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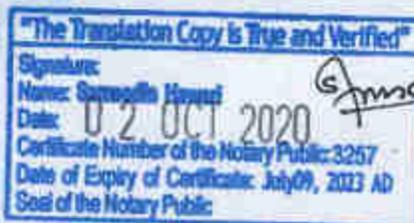


## Social Organization District Coordinating Committee Parsa, Birgunj

Logo  
Of  
Organization

**Financial Rules, 2069 B.S (2012 A.D)**  
**{Including Second Amendment, 2075 B.S (2019 A.D)}**

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**PUBLISHED BY:**

Social Organization District Coordinating Committee Parsa

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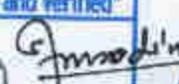
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## Social Organization District Coordination Committee, Parsa

### Financial Rules, 2069 (2012 AD)

### (First Amendment, 2074 (July, 2017 AD))

### (Second Amendment: 2075 Chaitra (March, 2019 AD))

#### Preface:

Since financial transparency is essential to maintain the credibility of the work done by the social organizations, to make them people-oriented and to maintain economic economy, this social organization has been carrying out various social development works since 2053 BS (1996 AD). In order to run its daily financial administration and programs smoothly, this Social Organization District Coordinating Committee Parsa formulated and implemented this Financial Rules, 2012 (including Second Amendment, 2019) as per prescribed objectives of the Statute of the Organization, 1996 AD (With First Amendment, 2002 AD) and by using the right conferred by Rule 13(a) and Chapter-7 of the Organization.

#### Chapter-1

#### Preliminary

##### 1.1 Short Title and Commencement:

- (A) The name of these Rules is "Financial Rules, 2069 BS " (including Second Amendment, 2075 BS) of Social Organization District Coordination Committee Parsa."
- (B) This Rules shall come into force by the date approved by the Executive Committee of the Social Organization District Coordinating Committee. Amendments to these Rules may be made by the Executive Committee as required, but the amended provisions shall come into force from the date of approval by the Executive Committee.

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

- (A) "Statute" refers to the Statute of the Social Organization District Coordinating Committee, Parsa, 1996 AD (with the First Amendment, 2012 AD).
- (B) "Organization" refers to the Social Organization District Coordinating Committee, Parsa.
- (C) "The Executive Committee" refers to the Executive Committee of the Social Organization District Coordinating Committee, Parsa.
- (D) "President" refers to the President of the Executive Committee of the Social Organization District Coordinating Committee, Parsa.
- (E) "Vice-President", "General Secretary" "Secretary" and "Treasurer" refer to the "Vice-President", "General Secretary" "Secretary" and "Treasurer" of the Executive Committee of the Social Organization District Coordinating Committee Parsa.
- (F) "Member of the Committee" refers to the member of the Executive committee of the Social Organization District Coordinating Committee Parsa.

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- (G) "Budget" refers to the estimated details of income and expenditure of the Social Organization District Coordinating Committee within a fiscal year.
- (H) "Tender or Bid" refers to the details including the rate sent by the interested person, organization or firm for any work.
- (I) "Contract" means the act of allowing or taking someone to do any work in accordance with these rules.
- (J) "Deposit/Direct Conduction" means any construction or other work done by the District Coordinating Committee of the social organization itself without arranging any contract. But for that, a separate sub-committee should be formed.
- (K) "Fiscal year" refers to the whole year from the 1st of Shrawan of one Vikram Sambat (year) to the end of Ashadh of the next year.
- (L) "Employee" means a person working under the Private Resources and Project of the Social Organization District Coordinating Committee.
- (M) "Office" refers to the various administrative units and all the subordinate offices set up by the organization to run its various programs.
- (N) "Sub-Committee" refers to the various thematic committees formed by the District Executive Committee.
- (O) "Specified" or "as specified" means that the Executive Committee has decided and given the responsibility to.
- (P) "Program" refers to any type of service or program that is operated on a large scale for a specific goal, purpose and other purposes.
- (Q) "Project" refers to a periodic project to be carried out in a certain place for a specific period and purpose to achieve the objectives of the project itself or the goals of the program.
- (R) "Person Responsible for the Program" refers to the person appointed by the executive committee for various responsibilities.
- (S) "Legal Adviser" refers to the advocate appointed by the Executive Committee to provide legal advice, counseling and to proceed legal procedures on behalf of the Organization.

