TRANSPARENCY INTERNATIONAL NEPAL (TIN)

OPERATION MANUAL (OM) 2020*
(Personnel, Admin, Procurement, Finance and additional policies and regulations)

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1. INTRODUCTION

Transparency International Nepal is a civil society organization dedicated to increasing public accountability and curbing corruption in all walks of life. It is registered at the Kathmandu District Administration Office and is affiliated with the Social Welfare Council.

TIN is one of national chapters of Transparency International, a NGO that leads a global movement against corruption. Transparency International is active in more than 100 countries with its secretariat in Germany. It builds up a network of national chapters as part of a growing international movement for a transparent and corruption-free society.

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
- Honour and Dignity

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 corruption/integrity research 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 members are guided by the Code of conduct for members of TIN (Annex 1). 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.

**Executive Committee (EC):** The EC comprises of 9 members who are elected by the AGM for two-year terms. 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 and members. 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 (Position Description-Annex 2).

EC may form sub-committees to carry out specific activities. Terms of reference of such sub-committees will be as decided by EC. 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 organization 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. President exercises administrative and financial authority as listed in the OM.

**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. In consultation with the President, SG facilitates meetings of the GB and EC. SG prepares Annual Progress Report, assisted by the ED, and presents it to the EC for approval. After approval, SG presents the report to GB on behalf of EC. SG exercises administrative and financial authority as listed in the OM.

**Treasurer:** The Treasurer is responsible to the President, EC and GB. Treasurer is the financial controller and resource mobilizer of the organization. Treasurer oversees compliance of financial rules. Treasurer is responsible for inspection, supervision, monitoring and reporting financial transactions and accounts. Assisted by the ED, Treasurer prepares and presents Audited Annual Financial Report and Budget Projections to the EC for approval. After approval, Treasurer presents the report to GB on behalf of EC. Treasurer exercises financial authority as listed in the OM.

**Management Sub Committee (MSC):** MSC is responsible to the EC to oversee TIN management and operational issues. President, Vice President, Secretary General, Treasurer and Executive Director make the MSC. MSC is authorized to frame programs and projects for the approval of EC, expedite approved programs, oversee procurement of services and goods, and approve staff and consultant/s recruitment plans. For this purpose, MSC may delegate authority to its member. MSC takes final decision on mandated issues and briefs the EC. MSC submits for consideration issues that come under EC mandate.
MSC meeting may be held once a month to facilitate EC decisions and oversee Secretariat project work. Other subcommittee or task forces formed by the EC, with TIN members and a Coordinator, may meet at TIN as required with the support of SG.

**Secretariat:** The Secretariat is responsible to implement organizational plans and programs approved by the EC. It coordinates with state and civil society organizations, including district based affiliated organizations to reach out to all strata of society. The ED, as office chief, is responsible for day-to-day administration and management of TIN Secretariat assisted by staff/employees and interns/consultants/experts/volunteers.

**Executive Director (ED):** The ED is the office chief and is responsible to the President, SG and Treasurer. ED is responsible for day-to-day administration and management of TIN Secretariat. ED assists in the preparation of organizational programs and budget. In consultation with the President and SG, ED executes TIN plans, programs, activities and projects. ED works in consultation with Treasurer on financial matters. ED assists SG and Treasurer in preparing Annual Progress and Budget cum Financial Reports, respectively. ED presents activities and expenses report to SG and Treasurer from time to time. ED ensures enforcement of personal, administrative and financial rules/regulations as per OM. ED facilitates maintenance of books of accounts and external audit. ED exercises administrative and financial authority as listed in the OM. ED may delegate his/her authority to other staff.

2. **PURPOSE OF OPERATION MANUAL**
This Updated Operation Manual (OM) 2018 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 MSC 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 fundamental contradiction against TIN constitution, EC decisions or instructions, or applicable Nepalese laws, will be considered 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:

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OM TIN  PERSONNEL: MANAGEMENT OM1 / 2
Name of Institution Subject heading Sub-heading OM number Page no
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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 affected 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:
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 new staff shall be carried out in compliance with the approved project Work Plan.

1.2 Vacancy Announcement
(a) To provide equal opportunities to all qualified Nepalese, to compete to serve, vacancy notices will be issued in national paper/s (minimum 7 days, maximum 35 days time limit) with brief job descriptions and requirements for major staff positions to be filled.

(b) In case of abrupt vacancy of a staff position, alternate candidates, exam/interview appeared candidates or candidates who had applied will be given 1st priority. Such recruitments can take place without vacancy announcement. As interim management, ED may take necessary measures to address abrupt vacancy led difficulties.

