

Policies of Social Education Voluntary Association Trust UK

SEVA Trust UK

Adopted on 11th April 2021

Next Review Date 10th April 2022

Regd. Office: V&PO: Kesri, Distt. Ambala (Haryana) 133102

Tel: +91 9992862888 email: infoindia@sevatrustuk.org

www.sevatrustuk.org FB/Instagram/Twitter: @SEVATrustIndia



Contents

1. HR POLICY OF SEVA TRUST UK.....	3
2. COMMUNICATION’s POLICY OF SEVA TRUST UK	16
3. GENDER POLICY of SEVA TRUST UK	17
4. PROCUREMENT POLICY OF SEVA TRUST UK	19
5. FIXED ASSETS POLICY OF SEVA TRUST UK.....	20
6. FINANCE POLICY OF SEVA TRUST UK	22

1. HR POLICY OF SEVA TRUST UK

1.1 Purpose

The purpose of the Personnel Policy is to set down the policies, conditions, rights and obligations of SEVA TRUST UK employees subject to their performing of the duties and responsibilities in their respective job descriptions.

From the time of hiring, each employee will have access to this policy, so that he/she can adhere to it with full knowledge and information.

The policies described below may at any time be subject to modification if the Board of Trustees of SEVA TRUST UK deems it necessary. In such cases, employees will be fully informed of the changes made.

1.2 Categories of Personnel

All personnel working for SEVA TRUST UK are classified into following types

1.2.1 Employees

Employees designate salaried individuals who, after a probationary period, are given assignments, either part-time or full-time, and are paid on monthly basis. They will be contracted on long-term basis subject to periodic evaluations and performance assessments. They will have the responsibility towards the day to day functioning and/or in any one of more prospective projects of the organization.

All the employees of the organization are classified into categories. These categories are as follows:

1. Management Category:

a. Executive Director

2. Professional Category:

a Program Officer

b.Executive

c. Finance Officer

3. Support Category:

a. Administrative Assistant

1.2.2 Consultants

Consultants are professional experts hired by SEVA TRUST UK on short-term basis only for the completion of specific tasks and assignments related to SEVA TRUST UK or one or more of its projects. Separate and limited contracts, defining their job

description, timeline, deliverables, reporting procedures and payment details will be issued to consultants. They will be paid on daily/monthly/weekly basis depending upon the nature of their assignment. They will not be considered as full-time or part-time employees of the organization.

1.2.3 Volunteers

Volunteers are individuals who work at SEVA TRUST UK out of their own choice or have been deputed at SEVA TRUST UK by other organizations. They will be assigned tasks from time to time as deemed necessary by SEVA TRUST UK. SEVA TRUST UK will have a limited contract with volunteers and will not provide any compensation except under special conditions. They will not be considered as full-time or part-time employees of the organization.

1.2.3 Interns

Interns are individuals who work at SEVA TRUST UK out of their own choice or have been deputed at SEVA TRUST UK by other organizations. They will be assigned tasks from time to time as deemed necessary by SEVA TRUST UK. SEVA TRUST UK will have a limited contract with Interns and will not provide any compensation except under special conditions. They will not be considered as full-time or part-time employees of the organization.

1.3 Personnel Recruitment

SEVA TRUST UK believes in equal employment opportunity to each individual, regardless of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant condition. This policy applies to recruitment and advertising; hiring and job assignment; promotion, demotion and transfer; layoff or termination; rates of pay and benefits; selection for training; and the provision of any other human resources service.

1.3.1 Notice of Vacant or New Position

It is the responsibility of the Board of Trustees to fill vacant positions as well as new regular positions and new temporary positions of a duration exceeding more than six months. The Board must make sure that the positions can be filled under the organizational budget.

For all new positions, a job description shall be established and include the following elements:

- description of duties and responsibilities
- conditions of work
- qualifications

Recruitment for a new or vacant position can be opened to internal and external competition. For external recruitment, positions in the professional category can be advertised publicly through newspapers, websites, personal recommendations if they are regular positions, or if there is a limited tendering process for consultation.

1.3.2 Interview and selection

As a general rule, a selection committee comprising of, at least two members shall be assembled for filling all positions.

