

TRANSPARENCY INTERNATIONAL NEPAL (TIN)



OPERATION MANUAL (OM) 2008

(Approved by the 162nd Executive Committee Meeting on 7 March 2008)

TIN Operational Manual 2002 with amendments dated 25 July 2006 and 7 March 2008

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1. INTRODUCTION

Transparency International Nepal (TIN) is a civil society institution dedicated to increasing public accountability and curbing corruption in all walks of life. It is registered at the District Administration Office Kathmandu. It is a part of worldwide network of national chapters of Transparency International generating a global movement against corruption.

TIN envisions a Nepal in which government, politics, business, civil society and the people are free of corruption. **TIN defines** Corruption as the abuse of position, power or trust for personal or private benefit. **TIN's mission** is to work towards corruption-free Nepal. **TIN believes** and works towards corruption-free Nepal, because corruption:

- traps people in poverty and misery;
- retards social and economic development;
- undermines the rule of law;
- breeds social, economic and political crisis;
- threatens domestic security;
- undermines democracy, the core values of an open society;
- disrespects human rights;
- negates free press;
- reduces accountability in government;
- wastes public resources;
- distorts national and international trade and commerce;
- jeopardizes sound governance and ethics in the private sector;
- threatens the sustainability of natural resources.

TIN anti-corruption movement is directed to :

- eradication of underdevelopment;
- promotion of social integrity and ethics; and
- redemption of ordinary people from deprivation and miseries.

TIN core values are:

- Democracy
- Integrity
- Transparency
- Accountability
- Justice
- Solidarity
- Courage

TIN Objectives

Main objectives are to:

- combat corruption in all forms at national and international levels through advocacy, representation, networking, coalitions and awareness building,
- discourage abuse of public posts and authority for personal interests, and
- motivate movements, organizations, groups, communities for pro-active role against corruption.

TIN Working Tools

TIN focuses on building systems that inhibit corruption. It works as a non-partisan, impartial and independent organization. Its tools and modules are:

- promotion of transparency in the conduct of public business and affairs;
- creation of awareness among people about benefits of transparency in government, public institutions and societies at large;
- encouragement to public institutions for formulation and enforcement of code of conduct to make their financial activities transparent;
- adoption of measures to control all forms of corruption in development works, public constructions, purchases and sales involving national resources and foreign aid;
- encouragement to the government to prepare and observe a code of conduct for international financial

dealings and actively support international moves in this direction;

- dissemination and sharing of its own experience, skill and information widely with other anti-corruption organizations:
- maintenance of relations with anti corruption organizations to strengthen the movement;
- creation and continuous updating of database.

Organizational Structure

The General Body (GB): The GB comprises of all TIN members. It is the supreme governing body of TIN. GB includes individual and institutional members. It meets once a year during the Annual General Meetings (AGM). GB elects President and 8 executive members who constitute the Executive Committee (EC). GB provides instructions to the EC on policy matters. It approves Annual and Financial Reports of the organization. GB appoints external auditor. Special GB meeting can be called in special circumstances.

The Advisory Council (AC): The AC provides advice to the EC. EC appoints the Chair of the Advisory Council. EC can nominate any distinguished person, including foreigner, as a member of AC.

Executive Committee (EC): The EC comprises of 9 members who are elected by the AGM for two- years. EC is responsible to the GB. EC issues policy guidelines, formulates/ executes action plans and monitors plans/programs. EC comprises of 4 portfolio holders- President, Vice President, Secretary General and Treasurer. President elected by AGM appoints Vice President, Secretary General and Treasurer. Portfolio holders and members of the EC are individually and collectively responsible to the GB.

EC may form sub-committees to carry out specific activities. It may formulate organizational rules and regulations. It can appoint office chief and other staff. EC Portfolio holders (President, VP, SG and Treasurer) may, in special cases, delegate their authority to other office bearer or office chief to carry out organizational work.

President: The President is responsible to the GB and EC. President leads the organisation and provides guidance in formulating policies and programs of the organization. President works to enhance organizational credibility strengthen membership and build coalitions/networks. President represents organization at national and international level. President chairs the GB and EC.

Vice President (VP): The VP is responsible to the President, EC and GB. VP assists the President and performs the role of President in his/her absence.

Secretary General (SG): The SG is responsible to the President, EC and GB. SG works in consultation with the President in implementing plans, programs, rules and working procedures approved by the EC. SG oversees day-to-day activities and functions of the organization. SG facilitates meetings of the GB and EC. On behalf of EC, SG sanctions TIN programs. SG prepares Annual Progress Report and presents it to the GB.

Treasurer: The Treasurer is responsible to the President, EC and GB. Treasurer is the financial controller and resource mobilizer of the organization. Treasurer sanctions expenses and oversees compliance of financial rules. Treasurer facilitates budget preparation, maintenance of the books of accounts and external audit. Treasurer assists the SG in implementation of organizational plans and programs. Treasurer presents Annual Financial Report to the GB.

Executive Director (ED): The ED is the office chief and is responsible to the President, SG and EC. ED is responsible for day-to-day administration and management of TIN. ED will assist in the preparation of organizational programs and budget. In consultation with the President and SG, ED will execute TIN plans, programs, activities and projects approved by the EC. ED will work in consultation with Treasurer in financial matters. ED will assist SG and Treasurer in preparing Annual Progress and Financial Reports. ED will also be responsible for enforcement of personal, administrative and financial rules/regulations as per the OM. ED may delegate his/her authority to other staff.

Position Description of TIN members and employees (see Annex 8). **Code of conduct** for members of TIN (Annex 9)

2. PURPOSE OF OPERATION MANUAL

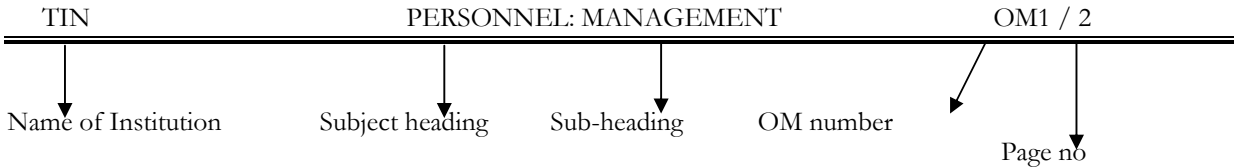
This Operation Manual (OM) will regulate general and day-to-day management of personnel, office administration and financial matters of TIN. Office management shall abide by the OM in all matters where it is specific. On matters not covered by the OM or where the OM allows the exercise of discretion, it shall serve as a guide and reference for management to base its decisions upon. Changes in the OM (revision, addition, deletion) can be affected by the EC in keeping with the power of authority vested in it by the constitution of TIN. Any variation

and contradiction against TIN constitution, Transparency International rules, regulation or instructions, or prevalent Nepalese laws, will be void.