(c) In vacancy, staff can be transferred internally from one program to any new/ upcoming program subject to their appropriate experience, suitability of work nature and availability of budget, as per EC/MSC decision.

(d) Educational qualification in vacancy for Kathmandu office-based staff from Officer level and above will be master degree with 2 years of similar working experience or bachelor degrees with 4 years of working experience. Educational qualification of other staff will be decided when needed.

1.3 Selection of Candidate(s)
As per the OM, the EC will recruit personnel as follows:
(a) For recruiting the ED, Management Sub Committee (MSC) shall priorities at least three candidates from among the applicants.

(b) MSC (and a subject specialist if necessary) shall interview each of the prioritized candidates. It shall present its choice/s for appointment to the EC.

(c) In case the recruitment is for Coordinator/Officer- level core or project staff, ED shall take over the role of the subject specialist. The process to be followed will be as per 1.3 b.

(d) For recruiting junior and supporting staff, MSC/ED shall prioritize candidates, hold interview and arrive at an unanimous choice for appointment.

(e) In a recruitment process, preference will be given to former employees/ consultants/ interns of TIN who have had successful experiences in the similar field.

(f) Whenever available, women, dalits and candidates from marginalized communities will be given preference in appointment.

1.4 Appointment Contract and Job Description
(a) After the candidate(s) is selected, a standard Appointment Contract (Annex 3) shall be prepared and signed by the SG or ED and the employee to be. This document shall indicate the salary scale, entitlements and other relevant matters.

(b) Job Description (Annex 4) will be issued to all staff and may be subject to change by ED on consultation with SG as per the changing organizational needs.

(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 staff contracts. If needed, President shall be
1.5 Contract Period
(a) Core staff will be hired on a fixed term basis not exceeding a year. Project staff will be hired on project requirement basis not exceeding a year. Contract period will be mentioned in the appointment/service contract and may be renewable.

(b) TIN may extend contract of an employee, for a certain period, considering upcoming project/program related vacancies of similar nature.

(c) An Assistant and a Driver may be retained by the EC as core staff to facilitate office operations even in the absence of project-based HR budget.

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) A full-time employee shall not engage oneself in any other employment unless otherwise mentioned in the service contract.

(d) Any third-party part-time consultancy or engagement of full-time staff, before/after office hours needs to be informed, for approval of the MSC.

1.7 Probationary Period
(a) All new employees are required to undergo a probationary period which shall not be less than (3) three months.

(b) Staff who are reemployed again by TIN may not be subjected to probationary period of 3 months provided previous work period is 6 months or more.

(c) All applicable staff facilities/benefits will be made available to staff even during the probation period.

(d) 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 during the probation period.

(b) 1 months’ notice or 1 months’ salary in lieu of notice during the first year of employment after probation period and thereafter.

(c) 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.

(d) Farewell to outgoing staff will be a part of staff turnovers.

1.9 Forced Termination of Contract
(a) The ED, after investigation, may initiate disciplinary action against an employee in case of lack of discipline or uncooperative behaviour. Such action may be in the forms of verbal or written warning, withholding increase in salary, decreasing salary or even consulting the Secretary General for a possible step towards termination of contract. In case of ED, such action may be initiated by the EC. Employee may appeal to the EC against such decision.

(b) After necessary clarifications, forced termination of appointment contract and employment of core and project staff by the MSC, and the ED by the EC, will result in the following cases:
(i) On abolition of the post for whatever reason.

(ii) On unsatisfactory and/or substandard performance of the employee/s.

(iii) 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.

(iv) On ground of absence without leave or prior permission for two weeks and failure to furnish justifiable and acceptable reasons for absence.

(v) On grounds of performance inability due to physical disability and long illness.

(vi) On grounds of irresponsible behavior or misbehavior on duty, deliberate or under the influence of alcohol or drugs.

1.10 Entry and Retirement Age
For ED and Officer-level staff, the minimum age for entry into service will be 21 and above. For other staff, it will be 18 and above. Staff shall retire upon completion of 60 (sixty) years of age. However, in the case of the ED, the EC may extend the age of retirement up to a maximum of 65 years of age, if a need is felt.

1.11 Personal Files
Personnel files shall be maintained for employees with information relating to job advertisement, appointment contract, job description(s), insurance documents (if applicable), performance evaluation, leave applications and other records.

1.12 Consultants/Experts/Interns
(a) The EC, based on recommendations of the MSC, shall select and appoint national and international consultant/s, with Terms of Reference (ToR), to perform specific job/s.

