the north-eastern part of Jharkhand like **Latehar, Lohardaga, Ranchi, Gumla, Garhwa, Chatra,, Kodarma, Hazaribag, Deoghar, Dumka** and other adjoining districts.

Future plan of action:-

- ⇒ 100 Bedded Hospital for marginalized people
- ⇒ Organizing activities with local people participation
- ⇒ Promoting educational projects for tribal children
- ⇒ Fight against infectious disease
- ⇒ Universal Access of TB and HIV services in Tribal Zone
- ⇒ Innovative Pilot Projects
- ⇒ Incorporate with Govt. Flagship Programme

OUR GRANTS / SOURCES OF FUNDING

Government/National Donor			
1	Jharkhand State AIDS Control Trust, RANCHI	Targeted Intervention Project for FSW	1PD, 1PM, 1Accountant, 3 ORWs, 15PEs, 900 HRG
2	Ministry of Labour & Employment	Sewing cutting Training	Volunteers basis
.	Our Bankers	Canara Bank, Daltonganj, Palamu, Jharkhand-822101 SB Account :3906101002937 IFSC Code:CNRB0003906 Ph:06562222718 E-mail:cb3906@canarabank.com	

DECLARATION OF CONFIDENTIALITY

I am offering my time for the AMAN (TRUST's Name).

I understand that in the course of my work with AMAN (TRUST's Name) I may have to access information about individuals, which is of highly personal and confidential nature. Such information include details about HIV sero status, AIDS diagnosis, health, medical conditions and treatment, finances, living arrangements, drug use, employment, details about family and friends. Information specific to male and female sexual health programs (e.g. outreach locations, client details, sexual orientation, etc.) is also covered under this clause.

I understand that this information is strictly confidential.

I agree not to disclose any information of a personal or confidential nature to any person or organization who is not a full time staff member of AMAN (TRUST's Name). I agree to share information with persons connected with AMAN (TRUST's Name) only after obtaining a written consent of the individuals as well as the Program Coordinator/Secretary/Executive Director.

Breach of confidentiality is valid ground for immediate dismissal.

Signature and Date

Of the applicant

Signature and Date

(TRUST staff)

Secretary; AMAN

E-mail:amantrust@yahoo.com

www.aman.1ngo.in

DECLARATION OF CONFIDENTIALITY

(MEDIA)

I understand that in the course of my interviewing people at/through **AMAN** (TRUST's Name); I may have access to information about individuals, which is of highly personal and confidential nature. Such information includes details about HIV status, health, medical conditions and treatment; finances, living arrangements, drug use, employment and details about family and friends.

I understand that this information is strictly confidential.

I agree not to disclose any information of a personal or confidential nature to any person or organization. I consent to share the final story before its release/print/telecast/broadcast in any media with **AMAN** (TRUST's Name). I understand that if there is breach of confidentiality, I will be liable for necessary action as decided by **AMAN** (TRUST's Name).

Signature of the representative

Name

Group

Address

Signature of Witness 1

Name

Signature of Witness 2

Name

To,
Secretary/Executive Committee
ASIAN MINORITY ACTION NETWORK-AMAN
Naimohalla, SHAHPUR, Palamu, Jharkhand-822101
E-mail: amantrust@yahoo.com / amanbaharagora@gmail.com
Web: www.aman.1ngo.in

Subject: Leave Application Form

Name _____ Designation _____

Nature of Leave _____ From _____ To _____ No. of Days _____

Reason _____ for
Leave _____

Address during leave period _____

_____ Contact _____ Phone
No. _____

Date _____ Applicant's Signature _____

Leave Due: Privilege Leave _____ Sick Leave _____

As on: _____ / _____ / _____

Date: _____ Administrator's Signature: _____

Leave Recommended/Not Recommended _____ Date: _____
(Co-ordinator) (Secretary/Executive Director/Coordinator
Programs)

Communicated to _____

Your PL/SL is granted for _____ days from _____ to _____ (Both days
Inclusive) and you are requested to resume duty on _____

Date _____
(Administrator)

TIME SHEET

Employee Code No.....


Name Designation

For MONTH / FORTNIGHT ENDING

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total Hours		Cost Centre	Job No.	Remarks
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	ST.			
																	TOTAL		

Approved by Customer Supervisor Employee Signature Approved by

NOTE: FOR O/H COST PLEASE REFER COST CENTRE ACTIVITY & LOCATION CODES GIVEN OVERLEAF

 <p>LOGO of the Organisation</p>	AMAN
<p>Name of the Organisation Address of the Organisation Contact No. & E-mail ID of the Organisation</p>	
<p><i>Supported by: ___</i> State AIDS Control Trust</p>	
<p>Name :</p>	<p>PHOTO</p>
<p>Designation :</p>	
<p>Date of Issue :</p>	
<p>Valid in to :</p>	

<p>Resi. Address :</p>	
<p>.....</p>	
<p>..... Phone :</p>	
<p><u>INSTRUCTIONS</u></p>	
<p>1. To be surrendered to the Issuing Authority after cessation of service. 2. In case of Loss, to be reported immediately to the Issuing Authority. 3. Card Holder's are responsible for the safe keeping of this Identity Card.</p>	

Staff Recruitment and selection Policy

Objective – The objective of this Chapter is to lay down policy and procedures to be followed by AMAN in the recruitment and selection of appropriate human resources for the organization.