3. ARRANGEMENT AND FILING OF OPERATION MANUAL

Experience shows that in course of implementation, it is often necessary to make changes in the provisions of the OM. To facilitate such changes, the OM is designed, compiled and bound accordingly.

All matters pertaining to a subject heading (e.g. Personnel) are grouped under sub-headings (e.g. Management) with an OM number followed by the page number. Each OM number will have its own set of page numbers. The arrangement will appear as a header on all pages of the OM, like this:



All pages of the OM shall be in loose sheets and compiled in an index file. The above arrangement so facilitates that any change in OM1 e.g. pertaining to the subject heading Personnel and sub heading Management can be effected and the corresponding 1 or 2 pages replaced without having to recompile and bind the whole manual. The effective date of change shall appear in the footer like this:

Effective Date: 07.03.2008

OM 1: PERSONNEL: MANAGEMENT**1.1 Creation of New Position(s)**

The EC is responsible for creating new staff positions for TIN office. Creating staff positions shall begin with the preparation of a job description by the SG for that position. Induction of staff shall be carried out in compliance with the approved Work Plan.

1.2 Vacancy Announcement

To provide equal opportunities to all Nepalese to compete and serve, vacancy notices will be issued in national papers with job descriptions and requirements for all staff positions to be filled.

1.3 Selection of Candidate(s)

As per the OM, the EC will recruit personnel as follows:

- (a) For recruiting personnel for senior positions (including ED), one office bearer and two EC members shall each separately select two candidates from among the applicants. If the same candidate(s) happen to be selected by them, other probable candidates shall be selected to bring the total to four (optionally, three) candidates for each position.
- (b) The office bearer and two EC members (and a subject specialist hired if necessary) shall evaluate each of the prioritized candidates in an interview on the basis of a simple ranking system. The selection team shall arrive at a unanimous choice for appointment.
- (c) In case the selection is for other staff, the incumbent ED shall take over the role of one of the EC member.
- (d) For recruiting junior and supporting staff positions, one office bearer, an EC member and ED shall each separately select two candidates from among all the applicants. If the same candidate(s) happen to be selected by them, other probable candidates shall be selected to bring the total to three (optionally, two) candidates for each position.
- (e) The office bearer, EC member and ED shall evaluate each of the prioritized candidates in an interview on the basis of a simple ranking system and shall arrive at a unanimous choice for appointment.
- (f) Women, dalits and candidates from marginalized communities will be given preference for appointment.

1.4 Appointment Contract and Job Description

- (a) After the candidate(s) is selected, a standard appointment contract shall be prepared and signed by the SG or ED and the employee to be. See Annex-1. This document shall indicate the salary scale, entitlements and other relevant matters.
- (b) A Job description specific to the appointment will form an integral part of the appointment contract. See Annex-2.
- (c) The ED shall make it a point to orient and introduce the new employee to the overall organization, its goals and objectives. The ED shall give a thorough explanation of the job description, duties and obligations, the OM and other rules and regulations of the organization. The new employee shall be introduced to all senior and junior colleagues. In case the new employee is taking over responsibilities from another employee, the ED shall oversee that the handing and taking over is smoothly and thoroughly accomplished allowing overlapping for a reasonable period of time. This function shall be performed by the SG in case the new appointee is ED.
- (d) SG or ED will settle grievances or disputes related to contracts. If needed, President shall be approached for final decision.

1.5 Contract Period

Staff will normally be hired for the full project period in order to smoothen workflow and meet project deadlines.

1.6 Confidentiality, Liability and Working for Third Parties

- (a) It is the employee's duty to keep all employment and work-related information confidential.

- (b) The employee will be held liable for losses incurred by the organization if caused due to gross negligence on the part of the employee.
- (c) In principle, an employee is not permitted to work for a third party. Exceptions can be made by making such provisions in the Appointment Contract or with a written approval of the SG.

1.7 Probationary Period

- (a) All new employees are required to undergo a probationary period of minimum 3 three months. In certain cases, the ED may extend this period up to 6 six months.
- (b) There will be no probationary period for service providers on short-term or temporary assignments.

1.8 Voluntary Termination of Contract

Either party may voluntarily terminate the appointment contract in writing subject to the following notice period:

- (a) 1 week's notice or 7 days' salary in lieu of notice during the probation period.
- (b) 2 months' notice or 2 months' salary in lieu of notice during the first year of employment after probation period.

In exceptional cases, if it does not hamper the work of the organization, suitable arrangement can be made with mutual consent of the ED and the employee.

1.9 Forced Termination of Contract

After clarifications, forced termination of appointment contract and employment will result in the following cases: as decided by the ED in case of office staff and by SG of ED.

- (a) On abolition of the post for whatever reason.
- (b) On unsatisfactory and/or substandard performance of the employee/s.
- (c) On grounds of corrupt (financial or otherwise), unethical, immoral behavior against fellow employees, failure to observe codes of conduct of the organization and lack of discipline and etiquette.
- (d) On ground of absence without leave or prior permission for two weeks and failure to furnish justifiable and acceptable reasons for absence.
- (e) On grounds of performance inability due to physical disability and long illness.
- (f) On grounds of irresponsible behavior or misbehavior on duty, deliberate or under the influence of alcohol or drugs.

1.10 Retirement

Employees shall retire upon completion of 65 (sixty five) years of age.

1.11 Personal Files

Personnel files shall be maintained - one for each employee. Information relating to job advertisement, appointment contract, job description(s), insurance documents (if applicable), performance evaluation, leave applications and other records of the employee shall be kept in his/her personal file.

1.12 Consultants

- (a) The EC will select and appoint international consultant/s (Non-resident/s of Nepal) to perform specific job/s.
- (b) The process of selection, preparation of the Terms of Reference (TOR) and appointment of local consultant/s (Resident/s of Nepal) for specific long-term and short-term assignment(s) will be carried out by the ED in consultation with the SG.

OM 2: PERSONNEL: SALARY AND BENEFITS
2.1 Salary

- (a) The EC will make adjustments in salaries of the staff at the beginning of the fiscal year in view of their performance and inflation as published by Nepal Rastra Bank. In special cases, ED shall recommend for exception which will be effective only after the approval of SG.
- (b) Deserving employees with excellent work performance based on evaluation and recommendation by the ED may be entitled to receive higher grades as promotion or initiative. On the other hand, the ED may caution or punish employees performing less than expectation by denying them the inflation benefits, steps or grades.

2.2 Transport (Home-Office-Home) Expense

Employees are entitled to this expense as follows for the actual number of days he/she attended office:

<u>Distance from residence to office</u>	<u>Amount</u>
Up to 5 km	Rs. 25 per day
More than 5 km	Rs. 40 per day

Claims for two-way taxi fare based on actual expenses may be reimbursed to members/staff to participate in TIN meetings or attend meetings/functions representing TIN.