### 1.3 Right to Interpret the Rules:

- (A) If any question/dispute arises regarding the meaning of these rules, the legal advisor shall be required to explain as required, but for its decision, it shall be submitted to the President on the recommendation of the Secretary General and Treasurer.
- (B) The final authority to interpret these rules shall be vested in the Executive Committee of the Social Organization District Coordinating Committee but in case of inconsistency with the prevailing law of Nepal, the provisions of the law shall prevail.

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Chapter-2  
Financial Working System:

2.1 Fund:

- A) The organization will have a separate fund for its financial and administrative functions in which the following amounts will be deposited:
- (a) Entry fee and membership fee received in the organization.
  - (b) Movable or immovable property acquired or gain by the Organization.
  - (c) Amount received from the Government of Nepal or any other sources.
  - (d) Donations given by someone voluntarily.
  - (e) Capital invested by the Organization and other capital increased from it.
  - (f) Donations, grants, subsidies, gifts, etc. received from national and international donors and amounts received for projects.
  - (g) Funds provided by the Federal Government, State Government and Local Government for conducting programs, research or study.
  - (h) The amount received from the room rent, hall rent from the Organization's own building and mechanical machine rent of Organization.
  - (i) In order to receive grant/donation amount from a foreign organization, the Organization has to get the approval of the Government of Nepal.

2.2 Type of Fund:

There will be four types of funds:

(A) Non-expendable Fund:

The amounts of the nature of non-expendable of the principal but interest earned from it may be expended, shall be deposited in the non-expendable fund.

If there is a need to spend principal amount in special circumstances, it will be done as per the decision of the Executive Committee.

(B) Operational Fund:

The amount, received from the concerned body/agency for the regular financial and administrative operations of the organization and for the operation of activities of the project/program, will be deposited in the financial bank as the fund of the project / program and will be spent as required from that fund.

(C) Assistance Fund:

- (a) As it is an organization working directly concerned with women and children, disaster management and relief distribution from time to time, and providing assistance to those affected by various forms of violence as required, a separate assistance fund will be established accordingly.

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- (b) Assistance may be provided to the most backward persons or communities in the society in case of personal, religious or art, culture related work. Along with the development of local schools and associations, assistance will be provided as per the need for various types of days/anniversary celebrations and programs celebrated at the district level.

### 2.3 Petty Cash Fund:

- (A) An amount maximum up to Rs. 25,000/- will be kept as Petty Cash Fund as per the project in the responsibility of the accountant of the concerned project for casual expenses considering the nature/situation of the work and program of the office. And as per the need a maximum up to Rs. 10,000 / - will be paid in cash from the same fund by taking permission from the program coordinator or officer.
- (B) In case of paying the bill for the purchase of materials, the documents signed by the purchaser and the accountant in each bill or reimbursement will be submitted in the store as per the rules after the approval of the program coordinator or officer. If the amount to be paid from the Organization is more than Rs. 10,000/-, then the payment will be done through cheque generally as regular process.

### 2.4 Fund Operation:

- (A) The amounts received as rule 2.1 and the amount received from the donor organization for the sake of project, will be deposited in the name of the organization by opening an account in local governmental or financial bank which will be operated with the joint signature of the persons as mentioned in the Statute of the Organization. In the case of the program, the Executive Committee may decide and operate the account as per the terms and conditions mentioned in the project.
- (B) The grant amount received for the Non-expendable Fund or any other special purpose and the amount received for the assistance shall be deposited in the fixed or savings account as required, the operation of which shall be in accordance with the Statute of the Organization. As per the requirement, the authority related to the operation of this account can be delegated to others as per the decision of the Executive Committee.
- (C) The amount required for the operation of work shall be transferred from the account provided in sub-rule (A) to the operational account which shall be operated by the joint signature of the President /President and the treasurer or the officer delegated by them.
- (D) The amount deposited in the fund of the Organization shall be mobilized in accordance with the rules of the organization.
- (E) Necessary documents including original receipts, bill must be attached while keeping the account of the organization. In addition, the written approval must be obtained from the President or the designated officer.