The committee will go through the applications received, retaining those that show the best qualifications.

A list of the candidates chosen to be interviewed will be shortlisted by the Selection Committee. The interviews will serve to make a final choice and also to establish a database of potential future candidates.

1.3.3 Appointment Letter

Any personnel employed with SEVA TRUST UK will be issued an appointment letter prior to his/her employment by SEVA TRUST UK. The appointment letter will officially announce his/her position within the organization, the place of assignment and the effective date of employment. The appointment letter will carry annexes, specifying the employee's job description, terms of reference, salary and benefits and other relevant terms of employment (Refer 1.4 Employment).

1.3.4 Probationary Period

A probation period of six months shall apply to all new employees from the date of hire. Exceptionally, the probation period may be extended to six months. In case, if a new employee fails to perform in accordance to expectations of SEVA TRUST UK staff/board, he/she will be given a notice, terminating the contract at the end of the probationary period.

1.3.5 Staff orientation

All new employees will get an orientation about the organization's mission and strategies, its structure and the staff within it, the policies and conditions of employment, the internal rules and regulations, etc.

1.4 Remuneration

SEVA TRUST UK believes in attracting and retaining a qualified and effective workforce through a system of payment that is both appealing and fair. All employees of SEVA TRUST UK are entitled to a salary, depending upon their skills, qualification and experience. The salary will be mentioned in the appointment letter. The salary offered may be basic or consolidated.

1.4.1 Salary Increment

Salary increment will be based upon an employee's position and performance. Increment will be provided to employees on annual basis after their performance evaluation.

Salary increment is calculated on the basis of basic salary of the staff. The Board may allow increments before a year considering his/her performance.

1.4.2 Compensation against Accident of the staff during Service

In the event that the staff succumbs to an accident while working for SEVA TRUST UK, i.e. during the office hours or during field trips, he/she is entitled to receive compensation amounting to a maximum of two-month salary of the individual to cover the medical expenses upon approval by board.

1.5 Working Days and Hours

1.5.1 Working Days

SEVA TRUST UK will follow a 6 days a week working schedule from Monday to Saturday. Sundays are considered non-working days.

Unless otherwise specified, SEVA TRUST UK will observe the same public holidays as those prescribed by the Government not exceeding 10 days a year. The Managing Trustee will prepare a calendar of public holidays not exceeding 10 calendar days at the beginning of each fiscal year and circulate it to all staff.

1.5.2 Office Hours

The office shall open from 09.30 am in the morning till 05.30 in the evening. All employees are expected to complete 8 working hours daily. There will be one hour lunch-break.

During the winter season, the office hours will be from 10 am to 5 pm. However if the project demands the working hours may be changed in shifts of night. The female staff will not be given night shift.

1.5.3 Overtime

Various factors, such as workloads, operational efficiency, and staffing needs, may require variations in an employee's total hours worked each day. In such circumstances, the employee may have to work beyond the scheduled office hours.

Under such circumstances, the staff working overtime may be entitled to payment for working overtime and is authorized by its immediate supervisor for the same. However, no overtime compensation will be provided for staff during field trips. The overtime rate will be paid on hourly basis and will be calculated on the basis of the salary. Alternately the overtime can be compensated by giving additional hours off.

1.6 Travel

Staff members may be asked to travel away from their usual workplaces on authorized missions. The policy on payment of travel allowances adopted SEVA TRUST UK applies to all employees regardless of job category or status. It also applies to the consultants, when mentioned in their agreement.

After reimbursable expenses are made, the person making an expense claim shall use the appropriate forms available.

The expenses will not be reimbursed if proper justifying documents (original receipts) are not attached except for per diem. Eligible expenses include:

1.6.1 Per diem

All employees and volunteers are provided per diem of Rs. 350/- ((Breakfast Rs. 100, lunch Rs. 125 and dinner Rs.125) to cover the cost of food for each night spent outside the city as approved by SEVA TRUST UK. This rate may be revised by SEVA TRUST UK from time to time.