2.3 Festival Bonus

Employees are entitled to festival bonus once a year equivalent to one month's basic salary before the festival (e.g.: Dashain, Eid, X-mas, Loshar and others). If the length of service of an employee is less than one year, this allowance is paid on pro-rata basis.

2.4 Medical Reimbursement

The employees are entitled for 90% reimbursement of medical expenses including homeopathic treatments and spectacles incurred for the employees and their nearest family members i.e., wife/husband, parents and children up to a maximum of Rs. 12,000.- (twelve thousand) per year. The treatment has to be done by a registered medical practitioner. The bills/receipts have to be presented for refund claims.

2.5 Retirement Fund

- (a) Each employee will be provided with retirement fund scheme in the form of a savings account to which the employee contributes 10% of the salary. This is matched by an equal amount of contribution by the organization. The retirement fund shall be deposited in a financial institution.
- (b) In case of need, with the approval of ED, an employee may borrow up to 75% of the amount of his/her total retirement fund. However, the amount of loan shall not exceed his/her 6 months' salary. The employee may opt to repay the loan plus interest within any period of time not exceeding two years. Repayment in equal installments shall be made from the monthly salary from the following month. The rate of interest applicable will be 2% higher than the rate of interest earnings of the provident fund account. The next loan from the retirement fund to the same employee will be allowed only after the employee has received full salary for 3 (three) months after having fully repaid the previous loan.

2.6 Taxes

- (a) Tax payable on salary paid to employees shall be deducted according to prevailing tax laws and regulations of GON and deposited at the tax office. A copy of the tax deposit will be kept at the office and the original given to the concerned employees who shall themselves settle their income and tax assessment with the tax office.

OM 3: PERSONNEL: HRD* and Training**3.1 Staff meetings**

Staff meetings shall be held at least once in three months or whenever required for effective coordination of TIN activities. Minutes of the meeting and decisions shall be made available to all participants.

3.2 Performance Evaluation

Once every year, the ED in the presence of SG shall meet each employee in private and hold an open dialogue about past performance, present duties and future obligations. It shall be a two-way communication where the employee shall also be encouraged to present his/her views and suggestions for better management and day-to-day administration of the organization. Based on the evaluation, the question of reward (higher grades, promotion) and punishment (issue warning letter, stop salary increment, outright expulsion) for the employee shall be addressed.

3.3 HRD and Training for Employees

- (a) The ED shall assess the local training needs for employees and prepare a yearly training schedule during the planning process. Care shall be taken to ensure that the work of the organization will not be disturbed due to training schedule of the employee(s).
- (b) Short-term training and familiarization visits outside the country shall be considered as per the need of the organization for deserving employees. The SG shall identify the candidate, course of study or purpose of visit, duration, place and country etc.

* Human Resource Development

OM 4: ADMINISTRATION: HOLIDAYS AND LEAVE**4.1 Official Working Hours**

- (a) With respect to official working hours, the organization will follow Government of Nepal (GON)'s schedule.
- (b) Depending on the nature of work, an employee can request for different working hours. However, excluding holidays, from Kartik 15 to Magh 15, it shall be 35 hours a week and Magh 16 to Kartik 14, 40 hours a week.

4.2 Overtime

- (a) The ED and other employees shall plan their work so that overtime work may not be required. However, in case of heavy workload or emergencies, the SG or ED can ask the employee/s to work overtime to accomplish their job.
- (c) The employee is allowed to take compensation leave for overtime work within the next 6 months after which balance hours of overtime will be considered lapsed.
- (d) As an exception, monetary compensation for overtime work may be paid to junior staff (below Officer Level). The rate of overtime payment will be calculated by dividing the monthly salary by 130 hours.

4.3 Public Holidays

With respect to public holidays, the organization will follow GON's public holiday calendar and announcements. However, in the interest of the organization, it might change the same.

4.4 Annual Leave

- (a) An employee is entitled to an annual leave of 22 (twenty - two) working days per year. Employees wishing to take leave must submit a written application in advance to the ED, who will grant leave only ensuring no adverse impact on organizational work. Only in case of emergencies, telephonic notices as requests will be accepted. However, on the first day of reporting to work, the employee shall submit a written application detailing the nature of the emergency.
- (b) Annual leave must be availed within the calendar year.

4.5 Compensation Leave

A full day's work done on a weekend or a public holiday will entitle for compensation leave that must be taken within the next 6 months after approval from ED. Otherwise that will lapse. Weekends and public holidays that occur during in-country fieldwork or foreign assignment or in the course of travel will not be compensated.

4.6 Sick Leave

Absence from work due to sickness must be communicated in writing or orally to the ED on the day of absence. A registered physician stating the nature of the illness must certify sick leave taken for two days and more. Sick leave certified by registered physician is allowed only for 7 days in a fiscal year. Sick leave not approved by the office shall be regarded as unauthorized absence resulting in leave without pay.

4.7 Maternity / Paternity Leave

- (a) A female employee shall request maternity leave at least one-month before the anticipated delivery. This leave consists of 50 fifty consecutive days in total and may be taken pre- and/or postnatal as per convenience.
- (b) A male employee is allowed 5 (five) consecutive days leave during childbirth of his spouse and may be taken pre- and/or postnatal.

4.8 Mourning Leave

Employees are entitled to a maximum of 13 days of mourning leave on the death of near relatives (spouse, father, mother) and 5 days on the death of children, brothers, sister, father/mother-in-law, grandparents, grandchild.

OM 5: ADMINISTRATION: PROCUREMENT, STOCK & INVENTORY**5.1 Procurement**

All expenditures made for procurement of goods and service shall be authenticated by a supporting document - a bill or a receipt.

- (a) An employee who is entrusted with the petty cash will be responsible to procure consumable or non-consumable goods or services not exceeding Rs. 10,000.- (Ten thousand), at a time, based on requirement/s and approval of ED. See Procurement Form, Annex 3. No competitive bidding or quotations will be required for this type of procurement.
- (b) A senior staff will be responsible to procure consumable or non-consumable goods and services as a single unit or in bulk not exceeding Rs. 50,000.- (fifty thousand) at a time. Quotations as well as findings from a simple market survey shall be presented to the ED for approval.
- (c) For procurement of consumable or non-consumable goods and services as a single unit or in bulk exceeding Rs. 50,000.- and up to 100,000.- (one hundred thousand) the ED shall invite quotations/bids from at least three suppliers. He shall personally check the market for competition, quality and alternatives. Findings shall be properly analyzed and presented to the Treasurer or SG for approval.
- (d) Procurement of consumable or non-consumable goods and services as a single unit or in bulk exceeding Rs.100,000.- (one hundred thousand) and international procurement shall be referred by the ED, processed by the Treasurer or SG and decided by the EC.

5.2 Stationery and Office Requisites

Stationeries such as letterheads, envelopes, etc. must follow the standard specifications of the organization. Designated personnel shall handle stock and issue of these materials.