### 2.5 Accounts of Fund (Income-Expenditure):

- (A) The method of keeping income and expenditure account shall be in accordance with the Financial Procedure passed by the Executive Committee from time to time and the Accounting System of the Government of Nepal and the Electronic Accounting System (Accounting FAMAS Software).

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- (B) The period for reporting the financial transactions of the projects to be operated with the grant from the donor organizations or to settle the accounts for any period shall be as per the agreement with the organizations.
- (C) The amount of assistance fund shall be spent as per Rule 2.2 (C) or as decided by the Executive Committee.
- (D) In order to maintain financial transparency, the account holder and the head of account should prepare the details of monthly income and expenditure and submit it to the meeting of the Executive Committee and the details of income and expenditure should be monthly passed by the meeting of the Executive Committee.
- (E) It shall be the duty of the Treasurer and Store Keeper to ensure that the movable and immovable property of the organization is protected with written record with code so that it cannot be misappropriated.

## 2.6 Use of Funds:

- (A) The funds of the organization shall be used for the fulfillment of the Statute of the Organization and the objectives of the projects.
- (B) Funds may be mobilized for the benefit of the organization without adversely affecting the objectives and projects of the organization.
- (C) The cheque book, bank balance and cash of the organization shall be in custody of the head of accountants and the person looking after the account as per the program.

## 2.7 Formulation of Budget and Program:

- (A) The Treasurer and the Secretary General shall formulate the required program and budget for the upcoming Fiscal Year on the basis of the prescribed policy of the organization and the recommendations of various committees and responsible persons and discuss and submit it to the President.
- (B) The estimated budget and program approved by the President shall be submitted to the Executive Committee by the Treasurer and the Secretary General for decision.
- (C) The Executive Committee shall recommend to the General Assembly for approval after making necessary additions to the estimated budget received for decision as per sub-rule (B).
- (D) The estimated budget and program recommended as per sub-rule (C) shall come into force after being passed by the General Assembly.
- (E) Even if the decision is made by the Executive Committee and passed by the General Assembly, the amount to be received from the donor organizations may vary, so the Executive Committee may modify the budget and program depending on the situation.
- (F) The budget, prepared for the program to be received by the organization in case of emergency, may be approved by the President in recommendation of the responsible person, Secretary General and treasurer.
- (G) If it is required to do some work in collaboration with any donor organization for the fulfillment of definite objective in the meantime that has not been included in the annual program and budget, the Secretary General and Treasurer can prepare a program and budget

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according to that task and submit after getting permission of the President. And it will come into force only after the approval of the Executive Committee and it should be ratified by the Annual General Assembly.

### 2.8 Methods of Expenditure and Ordering:

- (A) When requesting money or advance for the management of the program and office, the accountant of the office and the social mobilizer, program coordinator, program officer or responsible person in the case of the program shall submit the application to the President and shall be as per the order of the President.
- (B) The ordering officer in the application may deliver the order only after seeing whether the amount demanded is within the sanctioned budget heading or not, whether it is recommended by the program coordinator, program officer or responsible person or not.
- (C) All financial transactions of the organization shall be in accordance with the financial rules of the organization and in accordance with the agreements made with the partnership organizations.
- (D) In order to make the expenditure economical, the payment can be made by cheque or via online in the name of the person, body or vendor discouraging the advance.
- (E) As per program, money can be spent on sharing from other programs for office management and staff management.

### 2.9 Re-appropriation /Amount Transfer:

- (A) If the amount of private resources of the organization can be spent from one head of the approved budget to another in any fiscal year, the amount may be transferred by the decision of the Executive Committee as required without making any difference in the circumference of the total budget of the program.
- (B) If the amount received for the project or any special purpose is remaining because of not spending within any fiscal year, such amount may be included in the budget and program of the next fiscal year.
- (C) Programs and budgets approved by the donor organizations must be included in the annual budgets and programs. However, if the amount of the project is not spent by the end of the fiscal year, such amount will be transferred as per the requirement with the written permission of the donor organization.