1.6.2 Accommodation

All employees and volunteers are entitled to claim expenses incurred for accommodation for official trips outside Ambala. Maximum claims for accommodation shall not exceed Rs.1500/-. Claim for accommodation will be reimbursed upon submission of bills/receipts. Their will be grades for accommodation circulated from time to time.

1.6.3 Mode of Transport

SEVA TRUST UK will pay only surface transport as far as possible, i.e. bus or rail. If any individual is using personal vehicle for SEVA TRUST UK related work, they can be reimbursed the actual fuel cost based upon the mileage. Some maintenance will also be awarded if required. However, the private transport must be shared by more than one SEVA TRUST UK member or employee.

1.7 Leave and Holidays

1.7.1 Leave

All employees are entitled to the following leave with pay.

(1) Annual Leave

All employees of SEVA TRUST UK are entitled to 12 working days off as paid leave per year. This leave is accrued monthly at the rate of 1 working days.

(2) Sick Leave

Employees are entitled to 12 working days of sick leave with pay per calendar year. Sick leave is accumulated at the rate of 1 day for every full month worked.

Employees have to present a medical certificate to substantiate claims for sick leave with pay for absences exceeding two successive days.

(3) Maternity Leave

All female employees are entitled to maternity leave of 90 calendar days twice.

(4) Paternity Leave

Male employees are entitled to paternity leave of 11 calendar days twice.

(5) Mourning Leave

In case of death of a parent, child or spouse, employees be given mourning leave of 15 days each.

(6) Emergency Leave

Emergency leave is granted to employees for any serious illness of a parent, child or spouse and/or personal emergencies. A total of 7 days per year can be allowed for emergency leave.

1.7.2 Holidays

All employees are entitled to 10 days of paid leave due to public holidays. Public holidays are specified in advance by the Managing Trustee in consultation with staff members.

Employees who are required to work on public holidays are entitled to compensatory day off. SEVA TRUST UK will keep records of number of hours/days worked by its employees on public holidays. Request for compensatory leave shall be substantiated with this record and approved in advance by the Managing Trustee.

In the event that a public holiday is declared by the Government on a certain day without prior notice, SEVA TRUST UK staff cannot consider it a holiday until and unless notified by the Managing Trustee or the Board. All public holidays are subject to the approval of the Managing Trustee or the Board.

1.7.3 Leave without Pay

- (1) Leave without pay may be granted to employees up to 36 days per year.
- (2) Leave without pay that is taken for a month or more shall not be counted as time worked, hence no benefits shall accrue to the employees during such period.
- (3) Employees on probation are not entitled to leave with or without pay but can accrue such leave during the probationary period.
- (4) Leave without pay is applicable when the employee has exhausted all his annual and sick leave.

1.7.4 Absences

- (1) An employee who is unable to come to the office is required to notify the office of the reason for his/her absence.
- (2) Unauthorized absences are grounds for disciplinary action. The following procedures shall apply:
 - i. An employee that has been absent for two consecutive working days without notice nor explanation shall be personally sought of by the Managing Trustee . He/she shall be asked to put in writing the reason(s) for his/her absence.
 - ii. If, after seven consecutive days of absence, the employee continues to fail to give any explanation of the cause of his/her absence, the employee will be considered to have resigned from his/her position.
 - iii. In cases where the employee cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the Managing Trustee , the employee may be subjected to disciplinary action.

1.8 Staff Movement

(1) Assignments and Transfers

According to project needs, any employee can be transferred temporarily or permanently to any location where SEVA TRUST UK conducts its activities. The transfer may be the result of a promotion, a change in role due to service requirements or other reasons.

A permanent transfer to a new place of work that includes a new job mandate shall result in a contract renewal. In addition, the employee concerned shall be notified one month in advance of his change in situation.

(2) Interim positions and promotions

An employee may be called on to temporarily perform a job in a higher category. That does not automatically give him the right to the salary and benefits of this position. However, after a reasonable amount of time, SEVA TRUST UK shall reclassify the employee in the category of the new job or return him/her to his/her former duties.

An employee who receives a promotion can be required to complete a trial period in the new position. If the trial period is successfully concluded, the employee will be reclassified in the new job category and at a salary scale level higher than his former position. If the trial period is not satisfactorily completed, the employee will be reinstated in a position at the same level as his former position.