5.3 Stock and Inventory

Separate stock books (available ready-made in the market), one each for consumable and non-consumable items shall be maintained with separate folios for each item. Adequate description of the item, source of procurement (supplier), date of procurement, original cost, location of the item shall be mentioned in the respective folios.

- (a) Every issue and return of non-consumable items (also when sent out for repairs) shall be recorded with the date and countersigned by the concerned employee. A senior staff shall handle stock and issue of non-consumable items.
- (b) All consumable items must be recorded in the stock book with procurement and issue dates and countersigned by the concerned employee.

5.4 Servicing, Maintenance and Repair

It will be the duty of the ED to oversee that all non-consumable assets, especially vehicles, office equipment and machinery receive timely service and maintenance. Authorized, competent service providers shall be called to repair damaged and repairable equipment. A log book, one for each vehicle shall be maintained. Vehicle operation and kilometers shall be recorded in the log book.

5.5 Security

It is the responsibility of the ED and the designated person to ensure security at all times of its office premises, including equipment, furniture and fixtures, official documents, records, books etc. It is left to the discretion of the ED to make the necessary arrangements for security. Adequate and properly located fire extinguishers, pre-scheduled appointments, disallowing unauthorized entry of outsiders, hiring of watchmen etc. are some of the measures that can help maintain security.

5.6 Write off and Auction sale

- (a) In case a non-consumable property item is damaged beyond repair and not usable anymore, and if the original cost of such an item is below Rs. 10,000.- (ten thousand), the ED shall decide whether to include such item for a future auction sale or to write it off and have it disposed immediately. In either case, the cause and nature of the damage shall be sufficiently explained in the stock book with the decision taken and signed and dated by the ED.
- (b) Normally, damaged non-consumable items or the items not in use costing above Rs. 10,000.- (ten thousand) shall be retained for auction sale. However, if such item is not suitable for auction, it may be disposed with the prior consent of the Treasurer.

5.7 Handing over

When handing over any non-consumable property to another party, the make, brand, condition and other relevant descriptions (including spares, if applicable) should be meticulously documented and signed by both parties in the presence of witnesses.

OM 6: ADMINISTRATION: TRAVEL EXPENSES

6.1 Fooding, Lodging, Portaging and Representative Expenses

Daily expenses are intended to compensate the expenses incurred during field assignments outside the duty station. In the case of executive committee members, advisory council members, general members and the ED, a travel order detailing the tentative itinerary, the purpose of the travel, number of days in the field and matters relating to representative expenses for third parties must be discussed and pre-approved by the SG or Treasurer before embarking on a field assignment. In the case of salaried staff, the travel order shall be discussed and approved by the ED. See Travel Order, Annex 4.

- (a) An all inclusive expense amount at the following daily rates shall be paid to cover daily expenses for all places within Nepal other than the duty station. Kathmandu as the duty station shall mean to cover the Kathmandu valley including parts of the three districts of Kathmandu, Lalitpur and Bhaktapur.

All TIN Members, Support Group Chair/Member	NRs.1,100.-
Executive Director/Officer/Consultant	NRs.1,000.-
Assistant, Junior Staff	NRs.900.-

Half of the daily allowance will be paid on the day of arrival to duty station.

- (b) Only selected staff shall be allowed to make representative expenses during field assignments. Representative expenses will be reimbursed as per actual expenses only if it has been allowed and only to the extent of the amount approved by in the Travel Order (see Annex 4) before embarking on field assignment. The ED may refuse to reimburse such representative expenses that he considers unjustifiable even if the total amount is within the pre-approved limit.
- (c) Costs for portaging program materials shall be reimbursed as per actual expenses against presentation of receipts.

6.2 Travel Costs

The mode of transport shall be pre-approved at the time of preparing the travel order and the itinerary. Travel costs shall be reimbursed as per actual expenses against supporting document and justifiable claim of the member/employee.

6.3 Foreign-country Travel and Daily Expenses

- (a) The travel order and itinerary for foreign country travel and assignment shall be prepared by the ED mentioning, purpose, duration and mode of transport etc. and approved by the SG.

- (b) The following rates (for fooding and lodging) shall apply to member/staff for visits to foreign countries:

India, Metro/Main Cities	US\$	100 – (Others US\$ 80)
SAARC countries	US\$	100.-
Other Asian countries, Africa, Latin America	US\$	130.-
Europe, Australia, USA, Japan	US\$	150 -

No allowances shall be paid on the day of return.

- (c) Only 50% of the daily rate will be paid for nights spent in travel (plane) or when there is no need to pay lodging (e.g., lodging provided by others).
- (d) When Lodging and Fooding are provided by other organization, with no allowance, TIN will pay a pocket money of 10% of the respective daily expenses.
- (e) Local travel and transportation costs for official journeys will be reimbursed against receipt.
- (f) TIN will bear expenses related to visa, insurance, airport tax, and transfer and transit costs for officially approved visits.

6.4 Other Conditions

- (a) The members and employee him/herself shall attend to passport, visa and personal foreign exchange arrangements. Recommendation letters will be issued by the organization if necessary. Travel ticket and where applicable accommodation arrangements shall be made by the administration.
- (b) Travel expense account shall be neatly and properly submitted with all bills and receipts. Advances and reimbursements shall be settled within the next two weeks after returning.
- (c) The employee or the team leader of the foreign or in-country field assignment shall submit a travel report detailing the dates, places visited and the work done during the assignment within the next week after reporting to work at the duty station.

OM 7: ADMINISTRATION: USE OF OFFICE EQUIPMENT, FACILITIES

7.1 General

TIN members and employees shall always keep in mind safety and economy considerations while making use of office facilities, computer, photocopy, other audio visual and electronic equipment, furniture and fixtures, stationery etc. Electronic gadgets are sensitive and expensive. Training/orientation on operating and handling such equipments shall be provided to the concerned employees. Unauthorized and untrained personnel shall abstain from operating and handling such equipment.

In case of doubt or confusion in operating electronic gadgets and equipment the employee shall refer to the knowledgeable person, the supplier or service provider without experimentation leading to damage. The operating manuals of the equipment, gadgets must be kept handy for immediate reference.

7.2 Computers

- (a) The ED shall decide on the quantity, hardware and software requirement of computers based on the need of the organization. As a matter of policy only those software programs will be installed that will be used by the respective user. Strictly, no games or entertainment programs shall be installed. Employees are prohibited to install or delete any software programs without prior approval of the ED.
- (b) All computers shall be stand-alone PC units. A secretary who shall also have Internet access shall maintain the official directory structure and filing system together with hardcopy filing and archive. The secretary shall also be entrusted to assign identification (reference numbers) on all official documents and mail to and from the office.
- (c) Other computer users may have their own directory structures and filing methods. Internet access shall be allowed to selected personnel only as decided by the ED.
- (d) The accountant and the secretary shall compulsorily make daily internal back up of all official data at the end of the day. Full back-up on an external medium (zip diskette or tape) shall be done on the same fixed dates twice a month (a day before if it happens to be a holiday).