Scope – This Policy is applicable to all recruitment and selection undertaken by AMAN including: Internal recruitment, External recruitment and recruitment through deputation, Campus recruitment and Hiring of consultants and any other type of recruitment that may be decided by AMAN from time to time.

3.3. Definitions –

3.3.1. Recruitment: The process of defining a job vacancy, identifying and hiring the best-qualified candidates (from within or outside of an organization) a job or a vacancy, in a most timely and cost effective manner.

3.3.2. Selection: A process of choosing the most appropriate candidate from the universe of candidates who have applied to fill the post.

3.3.3. Internal Recruitment & Selection: This refers to the process of recruitment and selection from the existing pool of staff within AMAN, to fill up a vacancy.

3.3.4. External Recruitment & Selection: This refers to the process of recruitment and selection through an open advertisement to the public, at large, to fill up a vacancy in AMAN.

3.3.5. Deputation: This refers to the process of filling a vacancy by inviting and appointing staff serving in any department/ corporation of Government of Jharkhand or PSU Banks.

3.3.6. Campus Recruitment & Selection: This refers to the process of identifying potential employees, from amongst students, through campus visits to reputed institutes. The selection process is in general administered in the campus of academic institutions.

3.3.7. Interviewer: A person who has been identified to judge the competency of candidate through face to face/ telephonic interaction.

3.3.8. Interviewee/ Candidate: Any individual with the required qualification who has applied for a job advertised by AMAN.

3.4. Reasons for Recruitment

3.4.1. Vacancy: A vacancy caused by the exit of an existing incumbent, for any such as –resignation, transfers, promotions, etc.,

3.4.2. Expansion: Need of recruitment arising out of expansion in the work of AMAN through new initiatives or projects or through expansion into new geographical

INVENTORY CONTROL SYSTEM

An inventory control system is a **technology solution that manages and tracks a company's goods through the supply chain**. This technology will integrate and manage purchasing, shipping, receiving, warehousing, and returns into a single system. The best inventory control system will automate a lot of manual processes.

Example: **If a newspaper vendor uses a vehicle to deliver newspapers to the customers, only the newspaper will be considered inventory**. The vehicle will be treated as an asset.

AMAN maintain **manual inventory, periodic inventory and perpetual inventory** and other MIS in Exel, SOCH, NORM,HIF etc.

Annual Balance Sheet and **Statement of Income and Expenditures** have been prepared for each fiscal year. Books of Accounts of AMAN shall be audited annually by an independent auditor appointed by the General Assembly. AMAN may hire internal auditor in order to streamline its accounting systems and procedures

Strategic planning

Strategic planning is an **organizational management activity** that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's goal

Developing Your Basic Strategic Plan Document

1. Write Your Mission Statement. ...
2. Write Your Vision Statement. ...
3. Write Your Values Statement. ...
4. Conduct an External Analysis. ...
5. Conduct an Internal Analysis. ...
6. Identify Strategic Issues. ...
7. Establish Strategic Goals. ...
8. Develop Staffing Plan.

Combating corruption

A Programme Coordinator would be appointed to manage each programme being implemented by AMAN. The Programme Coordinator, who would be at the level of a Programme Manager, would report to the management. 2.5.6 A Chief Finance Officer would be appointed to ensure the fiduciary governance of AMAN. S/he would be assisted by a team of finance, procurement and accounts staff to ensure smooth funds flow and meeting all statutory requirements for AMAN. S/he would directly report to the secretary.

AMAN has a team management for combating corruption. Programme has been coordinated and monitored by Accountant afterward it verified by treasure. Monthly and quarter basis checked by Secretary. Half yearly and annually monitored by President.

Corruption and Anti-Bribery

It is the core policy of AMAN to conduct all its business in an honest and ethical manner. The organization takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all its business dealings and relationships wherever it operates, and to implementing and enforcing effective systems to counter bribery. This policy applies to all individuals working at all levels within the organization and any other person associated with the organization, wherever located. However this policy does not prohibit normal and appropriate hospitality, given and received, to or from third parties. The offering or accepting gifts in kind, excepting cash gift, is not prohibited.

Are all statutory personnel regulations complied with? PF/Gratuity/TDS etc.

TDS Deducted and PF is not suitable as per laws

Minimum wages to your employees

YES, organisation has minimum wage system as per government labour law.

FINACIAL Approval System

Our general eligibility requirements include that **you have financial need, are a Indian citizen or eligible noncitizen, and are enrolled in an eligible degree or certificate program at your college or career school.** There are more eligibility requirements you must meet to qualify for grant in aid

Income Tax law provides for permissible cash expenses as deductible expenses for cash payments exceeding **Rs 10,000 in a single day** i.e. payment is made otherwise than by electronic clearing system or an account payee check or an account payee bank draft won't be permitted as a deductible expense

Can salary be paid in cash above 10000?

