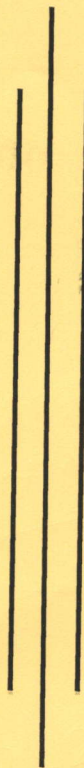


Social Organization District Coordination Committee Parsa
Head Office: Birgunj Metropolitan-14



Internal Control Policy
2077

Preamble:

Social Organization District Coordinating Committee Parsa was established as a non-profit organization in the year 2051 B.S and it has been working for the elimination of the illiteracy, discrimination, gender inequality and social stigma prevailing in the community by developing the capacity of stakeholders in coordination, partnership and development works among the local organizations. As it is very necessary to operate the programs and offices of the organization in a systematic manner and to make the staff administration efficient, this policy related to staff administration has been prepared to fulfill the objective of the Statute of the organization, 2053 {(1996 AD) (including the third amendment, 2068 (2011 AD).

Preliminary

1.1 Short Title and Commencement:

- (A) The name of this policy is "Social Organization District Coordination Committee Parsa Staff Administration Policy, 2069" (including Second Amendment, 2075 BS).
- (B) This policy may be passed and implemented by the Executive Committee of the Social Organization District Coordinating Committee Parsa but must be approved by the General Assembly. Amendments to this policy may be made by the Executive Committee as required, but the amended provisions shall come into force from the date of approval by the Executive Committee.

1.2 Definition:- Unless the content and context requires otherwise, in this Policy:

- (A) "Statute" shall mean the Statute of the Social Organization District Coordinating Committee, Parsa, 2053 (with the Third Amendment, 2068).
- (B) "Organization" means the Social Organization District Coordinating Committee, Parsa.
- (C) The Executive Committee shall mean the social organization District Coordinating Committee, Parsa.
- (D) "President" shall mean the president of the Executive Committee of the Social Organization District Coordinating Committee, Parsa.
- (E) "Vice-President", "General Secretary" "Secretary" and "Treasurer" shall mean the "Vice-President", "General Secretary" "Secretary" and "Treasurer" of the Executive Committee of the Social Organization District Coordinating Committee.
- (F) "Member of the Committee" means a member of the Executive committee of the Social Organization District Coordinating Committee.
- (G) "General Assembly" means the General Assembly of the Social Organization District Coordinating Committee, Parsa.
- (H) "Responsible person" shall mean the person nominated by the Executive committee from among the members of the Executive committee as per the program of the social organization District Coordinating Committee.
- (I) "Fiscal Year" means the whole year from the 1st of Shravan of one Vikram Sambat (year) to the end of Ashadh of the next year.
- (J) "Employee/Staff" shall mean the person deployed by the social organization District Coordinating Committee Parsa under its personal resources and projects.



- (K) "Office" means the various administrative units and all the subordinate offices set up by the organization to carry out its various functions.
- (L) "Sub-Committee" means the various thematic committees constituted by the Executive Committee.
- (M) "Specified" or "as specified" shall mean the responsibility given by the Executive Committee after making a decision.
- (N) "Program" means any kind of service or program which is operated on a large scale for a definite goal, purpose and other purposes.
- (O) "Project" means any periodical project to be carried out in a certain place for a specific time and purpose to achieve the objectives of the project itself or the objectives of the program.
- (P) "Legal Adviser" means an advocate appointed by the Executive Committee to provide legal counseling, advice suggestion and to proceed with the legal proceedings on behalf of the organization.

1.3. Right to interpret the policy:

- (A) If there is any question regarding the meaning of the word mentioned in this policy, legal advisor will be deployed for necessary interpretation but for the sake of its final decision it shall be submitted to the President on the recommendation of the General Secretary and Treasurer.
- (B) The final authority to interpret this Policy shall be vested in the Executive Committee of the Social Organization District Coordinating Committee, Parsa. But if it is inconsistent with the law of Nepal, the provisions prescribed in the law shall prevail.