7.3 Photocopy

- (a) The in-house operating, servicing and maintenance cost of small and moderate sized photocopy equipment is considered uneconomical for bulk photocopy work. Therefore, as a matter of policy, photocopy needs exceeding 100 sheets shall be given out after being authorized by ED.
- (b) The photocopy machine shall be accessible to all employees for official work. The secretary shall keep a log of the opening and closing counter numbers on a daily basis.
- (c) The ED shall decide on a per copy rate for private photocopies. This rate shall be double the market rate. All private copies shall be charged at that rate.

7.4 Access to office during Silent Hours

Apart from official working hours on workdays, all other hours, weekends and off days are considered 'silent hours'. TI-Nepal members and only employees authorized by the SG or ED shall be allowed access to the office during silent hours.

7.5 Use of Office Equipment and Facilities for Private Purpose

- (a) Employees wishing to use office facilities, computer, equipment etc. for private purpose must obtain prior approval of the ED. Employees are allowed to use office equipment and facilities that they themselves operate or those used in common only. They may not use equipment and facilities exclusively used and meant for other colleagues without their consent.
- (b) Any damage caused to office equipment during private use shall be fully compensated by the user. Use of office equipment and facilities will not be allowed to non-employees and outsiders.
- (c) Computers, photocopy machine, scanners and non-portable items etc. shall not be allowed to be taken outside office premises for private use. Other pieces of portable equipment allowed outside office premises must be returned back to the office within the stipulated time fixed (not more than a week) by the ED. The 'portability status' of gadgets and equipment shall be clearly mentioned in the stock book folio.

OM 8: BUDGET AND FINANCE**8.1 Planning and Budgeting**

- (a) At the beginning of each financial year, yearly budget based on plan of operation will be prepared by the ED and Treasurer and approved by the EC and/or the steering committee.
- (b) Budget will contain all major costs for routine operations and programs and conform to the Charts of accounts.
- (c) Attention must be given not to deviate from the approved budget. In case the approved budget under any category becomes likely to be overspent by more than 10%, pre-approval from the EC and/or the steering committee must be obtained with explanation for such deviation. Wherever applicable a pre-approval from funding organization must be obtained for overrun of budget by more than 10% in any heading.

8.2 Sanctioning Authority

- (a) The SG will be responsible for sanctioning TIN activities programs/plans/projects. Treasurer or SG will be the authority for sanctioning expenditures of TIN based on ED's certification. The SG or Treasurer can further delegate full operational authorities to the ED in all areas of planned and approved matters.
- (b) For timely implementation, the Treasurer or SG shall delegate authority to the ED for approving regular administrative expenditures like salary, utilities, stationery, publication, newspaper, hospitality, rent, repairs, conveyance etc.

8.3 Project Account

- (a) The project/s will maintain an account for recording and reporting each and every monetary transaction.
- (b) Treasurer and ED shall be responsible for maintaining the accounts of TIN.
- (c) The accounts will be maintained in Nepali rupees (NRs).
- (d) Expenses will be charged to respective approved cost codes.

8.4 Chart of Accounts

The Chart of Accounts shall be broadly divided and maintained into the following four categories:

- (a) Assets
- (b) Liabilities
- (c) Expenditure
- (d) Income

The accounts, basically the income and expenditure, are further sub-categorized into a number of departments which will facilitate in maintaining and reporting project accounts separately.

The chart of accounts of TIN (annex 6) must be followed for book keeping. The account heads can be reviewed annually and modified, as required.

8.5 Accounting Period

Accounting period will cover financial year that starts from 1st Shrawan (Mid July) and ends on 31st Asad (Mid July) of the following year.

8.6 Signature

The sanctioning authorities, Treasurer or SG and ED, must sign all financial transactions (vouchers) and other related documents.

8.7 Voucher

A double entry journal voucher (Annex 7) is maintained for each financial transaction. A voucher must be filled with all required information like date, amount, description of transaction, cheque number, debit and credit account heading etc and supported by appropriate evidences like invoices, bills, receipts and other relevant documents. It must be validated by the ED and approved by Treasurer or SG.

8.8 Accounting Materials

Accounting materials, receipts, ledger accounts etc. will be developed based on this manual.

8.9 Reporting

- (a) The Treasurer will present Annual Financial Report to the AGM that will include:
 - (i) Balance sheet, including detailed statements to be annexed to B/S. like advance list, bank reconciliation, cash control statement, list of receivables and payables, inventory, etc.
 - (ii) Income and expenditure statement.
 - (iii) Specific reports like detailed program-wise statement of expenses, budget control (variance) statement etc. shall be issued as may be required.
- (b) Quarterly financial report prepared by the TIN accountant will be issued for internal management use.
- (c) Six monthly financial reports including balance sheet and details, income and expenditure statement, budget control statement and detailed program-wise statement will be issued within 30 days of the end of each semester. Six monthly reports will be distributed to EC and steering committee members.
- (d) The accountant is responsible for keeping the accounts up-dated and preparation of financial reports in time.

OM 9: INTERNAL FINANCIAL RULES AND REGULATIONS**9.1 General Principles**

The project shall adhere to:

- (a) Financial regularity
- (b) Conformity with objective
- (c) Economy and efficiency
- (d) Internal control system
- (e) Law of the land
- (f) Sufficiency of appropriate evidences
- (g) Free from fraud and error

9.2 Bank Management

- (a) The bank accounts shall be operated with double signatures of Treasurer and/or SG and/or ED. The EC can make provision for a separate bank account operated by the ED and the accountant for regular administrative expenses as mentioned under 8.2 (b)
- (b) Payments of higher value (more than Rs. 10'000) have to be made with account payee cheque unless decided otherwise by the ED on request and in exceptional cases.
- (c) Bank balances must be reconciled quarterly with the statement from bank.

9.3 Cash Management

- (a) The petty cash account must be kept generally below Rs. 26'000.
- (b) The accountant should make payments by bank cheques as far possible and minimize cash transactions.
- (c) Withdrawal of petty cash should be justified and approved by ED.
- (d) Reimbursement of petty cash will be made only after the verification of the statement of previous withdrawal.
- (e) At least, once every month, cash balance is to be counted, verified and difference reported immediately to the ED.

9.4 Advance Payments

- (a) The ED has the right to approve advances to staff or external parties in reasonable cases, such as working advance, field advance, salary advance, etc. The request for advance payment must be made to ED on valid grounds.
- (b) Request for working advance must be supported with detailed estimate of work and expense.
- (c) Salary advance will not exceed salary of two months and shall be reimbursed from salary of following four months.
- (d) No new advance will be made to the same person until the previous advance is settled.
- (e) All advances should be settled by presenting expense statement to be based on the approved work estimate within 15 working days after completion of the work for which the advance was given.
- (f) Settlement of advance should be made with presentation of appropriate documents listed in a prescribed format. The statement should not include expenses other than those for which the estimate was originally approved while taking advance.