(b) If funds are available under project budget, ED may engage part-time consultants/experts/helpers when needed for media, web, social media, data entry, report writing, designing, typing, repair, hospitality, cleaning and other technical works, not exceeding pay of Rs. 33,000. (excluding tax)- for each, per month.

(c) ED may engage interns as per internship policy for up-to 3 months on voluntary basis to support secretariat work.
OM 2: PERSONNEL: SALARY AND BENEFITS

2.1 Salary
(a) The EC will finalize and make adjustments in salaries of the staff, based upon MSC recommendation, from time-to-time.

(b) Any adjustment in staff salary by EC will be performance based and subject to availability of project budget. TIN does not provide a cost of living adjustment.

(c) 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.

(d) TIN staff Organogram (positions) and salary range (per month) will be as under:
1. Executive Director Rs.60,000.- to 75,000.-
2. Coordinator Rs.55,000.- to 60,000.-
3. Senior Officer Rs.45,000.- to 55,000.-
4. Officer Rs. 35,000.- to 45,000.-
5. Assistant Rs.25,000.- to 35,000.-
6. Driver Rs.20,000.- to 25,000.-

Scale will be reviewed once in every two years. Positions may have senior or Junior suffixes.

(e) Annual salary and tax deduction calculation details will be provided to staff at the beginning of the Nepalese fiscal year.

(f) Staff shall submit monthly progress report and monthly time/work sheets for supervisor certification and ED approval within 15 days to facilitate preparation of Salary Sheet (Annex 5).

(g) Staff may be allocated addition work by the ED as per organizational needs. Assistant level staff can be paid token amount, not exceeding Rs. 1000.- per month, for additionally assigned work.

2.2 Transport (Home-Office-Home) Expense
(a) Fixed Transportation/fuel allowance of Rs. 800.- per month shall be paid to cover transport/fuel expenses.

(b) 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 just before the festival (e.g.: Dashain, Eid, X-mas, Loshar and others). Proportionate festive allowance will be provided if the service period of the staff is less than a year

2.4 Medical Reimbursement
A medical insurance policy of NRs. 100,000. - each will be provided to each staff from a reputed insurance company covering additional immediate family members to partly compensate for medical expenses.

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. Employee may deposit an amount that is allowed as per prevailing law in the retirement fund account from his/her salary. 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 from the Financial Institution. However, the amount of loan shall not exceed his/her 6 months’ salary. 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.

   (b) Tax deduction at Source (TDS) will be applicable in third party payments as per Nepalese Income Tax Act, rules and regulations.

2.7 **Accumulated Leave**
Staff can accumulate unutilized Annual Leave and get monetary compensation against it for up-to 11 days at the end of the fiscal year or contract period which ever is earlier.

2.8 **Insurance**
   (a) Group Personnel Accident (GPA) and Travel insurance coverage will be provided to employees and EC who have to travel within and outside the country while representing TIN.

   (b) The insured amount for each staff will be Rs. 10 lakhs per year under GPA policy. GPA for EC member will be of Rs. 15 lakhs per year.

   (c) GPA ceiling for District based partner AO invitees for TIN events/conferences/meetings will be Rs. 5 lakhs each for up-to a week.

2.9 **Gratuity**
8.33% of the basic salary of all staff will be deposited as Gratuity Fund (as severance pay), effective from Shrawan 2075, and paid after the end of service contract or service-end and upon completion of the handover.
OM 3: PERSONNEL: HRD* and Training

3.1 Staff meetings
   (a) Staff meeting, in the presence of President and SG, will be held once in three months to review work progress and effective coordination of TIN activities. Minutes of the meeting shall be made available to all participants.
   (b) Project specific meeting will be held by the ED at least twice every month.

3.2 Performance Evaluation
   (a) Based on a performance evaluation form, Program Coordinator/Designated Supervisor shall provide ED the annual performance evaluation of concerned staff.
   (b) ED shall evaluate annual performance of Program Coordinator and other applicable staff, and SG the performance of the ED.
   (c) Based on the evaluation, the question of reward (higher grades, promotion, award), punishment (issue warning letter, stop salary increment, outright expulsion) and contract renewal for the employee shall be decided.

3.3 HRD and Training for Employees
   (a) The ED and SG shall assess the local training needs for employees considering program needs and resource availability. 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 budget and need of the organization for deserving employees. The MSC shall identify the candidate, course of study of purpose of visit, duration, place and country etc.
   (c) Member/Staff returning from training or workshops outside Nepal shall present lessons learnt to portfolio holders and staff.
   (d) Any application or participation or representation of the organization by staff, in any form, without full prior consent/approval of the MSC, for any foreign events, workshops conference, training, professional courses is prohibited. MSC shall decide representation with consideration to relevance, need, benefit and equality.