2. Introduction:

Internal control system in the organization is becoming more important for survival of organization long lasting. The Internal controls are processes, policies and procedures, which NGOs can realize through by organizational management and human resources development. It ensures organizational internal processes, design to minimize risk to achieve the organizational goals as well as meet the targets; it includes separation of duties, authority, delegations, policies, procedure manuals, work practices, account reconciliations, arithmetical accuracy checks, restricted physical access, use of password, stock counts, asset counts, budgets, plans etc. When the organization (Non-Governmental Organization) faces issues, the main cause behind the issue could be breakdown in the internal control policy within the organization. The SODCC Parsa has been initiating the internal control policy and forms many committee, sub-committee and also appointed focal persons related to different program for internal control and well managing the organization.

The SODCC Parsa has provision to evaluate organizational program, budget and its expenditure through appointed government certified auditor and share that report to all related agencies The management including the executive board is responsible for making sure that the right controls are in place, and that they are performing as planned.



3. Formation of Committees, Sub-Committees and Selection of focal Persons:

- 3.1. Formation of Executive Committee:** A separate Executive Committee will be formed pursuant to Sub-Article 1 of Article 14 of Chapter 5 of the legislation of this Social Organization District Coordinating Committee, Parsa for conducting, coordinating and operating all the activities and also responsible to delegate the organization.
- 3.2. Formation of Advisory Committee:** In order to regularize the work of this Social Organization District Coordination Committee Parsa, and to provide necessary advice for the development of this Organization, an Advisory Committee shall be formed under the SODCC Parsa legislation pursuant to Article 17 of Chapter 5. This committee will support the organization through providing guidance to achieve the required results.
- 3.3. Formation of Staff Selection Committee:** As officials or staffs are needed to operate the daily financial and administrative works of the organization, the Executive Committee shall constitute a separate 5 members-Advisory Committee either from its personal resource or from the assistance of donor members for the selection of staffs. That committee shall recommend the names of staffs to the Executive Committee after the completion of all procedures of the selection with the cooperation of Program Responsible Person and the Donor Organization on the basis of mandate of the organization. And it will be finalized by the decision of the Executive Committee. The term of the Selection Committee shall be deemed to have completed with the term of the Executive Committee.

The Selection Committee:

Coordinator: Vice-President

Member: General Secretary

Member: One female from the Executive Committee

Member: One Person from among the advisors or Ordinary Members

Member: One person, Executive Director or if there is no Executive Director, one person from among the high-ranking officials.

- 3.4 Formation of Procurement Committee:** The Executive Committee may purchase the required commodities or services by forming three-members procurement Committee from among its own members, office bearers and staffs in order to operate daily administration, conduct trainings, seminars, to perform works of construction, maintenance, donations, management of other goods in disaster, to receive services like technological service, advice required to this organization. The term of the Procurement Committee shall be deemed to have completed with the term of the Executive Committee.

- 3.5 Selection of Focal Person:** In order to monitor, regularize the programs to be conducted by the organization and to identify status quo, to coordinate among staffs, donor organizations and other stakeholders related to the program, the Executive Committee shall assign one program in-charge as focal person for each separate programs. The focal persons have defined their role to share updates of programs in the executive board meeting.

[Handwritten signatures and stamps are present at the bottom of the page. A circular blue stamp is visible, containing the text 'स्था: २०५१' and 'पुर्वा'.]

- 3.6 **Formation of Investigation Sub-Committee:** If a written complaint/cases/ issues are received in the Executive Committee blaming that the members of the Executive Committee, office bearers and employees of any level of working in association with this organization have acted against the policy and objectives of the organization, the Committee shall form an Investigation Sub-Committee under the legislation pursuant to Article 20 (a) of the Statute in order to prepare a necessary report by performing necessary investigation.
- 3.7 **Selection of Election Officer:** For the election of the Executive Committee of this organization, the meeting of the Executive Committee to be held just before the convention shall select an Election Officer pursuant to sub-Article 1(a) of Article 28 of Chapter 8 of the Statute.