9.5 Auditing of Project Accounts

A Chartered Accountant (CA) proposed by the Treasurer, approved by the EC and appointed by the TIN AGM shall audit TIN accounts annually. The CA will be provided with a TOR (terms of reference). An Internal Auditor can be appointed by the EC.

A P P O I N T M E N T C O N T R A C T

Between Represented by	Transparency International Nepal (TI-Nepal) [Name of SG or ED]
And	[Name of Employee]
Post and Level	[Name of the Post and Level]
Appointment Date	This appointment contract is effective from [Provide Date]
Educational Qualification	
Duration	
Preamble:	The employee shall serve TI-Nepal faithfully and according to the best of his/her skills and abilities and observe the directives, rules and regulations of the organization.
Duties and Competencies	As per the attached Job Description.
Duty Station	[Provide name of Duty Station]
Working Hours	As per OM [Add specific requirements, if any]
Third party job	[Mention whether the employee is allowed to work for other parties out of working hours]
Silent Hours	As per OM [Mention whether the employee is allowed access to office premises during silent hours]
Probation Period	As per OM [Mention if different]
Salary	The monthly basic salary is [Add basic salary in figures and words]. Other allowances will be paid according to the rules.
Promotion	Promotion shall be based on employee's performance.
Additional benefits	
On behalf of TI-Nepal The Employer	The Employee
[Name of SG or ED] Date:	[Name of Employee] Date:

J O B D E S C R I P T I O N F O R M A T

This is a format for formulating job descriptions. Every job in the organization must have a description and follow the format suggested herein.

1. Job Title

State the job title, e.g. trainers, account officer, administrative officer etc.

2. Essential Functions and Responsibilities

(What duties are required for the position?)

This is the key section that describes the functions of the position that must be performed. The following should be considered while writing task statements:

- * Start each sentence with an action verb (operates, trains etc.)
- * Avoid using vague terms such as 'helps'
- * Give information on decisions the incumbent is expected to make; state the level of authority, if any, over personnel and financial matters
- * Specify to whom the incumbent reports
- * Start each task with a summary statement of the activity to be performed and, where necessary, with information on the guidance or standards within which the task is performed, e.g., an administrative officer might 'prepare schedules of vacation and holiday preferences of security guards' etc.
- * Provide information on how and why a task is to be performed. Where the 'how' and 'why' are not obvious, spell out in a general manner the steps taken and the objectives of the position, e.g., 'plans and/or revises schedule to accommodate special circumstances' etc.

3. Supervisory Responsibilities and Span of Control

State the number and type of employees supervised, as well as the type of authority assigned to this position (hire/fire, assignment of work, daily supervision).

4. Knowledge, Skills and Experience

(Indicate which are required, preferred or desirable. Include licenses and certificates).

This section focuses on the knowledge, skills, abilities, experiences and qualifications including specific physical and mental abilities that are necessary to perform the task identified. It should include a statement that 'the individual must possess these skills and abilities, or explain and demonstrate that he/she can perform the essential functions, with or without reasonable accommodation, using some combination of skills and abilities' etc.

- * List all the knowledge, skills, and abilities necessary to perform the job; divide them into requirements and preferences.
- * The requirements listed on the job description must support the essential functions and serve as the primary criteria for selecting/rejecting candidates.
- * Avoid using strict requirements that may prevent the organization from considering qualified candidates. Consider substitutions (e.g. 4 years of professional experience or a bachelor's degree).
- * Be sensitive to qualified candidates with disability who meet the requirements and whose disability can be reasonably accommodated.

5. Fiscal Responsibility

(Budgeting responsibilities, approval privileges on purchase orders and disbursement requests, reporting and auditing functions).

Indicate any budget responsibility, including signature authority (state the maximum amount, if necessary) for purchases, disbursements and other financial transactions.

6. Extent of Public Contact and Marketing

List the individuals/institutions with whom the incumbent will have contact. Indicate the type and frequency of contact (greeting visitors, negotiating contracts, answering questions, public relations, marketing etc.)

7. Working Conditions and Environment

(List necessary travel, unusual work hours, unusual environmental conditions etc.)

Use this section to describe anything unusual about the work schedule or terms of employment.

Signature of Employer

Date:

Signature of Employee

Date:

PROCUREMENT FORM**PROCUREMENT REQUISITION**

Filed in by:

Verified by:

Date:

Date:

S.N.	Description of items to be procured (attach separate sheet if necessary)	Qty	Unit	Date when needed

MODE OF PROCUREMENT

(tick one)

- through petty cash
 simple market survey by procurement in-charge
 quotation/bids and negotiation by ED
 in consultation with Treasurer/SG and EC

PROCUREMENT Approved by:

Treasurer or ED: Signature & date:

ACTUAL PROCUREMENT MADE

Source(s) / supplier(s):

Serial number from above or description of items, if different	Qty	Unit	Rate per unit	Total Amount	Date received	Overall condition of items*

Non-consumable Items received, checked and entered in stock book by: Signature & date:

Consumable items received, checked and entered in stock book by: Signature & date:

Checked and verified by procurement in-charge: Signature & date:s

ED: Signature & date:

MONTHLY SALARY SHEET

Employee [Name of Employee]
 Post and Level [Mention Post and Level]
 For Month and Year [Mention Month and Year]

- | | | | |
|----|---|----------------|-------|
| 1. | Basic Salary* | | |
| 2. | Add Transport Expense
(. . . days x Rs. /per day) | | |
| 3. | Add Retirement Fund
(Office contribution- 10% of basic salary) | | |
| 4. | [Add other items, if any] | | _____ |
| | | Total | _____ |
| 5. | Deduct Retirement Fund
(Employee's contribution) | | |
| 6. | [Deduct Advance, if any] | | |
| 7. | [Deduct Income tax, if any] | | |
| 8. | [Deduct other items, if any] | | _____ |
| | | Amount Payable | _____ |

(In words
)

Paid by

Received by

[Name of Employee]
 [Post of Employee]
 Date:

[Name of Employee]
 Date:

Other notes:

CHARTS OF ACCOUNT**Transparency International Nepal**

(2007/08)