1.9 Prohibition on Outside Employment and/or Engagement

Full-time regular employees of SEVA TRUST UK are not allowed to undertake outside employment.

1.10 Termination of Employment

1.10.1 Conditions for Termination

Employees shall lose their jobs under any of the following conditions:

(1) Voluntary Resignation

- i. Personnel wishing to resign from post may do so by giving a resignation letter to the President stating the reasons for resignation and effective date of the same. Two months of prior notice is required for such resignations.
- ii. The date in which the resignation letter is received at the SEVA TRUST UK office is considered the date on which notice of resignation is given. Failure to provide sufficient notice may be ground for forfeiture of all accrued employee benefits.

(2) Redundancy of the Position

Depending on the nature and volume of its operation, SEVA TRUST UK may declare certain positions redundant. Persons occupying those positions will therefore be forced to be separated from SEVA TRUST UK with proper notice. While doing so, SEVA TRUST UK will give at least 2 months notice in advance.

(3) Termination with Cause Grounds for employee termination are the following:

- i. continuing inefficiency and gross negligence of duty.
- ii. fund embezzlement.
- iii. Misuse of office equipment, and other properties.

- iv. repeated unauthorized absences and leaves
- v. intoxication while on official business or within office premises
- vi. unauthorized disclosure of official information

(4) Retirement

When an employee reaches the age of retirement, according to the country's law, the employment relationship comes to an end. SEVA TRUST UK shall notify the employee by letter, stating the date the employment terminates.

The retiring employee shall receive salary up the date of departure and other allowances such as the Provident Fund, as specified in his/her agreement.

(5) Death

When an employee dies, his/her salary and benefits will automatically be paid to his/her legal heirs.

1.10.2 Procedures for Termination and/or Disciplinary Action

- i. SEVA TRUST UK will ask the employee for a written explanation on the offense deemed committed by the employee concerned, identifying the charges against him/her and the particulars of the facts relied upon to support it.
- ii. The employee is given 3 working days to submit his/her explanations.
- iii. Based on the written explanations submitted by the employee concerned and the strength of evidence presented, SEVA TRUST UK may choose to decide on the charges or pursue further investigation of the case.
- iv. SEVA TRUST UK can, shall it feel necessary to, suspend the employee in question from duty during the period of investigation subject to the following conditions:
 - a. should the employee be in a position to tamper with the evidence against him/her.
 - b. should the employee's continuing presence in the organization be deemed inimical to the interest of the organization.

1.11 Conflict Management

1.11.1 Conflict Resolution

Whenever a dispute arises among the SEVA TRUST UK staff, it shall be resolved in a constructive manner, i.e. the solutions shall lead to positive changes. Employees who feel unfairly treated or who have complaints about a situation or about working conditions should notify the Executive Director immediately.

1.11.2 Staff Behavior

SEVA TRUST UK expects its employees to adopt attitudes and behavior that maintain the good image of the organization. SEVA TRUST UK employees shall display an exemplary level of professionalism and integrity.

Furthermore, besides the usual rules every good employee needs to follow (respect, courtesy, punctuality), there are particular procedures of conduct for members of the organization which must be observed.

(1) Political Activities

Since SEVA TRUST UK is a non-political organization, employees shall not participate in activities of a purely political nature on work premises or during working hours. It is also prohibited to use the organization's materials for these purposes.

(2) Discrimination and Harassment

Under the principles established by SEVA TRUST UK, no employee, man or woman, has the right to put pressure on another, make intimate advances, give preferential treatment or show sexual favoritism at work.

(3) Conflict of Interest

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by SEVA TRUST UK, employees shall respect the following guidelines:

- It is prohibited to use SEVA TRUST UK property for illegal or unauthorized purposes.
- It is prohibited for any SEVA TRUST UK employee having confidential information to disclose it without express authorization beforehand.
- Employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.
- Employees shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract award.
- Employees cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the organization.