* 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) Excluding holidays, the official working hours from Kartik 16 to Magh 15 shall be 35 hours per week and from Magh 16 to Kartik 15, 40 hours per week.
(c) A daily 35 minutes lunch break may be availed to staff without hampering work, preferably between 1.30-2.05 pm.
(d) Digital attendance for Kathmandu based staff will be used for all incomings and outgoings during office hours. Manual attendance will be maintained at district offices.
(e) Written/Verbal pre-approval from immediate supervisor is mandatory for all types of delays, short office exits.
(f) Timesheet approval work may be delegated to any supervising staff by the ED.

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.
(b) 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.
(c) As an exception, monetary compensation for overtime work shall be paid to staff except ED. The rate of overtime payment will be calculated by dividing the monthly salary by 130 hours. Total overtime for an employee shall not exceed 20 hours in a month.

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 16 (Sixteen) working days per fiscal year/one-year contract period. Employees wishing to take leave must submit a written application 2 (two) days 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) A 3-hour approved absence during office hours will be taken/recorded as a half-day leave.
(c) On the recommendation of the ED, SG may decide on granting leave-without-pay to staff when such need arises. Under special circumstances, staff may be granted up-to a month’s leave-without-pay, provided work is not hampered. Any leave requests beyond a month within the contract period shall need extra ordinary reason and will be subject to EC approval.
(d) Annual leave must be availed within the fiscal year/contract year, as applicable.
(e) Pro-rata basis will be used to calculate leave for contracts of less than a year.
(f) Leave approval work may be delegated to any supervising staff by the ED.

4.5 Compensation Leave
A full day’s work done on 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
7 days fully paid sick leave per fiscal year will be granted or proportionate days, if service period of the...
staff is less than a year. 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 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. Pregnant staff will be entitled to 14 weeks of maternity leave before or after delivery where 60 consecutive days shall be fully paid.

(b) Male staff will be provided 15 consecutive days of fully paid paternity leave.

4.8 Mourning Leave
(a) Employee is entitled to a maximum of 15 consecutive days of mourning leave on the death of near relatives (spouse, father, mother), 5 days on the death of children and 3 days on the death of brothers, sister, father/mother-in-law, grandparents, grandchild.

(b) Mourning leave of 15 consecutive days will be applicable to female staff in case of death of father-in-law or mother-in-law.
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) Petty cash shall be used to procure consumable or non-consumable goods and/or services, not exceeding Rs.10,000/- (Ten thousand) at a time, by the designated Office/Finance/Account staff after approval of the ED. (Procurement Form, Annex 6).
(b) Direct purchase method shall be used by the ED to procure consumable or non-consumable goods and/or services, as a single unit or in bulk, not exceeding Rs.200,000/- (Two lakh) at a time. No competitive bidding or quotations will be required for this type of procurement.
(c) For procurement of consumable or non-consumable goods or services as a single unit or in bulk exceeding Rs.200,000. - to Rs.500,000. - (Two Lakh to Five Lakh) quotations/bids from at least three suppliers shall be invited. Findings on budget, price, quality and other conditions shall be analysed by the ED and purchase made. Purchase decision will be approved through the signature of 3 MSC members in journal vouchers or placed before MSC for endorsement.
(d) For procurement of consumable or non-consumable goods and services, as a single unit or in bulk, exceeding Rs.500,000. - (Five lakh) bids shall be invited publicly. Recommendation will be submitted to MSC for a final decision.
(e) After MSC decision, sole sourcing or direct purchase of goods or services, exceeding value of Rs. 100,000. - can be made from a single party based on specialized nature of TIN need or specialized nature of service or supply or expertise of the party.

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
Manual/digital Stock books, 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. Assigned 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.
(c) Manual Stock book will be maintained to record all incoming and outgoing Books for the Library.
(d) Any Physical Good of a value of Rs 6,000. - and above is to be included in the Fixed Assets List.

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.

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) ED may dispose off non-useable item/s or damaged good/s of less than Rs. 1000. - value each at offered cost.
(b) In case a non-consumable property item is damaged beyond repair and not usable anymore, and if the 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.

(c) 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**

(a) 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.

(b) As handover, staff separating from TIN is required to settle all advances in her/his name, handover all office property and official documents to his/her Supervisor and get clearance from the supervisor. After the staff fulfils all the separation requirements, Finance staff will make final payment upon making necessary calculation of left-over leave/benefits/other entitlements.
6.1 Fooding, Lodging, Portaging and Representative Expenses
(a) Daily expenses are intended to compensate the expenses incurred during field assignments outside the duty station. Based on EC/MSC decision/endorsement or project funded travel plans, Travel Order (Annex 7) will be approved by the ED.