<u>Account Category</u>	<u>Remarks and explanations</u>
<u>Assets</u>	
Cash	Petty Cash
Bank (Name)	TIN Saving (own fund)
Bank (Name)	Project account (Donor 1)
Bank (Name)	Project account (Donor 2)
Advance (name)	Individual advance for travel, salary etc
Advance (name)	
Advance (name)	
Advance (name)	
Advance (name)	
Receivables	Amount to be received by TIN
Receivables	
Deposits	Refundable Deposits like for Telephone,
<u>Liabilities</u>	
TIN Reserve Fund	Endowment, Other funds or advances received
Project Fund (Donor 1)	Advance received from donor X
Project Fund (Donor 2)	Advance received from donor Y
Project Fund (Donor 3)	Advance received from donor Z
Payables	Sundry Creditors
Payables	Sundry Creditors
Income Tax payables	TDS to be paid to Tax office
<u>Expenditure</u>	
<u>Personnel cost</u>	
Salary and allowances	Salary, PF, Medical and other allowances
Consultants cost	Remuneration for Short term Services
Salary (Casual)	Remuneration for Part time Services
<u>Administrative Cost</u>	
Rent and utility	House rent, water, electricity, repairs, renovation
Office materials	Stationaries and consumable material cost
Postage and telephone fees	All communication cost
Hospitality, meeting cost	Food and drinks for meetings
Transport and conveyance	Taxi, bus, car hire and reimbursements
Documentation	Purchase of Books, magazines, publications
Travel and daily expenses	Travel and daily expenses to staff and members
Training cost	Human Resource Dev. /training cost

OM Annex - 6 - 2 Charts of Account

Registration and Taxes
Insurance expenses
Audit fee
Miscellaneous expenses

Fees paid to Government
Premium paid to Insurance Company
Auditors' fees
Petty expenses

TI-N programme cost

Awareness and Publicity
Printing and publication
Survey and studies
Awards and prizes
Contribution and support
Work shop and Seminar
Miscellaneous expenses

TV, Radio slots, use of media service
Printing cost of report and publications
Cost for servises and reporting
Journalism award, best article prizes etc.
Support to anti-corruption initiatives to other org.
All cost involved for W/S, Seminar
Pettytype of expenses

Capital cost

Office Equipment
Furniture
Vehicles, Bikes
Other Assets

Purchase of Equipment, machine, computer
Purchase of Office Furniture
Purchase of car, bike
Asets under other catagories

Financial & Nominal cost accounts

Depreciation
TI-N Overhead charges
Exchange loss/gain

Depreciation of TI-N assets
TI Overhead charge (lump sum charge account)
Loss/gain on foreign currency exchange

Income

Membership fees
Interest Income
Sale of Publications
Grant income
Income from OH charge
Donor Grant
Project income
Miscellaneous Income

Income from TIN membership fees
Interest from bank accounts
Income from sale of publications
Other income (donation and grants)
Income from Overhead charge to Project
Income from Donors (Name)
Income from Donors for Project (Name)
Petty income

Programme Name

TIN General account
Program (name)
Program (name)
Program (name)
Program (name)
Program (name)
Program (name)

All TIN general (own funded) costs

VOUCHER

TRANSPARENCY INTERNATIONAL NEPAL
60 New Plaza Lane, Putalisadak, Kathmandu
General Journal
Amount (NRs)

Printed Date

Journal Date

Journal No:

Serial No.

Ac Name	Particular	Dr. Amt.	Cr. Amt

Grand Total:

In Words:

Remarks:

.....
Prepared By.....
Received By.....
Checked By.....
Approved By

POSITION DESCRIPTION

President

Responsible for:
Leading the organization.

Responsible to:
The General Body and Executive Committee.

Roles and Responsibilities:

- To appoint Vice President, Secretary General and Treasurer
- To represent the organization and enhance its credibility.
- To establish and develop networking of like minded people and organisations.
- To promote transparency movement at the national and international level.
- To guide the organization and bring it out of critical and crucial moments.

Administrative Functions and Authority:

- To chair the proceedings of the Executive Committee and the General Body.
- To cast the decisive vote.

Vice President

- To assist the functions of the President and to perform role of the President in his/her absence.

Secretary General

Responsible for:
Implementing plans and programs approved by the Executive Committee.

Responsible to:
The President, Executive Committee and General Body

Roles and Responsibilities:

- To formulate policies and programs for the approval of the Executive Committee.
- To facilitate implementation of the policies, plans and programs approved by the Executive committee.
- To formulate rules, regulations and work procedures required for the financial and administrative activities and to get it approved by the Executive Committee.
- To report the progress to the President, the Executive Committee and the General Body.
- To oversee day to day activities.

Administrative Functions and Authority:

- To prepare Annual Progress Report and present it at the Annual General Meeting (AGM)
- To call the meeting of the Executive Committee and the General Body in consultation with the President.
- To exercise the power of the sanctioning authority of TIN programs and activities.
- To communicate with government, other agencies within and outside the country.
- To delegate authority to any other members of the organisations or to the Officer-in-charge

Treasurer

Responsible for:
Performing the role of financial controller and resource mobilizer.

Responsible to:
The President, Executive Committee and General Body.

Roles and Responsibilities:

- To facilitate the maintenance of the books of accounts and the financial records.
-

- To facilitate audit of financial records and books of accounts.
- To ensure the observation of the financial rules and regulations.
- To manage funds for organizational activities.

Administration Functions and Authority:

- To participate in the preparation of budget for presentation to the Executive Committee.
- To sanction expenses and incur liabilities.
- To check and certify the truth of the financial reports.
- To prepare and present the Annual Financial Report at the AGM.

Executive Director

Responsible for:

1. Execution of TI Nepal programs
2. Management of TI Nepal office

Responsible to:

The President and Secretary General

Roles and Responsibilities:

- To work on the basis of authority delegated by the Secretary General for office and program management.
- To assist the Secretary General in other official works deemed necessary.
- To help formulate TIN Policies, Programs and the Budget for approval from the Executive Committee.
- To execute TIN programs and activities as approved by the Executive Committee.
- To network with anti-corruption agencies, NIS institutions, donors, civil society, media, TI Berlin, National chapters and other international organizations.
- To facilitate finalization of Annual Progress Report and Audited Financial Reports of TIN.
- To facilitate meetings of General Body, Advisory Council, Executive Committee, Steering Committees, various Sub-committees etc.
- To provide guidance to TIN Support Groups' activities.
- To review reports submitted by Consultants, Senior Program Officer and other staff.
- To redress staff grievances, when needed.

Functions and Authority:

- To enforce personal, administrative and financial rules/procedures as per the amended TI Nepal Operational Manual (OM) 2002.
- To approve expenses of TIN programs for sanction by the Treasurer or Secretary General.
- To engage/hire and supervise consultants, resource persons, experts, interns and short-term staff for TIN programs.
- To arrange for the procurement of approved support services and logistic facilities.
- To delegate program and administrative responsibilities to TIN staff, as needed.

Senior Program Officer

Responsible for:

1. Implementing TIN programs
2. Assisting TIN research

Responsible to:

The Executive Director

Roles and Responsibilities:

- To perform/execute the role, responsibilities, functions and authorities of the Executive Director in his/her absence from office.
- To coordinate implementation of TI Nepal's programs and specific projects assigned by the Executive Director.