1.11.3 Grievances

If an employee feels unfairly treated by circumstances that infringe on his/her rights or change his/her employment conditions, he/she should discuss the situation with his/her immediate supervisor. If, after the matter has been discussed and corrective

measures taken, an employee feels it has not been satisfactorily settled, he/she can submit a grievance to the Executive Director, who will discuss and provide appropriate solution. All grievances shall be handled internally because there is no recourse to external mediation or arbitration.

1.12 Performance Evaluation and Skill Training

1.12.1 Performance Evaluation System

The performance evaluation system is a means by which SEVA TRUST UK can increase its efficiency and that of its employees. The purpose of the system is for the organization to fulfill its mission by attaining its objectives and for employees to grow and feel fulfilled through proactive performance supervision.

The system enables, among other things, the harmonizing of individual employee objectives with those of the organization, the measuring of employee potential and work performance and the support of employee improvement by working with them on their development needs.

The annual performance evaluation seeks specifically to:

- promote communication between employees and their supervisors;
- clarify expectations concerning objectives and performance;
- improve employee performance through on-going monitoring and feedback;
- assess and reward individual performance;
- allow employees to express their career aspirations.

The performance evaluation focuses on the individual employee in relation to the tasks and responsibilities assigned to him. It is not necessarily a comparison of one employee's performance with that of another. Thus, the employee's work performance is to be assessed in relation to absolute procedures, that is, according to the evaluator's performance criteria and not according to relative procedures.

The performance evaluation also allows SEVA TRUST UK to assess the quality of human resources in their department or organization, note important information concerning expectations and needs and clarify decisions concerning transfers or work assignments.

1.12.2 Elements of the Performance Evaluation System

A performance evaluation system is composed of three main stages that generally take place over a period of a year:

(1) Performance planning

The performance planning stage enables employees and supervisors to come to an agreement on what is to be accomplished during the year and how it will be carried out. The following procedures and tools are used to facilitate this stage:

a) Job description or list of duties

Each employee must have an up-to-date job description defining the purpose of the work and the responsibilities involved.

b) Setting of objectives

For each key responsibility associated with a position, at least one objective should be established for a particular period. The objectives should be clear and quantifiable, and the assessment criteria should be mentioned.

c) Individual action plan

The individual action plan is a planning tool used to specify the steps to be taken to achieve the objectives set beforehand. The action plan should be prepared jointly with the immediate supervisor. It may also involve new initiatives facilitating improved productivity or personal capacity development.

(2) Performance Monitoring and Management

Staff performance and productivity should be managed on an on-going basis throughout the year. The following elements, among others, are involved:

a) On-going Supervision

This means taking the time to observe, examine sources of difficulty and seek solutions.

b) Regular Communication

This involves regular exchanges so that employees can receive feedback about their performance and receive the necessary supervision.

c) Periodic Evaluation

This involves formal, scheduled meetings between an employee and supervisor to discuss activities carried out, end results and the adjustment of the action plan and objectives, if necessary. A minimum of one meeting every six months is suggested to ensure satisfactory results.

(3) Annual Performance Evaluation

The annual performance evaluation is the analysis, based on documentation from previous stages of the process, of an employee's work record. The evaluation addresses two fundamental questions. The first relates to the past and involves verifying what was accomplished qualitatively and quantitatively during the year. The second relates to the future and consists of identifying means to be considered to ensure the employee continues to grow and develop.

The performance evaluation form should include all the sections needed for the evaluation. This includes a section relating to performance evaluation in relation to the objectives established at the outset and in relation to the responsibilities of the position, a section that specifies or targets what is needed for the employee's development and finally a section allowing the employee and the evaluator to express their comments and affix their respective signatures. The form should also include a performance level classification and a definition of each of these levels.

The annual performance evaluation does not have any financial impact on salaries. It is first and foremost a tool to evaluate the employee's performance and take remedial action if necessary.

1.12.3 Skill Training and Professional Development

Depending on available funds, SEVA TRUST UK should foster the professional development of its employees in order to be as effective as possible in its activities. The training programs chosen should address the actual needs identified and expressed during performance evaluation sessions.