10,000 in a single day i.e. any payment in cash above Rs. 10,000 to any person in a day shall not be allowed as deduction in computation of Income.

The restriction is on receipt of cash and not on payment of cash above Rs. 2 lacs: **Any person who receives above Rs. 2 lacs in cash will be liable to penalty equivalent to the amount received.**

Limit of cash holding. It is directly proportional to the amount of income you filed or shown to govt. Hope it helped you. **There is no restriction on having any amount of cash in any denomination.**

How much salary can I give in cash?

It is not mandatory that the salary payment must be through cheques.

But under section 40A(3), an expenditure of more than Rs 20,000 by cash per day is not allowed for the payer. So, nobody should pay salary in the form of cash.

Paying cash in hand to employees **in cash is a legal and legitimate way of paying salaries.** There are many benefits of dealing in cash payments for both employers and employees, but caution needs to be taken because there are tax and legal implications if they are done correctly.

PROCUREMENT SYSTEM

This basically refers to **assets and software items being purchased when they are not even required** by the office staff.

There are three main types of procurement activities: **direct procurement, indirect procurement, and services procurement**. Direct procurement:

Direct procurement involves the direct purchase of raw goods, machinery, and wholesale goods that directly contribute to the company's end product.

Procurement is **the act of obtaining goods or services, typically for business purposes**. Procurement is most commonly associated with businesses because companies need to solicit services or purchase goods, usually on a relatively large scale

Procurement

AMAN has a standard procurement policy for finding, acquiring, buying goods, services or works from an external source, often via a tendering or competitive bidding process. The process is used to ensure that our organization receives goods, services or works at the best possible price by comparing quality, quantity, time, and location. The process includes preparation and processing of a tender as well as the end receipt and approval of payment. This procurement process involves (1) purchase planning, (2) standards determination, (3) specifications development, (4) supplier selection, (5) value analysis, (6) price negotiation, (7) supply contract administration, (8) Inventory control (9) storage, (10) disposals and other related functions.

AMAN Governance

Please indicate if any policy or manual has been developed and maintained by the organization for the following:

Code of conduct

We have the manual which has been developed describing the code of conduct of our employees as well as for management personnel. The organization is fully committed to the principle of honesty, integrity and fair play in the delivery of services to the public. All staff should ensure that the businesses of AMAN, such as 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 organization's policy on matters like acceptance of advantages and declaration of conflict of interest by staff in connection with their official duties. This Code also applies to temporary or part-time staff employed by the organization.

Conflict of Interest

We have the manual which describes the conflict of interest. All employees, officers and directors of AMAN have the duty to show loyalty to our organization, and must therefore avoid any actual or apparent conflict of interest with the organization. AMAN doesn't entertain any individual's private interests, interference which may lead to any conflict with the interests of the organization as a whole. No one is allowed to receive improper personal benefits by misapplication of his or her position in the organization. In order to avoid any conflict simultaneous employment is strictly prohibited for each and every employee of AMAN excepting with the prior approval of the governing body of the organization. Our employees are not allowed to work with other TRUSTs. Our policy is to avoid any kind direct or indirect connection with other organization, excepting on our behalf, so as to avoid any conflict of interest.

Whistle Blower

We have a documented policy on Whistle Blower. Values of Integrity, Commitment, and Passion are the foundation for all our actions and for the decisions we take. They set standards for the organization and for employee conduct. The purpose of this policy is to articulate our organization's point of view on whistle blowing, the process, and the procedure to strengthen the whistle blowing mechanism at AMAN Office. It is applicable to any employee or management personnel who discloses or demonstrates an evidence of an unethical activity or any conduct that may constitute breach of the organizational values. Moreover the process of whistle blowing is designed to ensure protection to the whistle-blower provided that the disclosure made, concern raised or allegations made by a whistle-blower is genuine for serious breach of our organization's values.

Human Resource and Payroll

Our organization has a predefined policy on Human Resource and Payroll.

We have documented manual for managing people within the organization. Our organization aims to bring out the best in employees, thus contributing to the success of the organization. While we hire new employees, we attract the right candidates for available positions. After we engage new employees, our HR professionals make sure that the employees deliver according to our expectations. We motivate employees and in order to do this we reward employees by developing compensation packages that include special awards and salary increments. We also develop training programs and ensure that employees follow a general direction to achieve organization's goals.

Our policy of Payroll refers to the specific process by which employees receive their salary. The related functions involve balancing and reconciling payroll data and depositing and reporting taxes. Our expert accountant takes care of wage deductions, record keeping and verifying the reliability of pay data. Concerned staff delivers payroll cheques, maintains compliance with tax laws, records paperwork for new hires and revises existing employee files. The concerned staff is also responsible for calculating reimbursements, awards, advance adjustment etc.

Child Protection

AMAN is not exclusively a child care organisation. So we don't have such manual. However as a community based TRUST we work with special emphasis to child development with more focus to protect child rights, with thrust area of child health and child education.

All key Staff of TI Project AMAN ought to read this HR Manual and Singed with date