4. Staff Recruitment Procedures

4.1 Recruitment of Staff /Officials:

- The organization give an order to the Staff Selection Committee to start the process for permanent, temporary or contract based staff recruitment according to the need for the program or organization, along considering the duration of the project as per the decision of the Executive Committee. The Selection Committee will recommend after completing entire procedures and it will be finalized by the Executive Committee.
- When hiring any type of employee, advertisement should be posted in the local daily newspaper, by posting the information in the offices and as required, in the national newspaper or online for a period of at least 7 days.
- The person applying for the post in the organization should be a person with experience in the relevant work and the final decision will be made by the Selection Committee.

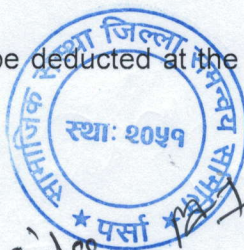
5. Provisions Related to Service Facilities of Employees.

5.1 Employee's Service Facility:

- Service facilities as specified by the project will be provided to the employees appointed under the project
- Employees appointed for regular work in the organization will be provided Dashain allowances on an annual basis by the employees who have worked for 3 months at most.
- In case of employees working in the organization for a period of more than 6 months, the salary advance will be up to 3 months maximum.
- The advance salary will be deducted by paying 50 percent of the remaining month's salary.

5.2. Provisions Regarding Advance:

- In case of employees, advance can be given only to the person who has worked for at least 6 months.
- The advance amount will be deducted at the rate of 50 percent from the monthly salary.



- C) If the advance amount given once is left to be paid with any person, the next advance will not be given.
- D. The amount of the offer taken for the program should be deducted as mentioned in the financial regulations.
- E) Advance is Concession for employees, not the right.

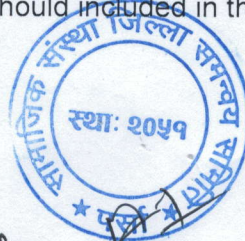
5.3 Provisions Regarding Leave/Holiday:

- (A) **Annual leave:** As mentioned in the constitution of Nepal, the annual leave shall be arranged for each employee. This leave will not be moved for another year. No money for accumulated leave will be provided. Leave is only a facility and cannot be used as a right.
- (B) **Sick leave:** Sick leave will be arranged for only 12 days in a year. The doctor report of the sick person has to be submitted. The rest of this leave will not be extended for another year. If one has to take leave for more than 12 days, he/she will be unpaid for that period
- (C) **General leave:** There will be regular leave for one day Saturday of the week.
- (D) **Maternity leave:** Maternity leave will be provided for 3 months for women and up to 15 days for men. This leave will be adjusted during and after the delivery.
- (E) **Emergency leave:** Accidental leave will be arranged according to the situation. But if one has to take leave for more than 7 days, he/she will get unpaid leave.
- (F) **Leave instead:** Leave will be given in lieu of working on the day of leave but the leave must be taken within the same month. But in order to take a leave instead, reasonable causes and progress have to be submitted.
- (G) **Unpaid leave:** In case of taking leave for more than 12 consecutive days, unpaid leave will not be arranged even if the work load is observed during the said leave period.
- (H) **Funeral rites Leave:** Cremation leave will be arranged for 15 days. Both men and women will get Cremation leave for 15 days. This leave will not be applicable except for your mother, father, husband, wife, son and daughter. (In case of married women, this leave is also allowed for father-in-law and mother-in-law.)

6. Provisions Related to Work Performance and Evaluation

6.1 Performance Appraisal:

- (A) The nature of work and of each employee and the service to be provided to him/her should be clearly mentioned in J.D.
- (B) In order to complete the work mentioned in the J.D of staffs, a copy of the work plan should be prepared on a monthly basis by the field staff and submitted to the concerned program coordinator and the program coordinator should submit to the Executive Director and Executive Director should submit to the President.
- (C) The program mentioned in work plan should be reviewed in the monthly meeting and the work left to be done should included in the action plan of the next months.



- (D) According to the monthly work plan concerned executive director, program manager, program coordinator, program responsible person and members of the Board should monitor the work weekly, fortnightly, monthly, half yearly and yearly.
- (E) If there is a complaint against any person related to the organization, the Executive Committee shall take actions as per the report of the Investigation Committee.