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

| TIN President | NRs.3500.- |
| TIN EC/Members - | NRs.3500.- |
| TIN Staff/Others | NRs.3000.- |

Half of the daily allowance will be paid on the day of arrival to duty station and travel during the whole night in bus/car.

c) Daily expenses of/upto Rs. 1000.- will be applicable for day-long travels outside Kathmandu valley with returns on the same day. Driver will be paid Rs 500 for driving to/fro events held at the outskirts of Kathmandu valley exceeding 6 hours turnaround time.

d) Road travel food expenses will be reimbursed as per actual or from Rs. 500.- to Rs.750.- one way to district residential workshop invitee.

e) For in-country residential official workshop/ seminar/meeting in hotels, up-to Rs. 6000/- (for federal capital), Rs. 5500 (for province capital) and Rs. 4500/- (for other cities) can be paid for one-night lodging and food package consisting of occupancy, 3 meals and tea/coffee etc. Applicable hotel rate for international level seminar will be decided by the EC/MSC.

(f) 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 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.

g) Costs for portaging program materials shall be reimbursed as per actual expenses against presentation of receipts.

6.2 Travel Costs
(a) 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.

(b) Visit guideline and modality of use of the 4-wheel office vehicle will be as decided by the EC. As approved, single staff/member travel to districts will be by air (in airport cities) or comfortable public transport (bus/micro bus) or in rare case of importance/emergency by office vehicle. Preference will be given to use office vehicle for district travel when two or more people are officially travelling. For official work inside Kathmandu valley, office vehicle can be used for singular/plural occupancy or taxi/bus may also be used, if needed.

(c) Vehicle log book mentioning distance travelled and fuel consumed will be maintained by Driver/Assistant and certified by user and ED designated officer or relevant program supervisor/s.

(d) Project/area related travel, hotel and logistics management will be the responsibility of relevant project chief or supervising officer/officer, in consultation with the ED.

6.3 Foreign-country Travel and Daily Allowance
(a) The travel plan for foreign country travel and assignment shall mention person/s, purpose, duration and mode of transport etc. and prepared after approval of the travel by EC. Travel Order shall be signed by ED.

(b) The following rates (for lodging and DSA) shall apply to member/staff for visits to foreign countries:
India, Metro/Main Cities  US$144.- (Others US$120)
SAARC countries  US$144.-
Other Asian countries, Africa, Latin America  US$180.-
Europe, Australia, USA, Japan  US$210.-

No allowances shall be paid on the day of return. If the return is after 2 pm and involves meal timing before flight, 20% allowance shall be paid.

(c) Only 20% of the daily rate will be paid for night spent in travel (plane) and when there is no need to pay lodging or lodging provided by others. Same will apply in long transits of over 6 hours.

(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. When only lodging is provided, 25% of respective daily allowance will be paid for fooding and other expenses.

(e) In a foreign-country travel, if a project per-diem rate differs from the above rate, the lower rate among the two will be applicable.

(f) Local travel and transportation costs for official journeys will be reimbursed against receipt. Representative expenses made by the leader of the delegation/authorized delegate may also be reimbursed through MSC decision.

(g) TIN will bear expenses related to visa, insurance, airport tax, and transfer and transit costs for officially approved visits.

(h) The members and employee himself/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.

(i) 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.

(j) Every member/employee, separately or jointly, or the team leader/delegation head 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 two weeks after reporting to work at the duty station.
OM 7: ADMINISTRATION: USE OF OFFICE EQUIPMENT, FACILITIES

7.1 General
   (a) 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. 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.
   (b) 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/Laptops
   (a) The ED shall decide on the quantity, hardware and software requirement of Laptops/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.
   (b) All computers shall be Laptops/stand-alone PC units.
   (c) Other Laptop/computer users may have their own directory structures and filing methods.
   (d) ED designated Officer/admin/finance/staff shall back up all official data one a month.