- To execute planned TIN Research and Survey programs.
- To coordinate and supervise Support Group activities and prepare progress reports.
- To prepare TIN Annual Progress Report after the end of the fiscal year.
- To coordinate preparation, publication & distribution of TIN Newsletters.
- To interact with NIS institutions, NGOs, Donors and TI Berlin, as and when required.
- To act as a contact for national/international interns and researchers.
- To finalize concepts/designs/layouts for TIN publications (Books, Manual, Newsletters etc).
- To organise monthly staff meetings.
- To arrange for report writing of TIN meeting/workshops/seminars.
- To assist in facilitating training programs- in-house and external.
- To guide systematic filing process and library database management work.
- To supervise activities of Senior Administrative Assistant, Senior Account Assistant and Receptionist.

Senior Administrative Assistant

Responsible for:

1. Assisting TIN office administration.
2. Assisting implementation of TIN programs.

Responsible to:

The Executive Director

Roles and Responsibilities:

- To coordinate handling of public grievances with concerned parties.
- To entertain inquiries about TIN activities, at TIN office.
- To liaise with government institutions for necessary official/legal works related to TIN.
- To ensure security and safety of TIN office premises, vehicles, office equipment, furniture, official documents, and records etc.
- To arrange timely maintenance and repair of all TIN equipments/Office materials/Vehicles.
- To disseminate TIN Press Releases.
- To assist organization of TIN seminars, meetings, workshops & events.
- To assist in procurement of goods/materials.
- To coordinate printing works of TIN/IEC materials (Reports, Books, Newsletters etc.)
- To arrange for update of TIN website on a monthly basis.
- To arrange for domestic and international travel logistics of TIN staff/members.
- To back up all new official computer data every month in consultation with TIN staff.
- To maintain TIN Resource Centre/Library (Books, Reports, CDs, etc.) in consultation with Senior Program Officer.
- To assist the Executive Director and Senior Program Officer in TIN administrative and personnel management functions, and program implementation.
- To supervise cleanliness of TIN office premises.
- To supervise the activities of Receptionist.

Senior Account Assistant

Responsible for:

1. Accounting and Cash functions
2. Assisting Secretarial works

Responsible to:

The Executive Director

Roles and Responsibilities:

- To prepare journal vouchers for sanction from the Executive Director, Treasurer or the Secretary General.

- To arrange for the signing of cheques by the Treasurer, Secretary General and Executive Director.
- To prepare quarterly Income & Expenditure reports.
- To handle petty cash, procurement of materials/goods and collections of funds.
- To handle sales and distribution of TIN publication (Books, Reports etc).
- To handle TIN payments and deposits to third parties.
- To arrange for staff salary payments, tax deposits, CIT payments etc.
- To manage banking related works.
- To maintain safety of TIN financial documents in consultation with Senior Administrative Assistant.
- To maintain a systematic filing system in consultation with the Senior Program Officer.
- To maintain inventory of TIN stationeries, consumable and non- consumable items.
- To maintain information/message relating to official meetings/programs.
- To assist in ledger posting and financial report preparations.
- To assist the Internal & External Auditor in the auditing of TIN accounts.
- To assist in the typing of official materials in Nepali font.
- To coordinate and supervise the activities of the Receptionist.

Receptionist

Responsible for:

Assisting TIN office operation and program implementation.

Responsible to:

The Executive Director

Roles and Responsibilities:

- To open the office ten minutes ahead of office time.
 - To clean the office daily before the start of office hour.
 - To act as a receptionist and handle telephone and fax functions, and visitors to the office.
 - To provide TIN/IEC materials to TIN visitors in consultation with the Senior Administrative Assistant.
 - To assist the Senior Administrative Assistant in Library management and visitors handling.
 - To make and take delivery of mails/parcels/books on behalf of TIN.
 - To maintain incoming and outgoing letters register.
 - To maintain attendance register.
 - To keep clippings of TIN related news.
 - To photocopy necessary official documents.
 - To provide refreshments to office staff/guests in meetings and when necessary.
 - To file old newspapers and magazines.
 - To procure petty goods necessary for the office in consultation with the Senior Account Assistant.
 - To assist the Senior Account Assistant in cash and banking functions.
 - To assist the Senior Account Assistant in Tax, CIT and other deposits.
-

CODE OF CONDUCT FOR TIN MEMBERS

Believing that one should have a good conduct in order to be able to ask others to have the same, TIN approved a code of conduct for its members in 1999. The following guidelines govern the conduct of a member:

1. Benefits: Members of TIN shall not enjoy any office of profit or draw any kind of pecuniary gain in return to the service they offer to the activities or programs undertaken by TIN.
 2. Acceptance of gifts, entertainment, favors and other offers of reward: A member shall not solicit or accept gifts, goods, or any form of gratification for services provided or to be provided by virtue of his/her position in or association with TIN.
 3. Conflict of interest: Any organization in which an office bearer, executive member or advisor of TIN has direct or indirect financial interest will be disqualified as a supplier of goods or services to be procured by TIN, except when it is provided free of cost.
 4. Misuse of information: For the purpose of furthering a private interest, a member shall not, directly or indirectly, use or allow the use of official information obtained through or in connection with the organization.
 5. Use of TIN property: A member shall not, directly or indirectly, use or allow use of TIN property of any kind for other than officially approved activities.
 6. Neutrality: Members of TIN, while carrying out their official responsibilities, are expected not to have relations with any particular interest group.
 7. Litigation in Court: Members must immediately notify the Executive Committee of summon, or any notice which would involve them in court proceeding, related to corruption charges.
 8. Core Value: A member shall be opposed to corruption and supportive of the core values of Transparency International Nepal (TIN) and Transparency International (TI) and play an active voluntary role to promote the anti-corruption activities in the country.
 9. Transparency: All TIN members shall declare their membership, ownership and interests in organizations they are involved in or have direct or indirect financial interests so that the conflict of interest clause can be properly and transparently applied.
 10. Accountability: A member shall in the performance of his/her TIN related duties and functions be accountable to TIN for the works carried out by him/her or on his/her behalf. All members shall honor the role, status and authority of TIN Executive Committee all times.
 11. Networking: TIN members shall strive to establish and maintain a constructive relationship with the organizations interested in fighting corruption. Members are expected to participate in activities which bring to public attention the negative effects of corruption as well as effective steps to contain it.
 12. Prejudiced statement: A member shall not make public statements involving specific allegations of corruption, in his/her capacity as a TIN member.
 13. History: A member is not expected to have a history of involvement in corrupt business practices.
 14. Lobbying: TIN members shall act as lobbyists for action to ensure proper standards of conduct in national and international business transactions and play an active role in strengthening all efforts against corruption.
 15. Earnings: All earnings of a member on behalf of TIN or works related to TIN shall be deposited in the bank account of TIN.
 16. Financial obligation: All members are expected to pay their taxes regularly on their taxable incomes.
 17. Disciplinary action: Violation of the code of conduct by a member could lead to disciplinary action by the Executive Committee. The committee will decide the nature of such an action.
-
-