1.13 Bond

As part of the staff and organizational development activities, SEVA TRUST UK may at times decide to send a designated staff person for trainings and/or further studies both abroad as well as at local level. SEVA TRUST UK will bear the full/partial costs of the trainings/studies for this. However, the designated staff sponsored for the trainings/studies is required to sign a bond with SEVA TRUST UK that requires him/her to complete the full tenure of working with the organization.

2. COMMUNICATION'S POLICY OF SEVA TRUST UK

2.1. Purpose

The purpose of this policy is to control and reduce the communication cost in an effective way. Telephones and Mobile, Voice over Internet are the most convenient and fastest mode of communication. SEVA TRUST UK prefers to use e-mail for out of station correspondence to reduce the communication costs. Voice over Internet can be used for local calls and for national & international long distance calls.

Internet service at the office can be used to download and send email and to conduct work-related research.

2.2 Guidelines

SEVA TRUST UK provides the following guidelines to its staff to control telephone use.

- a. Telephone users are requested to keep their conversations short in order to keep the cost down and to keep the lines open for other people in and outside the office that need to use the telephone.
- b. In general, employees should avoid using phones for non-official calls and are encouraged to use Voice over Internet facilities.
- c. In order to minimize communication costs as much as possible, email should be used rather than fax or direct long distance calls.
- d. Copies of all in-coming and out-going official communications (fax, letters sent or received) should be filed. The employees sending / receiving important e-mails should be responsible to print and file such e-mails. A copy should go in the central file system.
- e. Efforts should also be made to keep fax messages short and to send long documents by fax only in urgent cases.

3. GENDER POLICY OF SEVA TRUST UK

3.0 Background:

SEVA TRUST UK's analysis of existing situation of discrimination in society provides the basis for identifying the poor and marginalized especially women. It believes that gender discrimination necessitates focusing upon changing women's roles and status, as agents and leaders of change. SEVA TRUST UK's core values that inform its interventions, therefore, include mainstreaming gender-justice and equity through analysis of social reality, organisational policies, systems and structures, and programme priorities and plans as integral to its vision.

Taking recognition of these and adhering to its commitment to gender-justice and equity may be defined at two levels– institutional and programmatic.

3.1 Institutional Level:

3.1.1 Staff Policies:

All staff policies, service rules and regulations of the organization shall be gender sensitive. Periodic reviews of the same would be done through a gender lens to ensure that gender sensitivity is maintained. These policies would be in line with the government provisions.

3.1.2 Recruitment & Induction:

All interviews for staff recruitment in the organization will have women represented on the interview panel in case women candidate is appearing. SEVA TRUST UK will have a gender sensitive *recruitment policy* where preference would be given to women candidates in appointments in case of equal marks.

All new staff members joining the organisation shall be oriented to SEVA TRUST UK's gender policy and the role and functions of CASH committee (Committee against Sexual Harassment) within the organization.

3.1.3 Performance Reviews:

All performance review forms of individuals by self or supervisors/peers/subordinates will have indicators to assess gender sensitivity in the overall performance.

- SEVA TRUST UK would be committed to creating and promoting a *gender sensitive work environment* within the organization and offices. Towards achieving this goal, it would organize regular workshops/seminars and

exposure to a variety of other inputs. All organized events/programmes, both internal and external, will have a gender component and address gender specific needs of the participants.

- ***Sexual Harassment:***

Through CASH, SEVA TRUST UK would also address complaints relating to sexual harassment made by staff members, guests, and participants to workshops etc. The organization shall be responsible to set up structures where staff members may feel free to seek redressal of their complaints.

3.2 Programmatic level:

SEVA TRUST UK would set up systems to ensure that gender equity forms an essential element of all project planning, implementation and monitoring with specific indicators to measure the progress that has taken place with respect to the same. All reports and evaluations would also include a specific focus on the gender component.

In an attempt to focus on, address and integrate issues of gender equity within the organization the CASH will play a key role in the mainstreaming of gender within the organization.

The basic principles to be followed in mainstreaming gender will be:

- Establishing adequate accountability mechanisms for monitoring of progress within the institution as well as programmatically.
- The identification of issues and problems within the organization should focus on the gender differences and disparities wherever they exist.