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 500 sheets shall be given out after being authorized by ED.
   (b) The photocopy machine shall be accessible to all employees for official work. An Assistant 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) Laptop, computer, tablet, printer and motorcycle, cycle purchased under project budget may be allocated to portfolio- holders and staff, after official record/permission, for continuing work at home, official use, home-office-home use and official travels.
   (c) Any damage or loss 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.
   (d) 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 by the ED. The ‘portability status’ of gadgets and equipment shall be clearly mentioned in the stock book folio.
   (e) TIN will bear the cost of regular maintenance of Laptops and Motorcycles allocated to portfolio-holders and staff which are under its ownership.
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 presented to the EC for approval.
(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) ED shall sanction approved and budgeted regular expenditure like salary, allowance, travel, utilities, stationery, publication, newspapers, hospitality, rent, repairs, conveyance, meeting, communication & other office and program costs, as well as due contractual payments etc.
(b) Allocation of common charges to different projects (like rent, electricity, newsletter, communication, repair, fuel, refreshment, publication, part-time staff and activities cost etc) will be guided by annual budget, number of staff, space utilization at office and the ratio is to be decided by the ED, applicable in general, and on specific cases during booking of expenses in journal voucher.

8.3 Project Account
(a) The project/s will maintain an account for recording and reporting each and every monetary transaction.
(b) ED and designated Finance/Accounts staff be responsible for maintaining 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
(a) The Chart of Accounts (Annex 8) shall be broadly divided and maintained into the following four categories:
   (i) Assets
   (ii) Liabilities
   (iii) Expenditure
   (iv) Income
(b) 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.
(c) The Chart of Accounts of TIN (Annex 8) must be followed for book keeping. The account heads can be reviewed annually and modified, as required.
(d) Coding to TIN chart of account will be made in all project journal vouchers even if the chart of Accounts of a donor funded project differs to TIN chart of Accounts.

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
(a) After EC/MSC approval, President or SG or ED shall sign donor funding agreements.
(b) President, SG, Treasurer and ED shall sign the Annual Financial Reports. ED and Treasurer shall sign all quarterly financial reports. ED shall sign TIN monthly expense statement. ED or chief of project and Finance/Account staff shall sign all financial transactions (vouchers) and other related documents. Finance/Account staff or concerned employee shall sign all bills and invoices.
(b) Program in charge or ED designated concerned staff will review and certify bills, statements/ vouchers before final approval by the ED.

8.7 Voucher
A double entry journal voucher (Annex 9) shall be 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 signed by the Designated/Finance/Admin staff and certified/approved by the ED.

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

8.9 Reporting
(a) The ED and designated Finance/Accounts staff shall be responsible for keeping the accounts up-dated and preparation of financial reports in time.

(b) 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.

(c) Quarterly income expenditure statement prepared by the TIN Finance/ Account staff and certified by ED will be issued for internal management use.

(d) Six monthly financial reports including, income and expenditure statement, budget control statement and detailed program-wise statement will be issued by the Treasurer and ED to the EC within 30 days.
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) TIN bank accounts shall be operated with dual signatures of President and/or SG and Treasurer. EC shall open a separate bank account, operated by the Secretary General and/or Treasurer and/or ED and/or Finance/Account and/or other staff, for regular administrative and program expenses as mentioned under 5.1 and 8.2. Reimbursement from TIN/Project account/s to the Operational account shall be made to facilitate program activities in a timely manner as per recommendation made by the ED.

(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 shall be of Rs. 35,000 to accommodate various project expenses and record maintained digitally by Assistant/Accounts staff.

(b) Withdrawal of petty cash should be justified and approved by ED.

(c) Reimbursement of petty cash will be made only after the verification of the statement of previous withdrawal.

(d) 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) Salary advance shall not exceed salary of two months and shall be deducted from salary of following four months or within the contract period, whichever is earlier.

(c) Request for working advance must be supported with detailed estimate of work and expenses. Working advance may be provided twice within 30 days for separate works.

(d) All advances should be settled by presenting expense statement with appropriate documents in a prescribed format based on the approved work estimate within 30 working days after completion of work. 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) A Chartered Accountant (CA) proposed by the Treasurer, approved by the EC and appointed by the TIN GB 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.

(b) Project based audit fee will be finalized by the MSC considering assignment and project budget.

(c) An Audit report template may be suggested by the Treasurer to Auditor as per Audit standards before reports are prepared.
OM 10. ADDITIONAL POLICIES AND STANDARDS

10.1 Governance & Accountability
TIN will foster and ensure governance and accountability through its constitution, policies, systems, controls and oversight as well as the roles and responsibility of custodians of the organization’s values, while ensuring people are put first and institutional governance and accountability is followed.

10.2 Code of Conduct
Codes of Conduct that clarifies the values, principles and the acceptable behaviors within that organization and which influences organization's culture will be applicable to all members, staff and assigned representatives of the organization to ensure a robust safeguarding environment.