6.2 Office operating hours, hours:

- (A) Office hours will be from 10:00 a.m. to 5:00 p.m. But it will be from 10:00 am to 4:00 pm from November 15 to January 15.

6.3 Overtime:

- (A) Overtime allowance will not be provided to the employees higher than the coordinator level and to whom who looks after the finance section. Depending on the nature of the work, overtime allowance can be provided to field level employees in case of overtime. But in case of Executive Director, Program Head, Coordinator, the allowance may be increased as per the decision of the Executive Committee after seeing other programs. But he details of the work must be clearly disclosed and prior approval must be obtained from the Secretary General or the President.
- (B) Peon, driver and store keeper of guard shall be provided overtime allowances. But he details of the work must be clearly disclosed and prior approval must be obtained from the Secretary General or the President.

6.4 Resource Person Selection and Operation (Internal, External):

- A) The organization will keep up to date the details of the resource persons trained in various subjects.
- B) First of all, if the organization has competent and qualified resource persons, they will be given preference by the organization.
- C) If there is a need to be hired from outside, the resource person can be selected as per the decision of the Executive Committee.
- D) Proficiency certificate level or similar 10 years of experience will be given Rs. 2000 per day.
- E) Rs. 2500 per day will be given to the graduate level or similar 5 years of experience.
- F) Rs. 3000 to 5000 per day will be given to post graduate or similar 3 years of experience.
- G) In selecting the resource person for any internal work, priority will be given to the person concerned with the organization.
- O) While mobilizing the trainers, they can be mobilized on the basis of day, hour or class (subject) but double allowance and other services will not be provided to the trainers mobilized on daily basis.



- P) In course of operation of the program if training is conducted by the staffs related to the program, only food, accommodation and transportation will be provided.

6.5 Agreeable:

1. The organization has been working associating with mainly four types of partners. They are as follows.
 - A) Associations working at the local level
 - B) Organizations working at the national level
 - C) International organizations
 - D) UN Agencies
2. If there is any partnership with government and non-government organizations working at the local level, the President, Secretary General and Program Executive Director will do it.
3. In case of partnership with governmental and non-governmental organizations working at the national level, the agreement can be signed in the presence of the President, Secretary of General and one person from the finance department as requested by the donor body on behalf of the organization.
4. While concluding an agreement with the international bodies for the operation of the program, the agreement will be signed by the person in charge of the organization in accordance with the demand of the donor organization.
5. Apart from this, the organization has to work with different types of vendors for other purposes, so the executive director or chairman will have to make an agreement.

6.6 Listening Complaints:

- A) As there is a general competition from time to time while working in the organization, there is a possibility of general heartache or abusive behavior among one another sometime. A complaint box may be set up in the organization to address the matter in time and that complaint box will be opened every Sunday under the leadership of the Secretary General before a female and a male staff. The issues will be kept secret and discussed in the Executive Committee and if no appropriate steps are taken by the Executive Committee, it will be handed over to the Investigation Committee/ lead safeguarding officer and action will be taken as per the report of the Investigation Committee.

6.7 Punishment:

In case of any mistake or incapability of performing other responsibility by employees, the matter can be verbally questioned twice. If there is no improvement, a written clarification will be sought within seven days. If there is no satisfactory answer from him/her or if he/she delays prolonging the time, he/she will be transferred to another place, his/her salary will be withheld, he/she will be kept on probation for one month, or the person responsible for the program or the Executive Committee will recommend or remove him/her from the job.



6.8 **Regarding separation from the organization:** Two types of provisions have been implemented to become separate from the organization.

6.8.1) **Voluntary (personal)**

- A) If an employee resigns refusing to work, he/she may be become separate from the organization.
- (B) If an employee does not get the facilities he/she is entitled to on a daily basis, he/she may resign and become separate from the job.
- C) The employee may leave the job if there is a demand from another organization showing better opportunity. But for that, he/she has to give one month prior notice in writing to the working organization. The last month's salary of the employee will not be paid if the information is given in less than one month.

[Handwritten signatures and stamps]

सु: ५५५७

स्था: २०५१

पर्सो

THE END

sita

पुतो/एफ

१९१६५२५१७

[Handwritten signature]