4. PROCUREMENT POLICY OF SEVA TRUST UK

4.1 Purpose

The purchase of goods and services is necessary for the smooth operation of the organization. The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

4.2 Methodology

SEVA TRUST UK shall follow certain methods in purchasing goods, equipment and services required for the needs of the organization or its projects. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered. SEVA TRUST UK shall specify in the purchase file the reasons the lowest bid was not chosen.

- For purchases under Rs.20000/-, a price survey by telephone of two suppliers will be sufficient for determining the supplier.
- For purchases above Rs.20000/-, a quotation/invoice shall be obtained from three local suppliers.
- Purchases from a sole source shall be explained in the purchase file.

The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

4.3 Purchases

Employees making purchases as part of the project activity or organizational work shall follow these mechanisms:

- a. Requisition form – the employee requesting a purchase fills this form, has it approved by the President and sends it to finance division.
- b. Order form – the finance division issues the order form, after it is signed by the President. The concerned employee or the finance division will make the purchase successful on the basis of the order form.
- c. Delivery slip – After the purchase has been made, a delivery slip will be issued by the finance division for the supplier, who will sign it and give it back to the finance division.

5. FIXED ASSETS POLICY OF SEVA TRUST UK

5.1 Purpose

To carry out its activities, SEVA TRUST UK needs material resources. The quality of these resources is dependent upon how they are used. Material resources are in large part durable goods, which need to be well-managed to be maintained in good condition. These goods include stationary, tables, chairs, shelves, computers and related accessories. The Fixed Assets Policy will aim for:

- precise identification of goods that are part of the asset base;
- sensible use of goods;
- periodic taking of physical inventory;
- effective maintenance of goods;
- replenishment of goods when required.

5.2 Procedures

At SEVA TRUST UK, the management of material resources is the responsibility of the staff. The procedures involved in managing these resources are:

- receiving and recording goods;
- using goods properly;
- maintaining goods;
- taking inventory of goods;
- disposing of goods.

Material resources are managed by means of records or files.

5.3 Asset inventory

The purpose of the inventory is the physical monitoring of the items belonging to a project. The inventory makes it possible to detect differences between information about goods in the records and the actual state of goods.

Inventory is usually done once a year and is the responsibility of the Board of Trustees.

5.4 Procedures

The inventory procedure is composed of the following steps:

- a. Creation of record cards on which is found:

- type of item
- description of item
- identification code
- service user or name of manager
- assigned location
- previous placement of item
- notes on condition of item
- record updates
- minutes of physical inventory

b. Final removal of an item

c. Replacement of an item

d. List of annual needs

5.5 Removal of items

The inventory procedure described above permits the identification of dilapidated or defective goods whose presence in office presents more inconveniences than advantages, for various reasons:

- steep rise in operating or maintenance expenses;
- excessive cost of repair;
- any other objective reason.

The President should give the authorization to take out of service, transfer or dispose of any items, and that should be noted in the book of assets.

6. FINANCE POLICY OF SEVA TRUST UK

6.1 Fund Receipt

6.1.1 Sources of Funds

SEVA TRUST UK receives funds from the following sources:

- i. Grant in Aid supported project fund.
- ii. Membership fees.
- iii. Income from short term professional services and consultancy assignments undertaken by SEVA TRUST UK.
- iv. Grants Donations received from organizations-private, governmental, business and individuals in India and Abroad

6.1.2 SEVA TRUST UK Core Fund

The following are identified as SEVA TRUST UK's core program:

- A. SEVA TRUST UK's administrative expenses (house rent, utilities, administrative officer, peon).
- B. SEVA TRUST UK's Education Support Program
- C. SEVA TRUST UK's Health Support Program
- D. SEVA TRUST UK's Environment Support Program
- E. SEVA TRUST UK's Education Support Program
- F. SEVA TRUST UK's Multi Social Service Home Program

Any program coming to SEVA TRUST UK must allocate some funds to support this core program.

6.1.3 Signatories to Cheque Books/NEFT/RTGS Forms

The Managing Trustee of SEVA TRUST UK, its Deputy Managing Trustee and Treasurer will be signatory to SEVA TRUST UK's cheques/NEFT/RTGS Forms. Money can be released by the signatures of two signatories with one of the Signatory being Managing Trustee.