10.3 Safeguarding
TIN's approach, practice and culture will ensure a comprehensively safe environment for all people that the organization engages with and are associated with. TIN will ensure safety from bullying, sexual exploitation, harassment among children, women, youth and vulnerable people that it may interact or engage with. TIN EC (Board) has the ultimate responsibility for safeguarding and will act in the best interests of the organization.

10.4 Whistle-blowing
TIN will encourage whistle blowing to allow concerns to be raised and resolved at the EC (Board) and Secretariat level without any reprisals for the whistleblower.

10.5 Risk Management
For each program/project, a risk management framework will be framed with identification and assessment of safeguarding risks, which will be reviewed regularly.

10.6 Office openings during closures
TIN central office in Kathmandu will follow Federal government announcement on office closure. District office will follow Federal or Province government announcement on office closure. During holiday or office closure, the ED may arrange to open office partially and call project staff to office for project related work (mainly related to fiscal year closures, timeline management, urgent payments, meeting deadline, reporting and communication works etc).

10.7 Communication during office closure
When needed, even during a holiday or office closure, TIN may issue its communication in the form of a letter or a press release or an email. Such communication may also be done digitally or through on-line method.

10.8 Scanned Signatures
The scanned signatures of TIN officials may be used in TIN letters to be sent by email or through digital medium to concerned party/s.

10.9 Work from Home
During government-imposed curfew or lock-down, when it is not possible for staff to attend office, the office may issue a notice granting staff to do official work based at home (Work from Home) on the condition that the staff remains present online during office hours, communicates with Supervisor by email and phone. On other circumstances, ED may also grant a maximum of two days of Work from Home (not exceeding 10 days in a year) to staff to complete assigned work on the condition that the staff remains present online during office hours and communicates with Supervisor by email and phone, and completes the work assigned.
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.
CODES OF CONDUCT FOR TIN STAFF

1. TIN Staff shall be supportive of the core values of Transparency International Nepal (TIN) and adhere to TIN Statute, Operational Manual and Directives.

2. Staff shall not engage in employment in any other office and draw a salary, and declare out of office/non office-hour part-time or short-term engagements, if any, for approval.

3. Staff 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.

4. Any organization in which a staff has direct or indirect financial interest will be disqualified as a supplier of goods or services to be procured by TIN.

5. Staff shall not, directly or indirectly, use or allow use of TIN property of any kind without officially obtaining approval for its use.

6. Staff, while carrying out official responsibilities, is expected not to have relations with any particular interest group.

7. Staff 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.

8. All earnings of a staff on behalf of TIN or works related to TIN shall be informed to TIN for necessary action.

9. Violation of code of conduct by a staff will lead to disciplinary action. The Executive Committee will decide the nature of such an action.
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 Executive Committee (EC) and Annual General Meeting (AGM)
▪ To call the meeting of the Executive Committee and the General Body in consultation with the President.
▪ 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 granted by TIN Operational Manual 2018 for office and program management.
- To assist the President, Vice President, Secretary General and Treasurer in other official works deemed necessary.
- To help formulate TIN Policies, Programs and 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 Affiliated Organization activities.
- To review reports submitted by Consultants, Senior and other staff.
- To redress staff grievances, when needed.

Functions and Authority:
- To enforce personal, administrative and financial rules/procedures as per TI Nepal Operational Manual (OM) 2020.
- To approve expenses of TIN programs.
- To be a signatory to TIN operational account.
- 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 staff, as needed.
APPOINTMENT/SERVICE CONTRACT

Between

Transparency International Nepal (TI-Nepal) the employer represented by

.................................................., Executive Director

and employee, ...........................................

Post ..............................................

Project ........................................................................................................

Responsible for Assisting implementation of ................................. program at the .......... level

Reporting to Designated TIN Officer

Duty Station ..................

Type Full time service

Duration ............................

Duties and competencies As per the attached Job Description

Salary The monthly basic salary is NPR. ....................

Term & condition As per TI–Nepal Operational Manual 2020 and TI-Nepal Executive committee decisions.

The Employer
On behalf of TI-Nepal

Executive Director
(SG in case of ED)

The Employee
(Citizenship Certificate Number ....................)
JOB DESCRIPTION FORMAT

Transparency International Nepal (TIN)

……………………………………(Project)

……………………………………(Name)

……………………………………(Position)

Job Description (JD)

This Job Description is an integral part of the service contract between the undersigned employee and the employer – Transparency International Nepal. I, the undersigned, understand my duties as described below:

Main Roles and Responsibilities:

• ……………………………………………………………………………………………………………
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Terms/conditions: As per TIN Operational Manual 2018

Accepted and signed

……………………………………

(Citizenship Certificate Number …………………)