6.1.4 Types of Accounts

SEVA TRUST UK may open separate bank accounts for separate projects. The FCRA Bank Account will be different and no non foreign source money will be deposited in it.

The following three types of accounts will be maintained by SEVA TRUST UK:

(1) Central Account

All income accrued to SEVA TRUST UK will be deposited in the Central Account. The Managing Trustee, Deputy Managing Trustee and Treasurer are authorized to operate the bank account. Two signatures of either of these officials will be required for fund disbursement with Managing Trustee being one of the signatory.

(2) Savings Account

SEVA TRUST UK will keep fixed deposit savings account for its trust fund.

(3) Petty Cash Fund

A petty cash fund of Rs.5000 is kept to cover payments not exceeding Rs.5000/-.The Accountant/Office Administrator will handle this account and is to be liquidated every two weeks.

The Managing Trustee and/or Treasurer will ensure proper handling of petty cash fund through surprise checks from time to time.

6.2 Fund Disbursement

All payments be made either by cheque or cash or online transations.

6.2.1 Payment by Cheque

(1) Payment for Purchases

Payment against purchases exceeding Rs.2000/- shall be made by cheque/online transaction.

(2) Payment for Services Rendered

a. Payments for Staff Salaries

i . Payment Calendar

Staff salaries are paid within seven days following the completion of the month. Individual cheques are to be issued to the employee concerned.

ii. Staff payroll

Staff payroll (salary sheet) is prepared by the Accountant as the basis of payment. The staff payroll contains information on the employees' basic salary for the month, allowances if any, deductions and net salary payable. The staff payroll is checked by

the Treasurer and/or Managing Trustee and approved for payment by the Managing Trustee.

iii. Advance Pay

SEVA TRUST UK's employees may take advance payment of up to 3 months (after completion of 6 months probation), if urgently required. The advance must be returned/reimbursed before the end of that particular fiscal year.

For travel purposes, SEVA TRUST UK employees shall be given cash advances for expenses covered on official trips. Request for cash advances is prepared by the personnel concerned, recommended by the Treasurer or Managing Trustee and is approved by the Managing Trustee. All cash advances for travel are to be liquidated within a week following the completion of the trip.

iv. Tax Deduction at Source

SEVA TRUST UK will deduct tax at source where applicable as per Government rules.

b. Payment for Contractual Services

Payment for contractual services is done through cheque disbursements. The schedule of payment depends on the Terms of Reference (TOR) agreed upon by the personnel concerned and SEVA TRUST UK. Payments are covered by a Request for Payment Form prepared by the accountant and approved by the Managing Trustee.

6.2.2 Procedures for Fund Disbursements

- All requests for payments are to be made using the appropriate forms.
- Requests for payments are to be properly substantiated with bills/receipts and essential documents.
- Requests for payments are prepared by accountant and submitted to Managing Trustee for checking and approval.

6.3 Book Keeping and Recording

6.3.1 Book Keeping

The recording system of SEVA TRUST UK's financial transactions allows to monitor bank balances, status of funds receipts and expenditures, and a comparative statement of budget vs. actual expenditure on a regular basis.

SEVA TRUST UK will maintain records of fixed assets, petty cash disbursements, supplies, inventory, the use and maintenance of office equipment.

6.3.2 Accounting

The following sets of financial reports will be prepared by SEVA TRUST UK:

A. Quarterly financial reports will be prepared for review by each individual project manager of SEVA TRUST UK's specific projects as well as of its core activities. This quarterly report will be reviewed by the Board of SEVA TRUST UK. Financial reports to donors will be submitted as prescribed in the agreement between donors and SEVA TRUST UK.

B. Annual Balance Sheet and Statement of Income and Expenditures will prepared for each fiscal year.

6.4 Auditing

Books of Accounts of SEVA TRUST UK shall be audited annually by an independent auditor appointed by the Board of Trustee.

SEVA TRUST UK may hire internal auditor in order to streamline its accounting systems and procedures.