Date: …………………
**MONTHLY SALARY SHEET**

**MM/YYYY**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Employee Name</th>
<th>Designation</th>
<th>Project</th>
<th>Payment (Full/Partial)</th>
<th>Basic Salary</th>
<th>10% Retirement Fund Contribution (+)</th>
<th>Total Salary</th>
<th>Transportation (+)</th>
<th>Gross salary/Tax assessable income</th>
<th>(CIT)</th>
<th>SST tax (-)</th>
<th>Income tax (-)</th>
<th>Advance</th>
<th>Total Payable amount</th>
<th>Bank Account number</th>
<th>Remarks</th>
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Other notes:

Prepared by,

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

* Retirement fund and Taxes are calculated based on the basic salary.
# Travel Order

Issued in the name of: 

Purpose of Travel: 

## Tentative Itinerary

<table>
<thead>
<tr>
<th>Dates</th>
<th>Itinerary</th>
<th>Mode of transport*</th>
<th>Work to be done, remarks</th>
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</tbody>
</table>

Authorized to make representative expenses on behalf of the project:  □ YES      □ NO

Maximum amount of representative expenses allowed NRs. ............
(Note: representative expenses may be rejected if not justified)
(in words ........................................................................................................)

Amount to be given as advance ............. (In words.................................)

Filled in and verified by: Signature & date of employee:

Checked and approved by: Signature & date of ED:

Remarks:
**PROCUREMENT FORM**

**PROCUREMENT REQUISITION**

Request/Filed in by: ____________________________ Signature: ____________________________
Date: ____________________________

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Description of items to be procured (attach separate sheet if necessary)</th>
<th>Qty</th>
<th>Unit</th>
<th>Date when needed</th>
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**MODE OF PROCUREMENT**

( tick one)

- ☐ through petty cash
- ☐ simple market survey by PROJECT STAFF
- ☐ quotation/bids and negotiation by ED
- ☐ MSC and EC APPROVAL

**PROCUREMENT Approved by:** Treasurer or ED: Signature & date:

**ACTUAL PROCUREMENT MADE**

Source(s) / supplier(s):

<table>
<thead>
<tr>
<th>Serial number from above or description of items, if different</th>
<th>Qty</th>
<th>Unit</th>
<th>Rate per unit</th>
<th>Total Amount</th>
<th>Date received</th>
<th>Overall condition of items*</th>
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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:

**PROCUREMENT Approved by:** Treasurer or ED: Signature & date:

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* Condition of items: G(Good), A(Acceptable), R (Rejected, to be returned/replaced)
### CHARTS OF ACCOUNT

#### Transparency International Nepal

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<td>Bank (Name)</td>
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<tr>
<td>Advance (name)</td>
<td>Individual advance for travel, salary etc</td>
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<td>Receivables</td>
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<td>Deposits</td>
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<td><strong>Liabilities</strong></td>
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<td>TIN Reserve Fund</td>
<td>Endowment, Accumulated, Savings, Other funds or advances received</td>
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<td>Project Fund (Donor 1)</td>
<td>Advance received from donor X</td>
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<td>Payables</td>
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<td><strong>Expenditure</strong></td>
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<td>Salary and allowances</td>
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<td>Rent</td>
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<td>Stationary and consumable material cost</td>
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<td>Communication cost</td>
<td>Postage and telephone fees, Website</td>
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<td>Meeting Refreshments</td>
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<tr>
<td>Transport and conveyance</td>
<td>Taxi, bus, car hire, Fuel expenditure and reimbursements</td>
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<td>Resource Center</td>
<td>Purchase of Books, magazines, publications, News clippings</td>
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<td><strong>Travel and daily expenses</strong></td>
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<td>Office Equipment</td>
<td>Membership fees</td>
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<td>Furniture</td>
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<td>Vehicles</td>
<td>Sale of Publications</td>
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<td>Other Assets</td>
<td>Grant income</td>
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<td>Office Equipment</td>
<td>Income from OH charge</td>
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<td>Furniture</td>
<td>Income from TIN membership fees</td>
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<td>Vehicles</td>
<td>Interest from bank accounts</td>
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<td>Other Assets</td>
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<td>Interest Income</td>
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<td>Sale of Publications</td>
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<td>Donor Grant</td>
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<td>Miscellaneous Income</td>
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<td>TIN General account</td>
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VOUCHER

TRANSPARENCY INTERNATIONAL NEPAL
Chakubaku Marg, New Baneshwor
General Journal
Amount (NRs)

Printed Date
Journal Date
Journal No:
Serial No.

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Grand Total:

In Words:

Remarks:

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Prepared by Received by Checked by Approved by