## Chapter-3

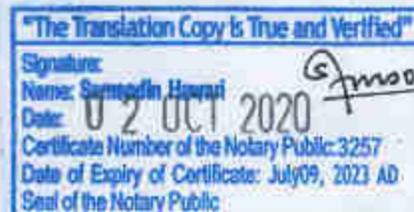
### Assignment of Property/Assets, its Record and Protection

#### 3.1 Assignment, Record and Protection of Property:

- (A) The responsibility of looking after the cash and in-kind assets on behalf of the Executive Committees shall be vested in the treasurer, store keeper or designated person.
- (B) The concerned program coordinator, officer, responsible person and President shall be responsible for the care of cash, in-kind and fixed assets in the project/programs.

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- (C) The Treasurer and the Head of Accounts shall be responsible for keeping proper records of movable and immovable property, cash reserves, commodities, income and expenditure in the organization and updating them as per the rules.
- (D) It will be the responsibility of the Chief Accountant and Store keeper to keep separate records of the goods purchased in the name of the organization or the goods received as assistance to the organization separating them as expendable and non-expendable.

**3.2 Fixed Assets Records:**

- (A) Out of the assets, goods worth more than Rs. 5,000 / - (five thousand) durable for more than 3 years, will be classified according to the prevailing economic principles and kept in the property register.
- (B) Records of immovable or fixed assets shall be kept in the format prescribed by the Government of Nepal and the Executive Committee.
- (C) The classification, recording method and other arrangements of fixed assets shall be as approved by the Government of Nepal or the Executive Committee.
- (D) Details of Expendable and Non-Expendable properties shall be recorded as mentioned in Schedule-1 and Schedule-2.

**3.3 To Insure Property:**

The property or assets deemed appropriate by the organization may be insured by the decision of the Executive Committee.

**3.4 If the Property is Damaged, Lost or Ruined:**

- (A) If the goods in the possession of any member or employee are damaged, lost or perished, the same member or employee shall submit an application to the Secretary General stating the justification and reasons as to the circumstances under which the goods were damaged or lost or perished/ruined.
- (B) In case of non-submission of justification as per sub-rule (A) or if it is not found to be true while investigating the justification presented, the value of the goods and in case of lost and the repair cost in case of breakage, will be recovered from the same person.
- (C) If there is any breakage or loss in connection with the work of the organization, action will be taken for exemption and if there is a decision of the Executive Committee, it will be done as per the decision of the Executive Committee.

**3.5 Inspection and Physical Examination:**

- (A) The Treasurer shall make arrangements to inspect and conduct physical examination of the movable and immovable property provided in accordance with Rule 3.2 (A) and 3.3 (A) at least once a year.
- (B) As per sub-rule (A), the following matters shall be disclosed and the report shall be submitted by the sub-committee or office bearer in the format prescribed in the guideline:
  - (a) What are the types of assets and who is in charge of them?
  - (b) Are the assets available there as recorded in the property and property register? Whether all the assets are registered in the register or not?

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- (c) How many goods are in need of repair?
  - (d) How many goods are unused, useless and need to be disposed or auctioned?
  - (e) Whether Loss of property has been caused or not, if it has been caused; by whose negligence or carelessness it has been caused? Do examine and make them kept again giving advice and suggestions.
  - (f) Other necessary things.
- (C) As per sub-rule (B), the committee or the office bearer or the officer conducting the physical examination shall submit the report along with his opinion to the President for necessary action and approval with the recommendation of the secretary general and treasurer. The President may, in view of the situation, order the waiver, collection or auction or any other necessary action to be taken or to be presented at the meeting of the Committee and the same decision shall be executed. In addition, for that examination or inspection, details will be prepared as mentioned in Schedule 3.

### 3.6 Handover/Acceptance of Charge:

- (A) It shall be the duty of the employee in charge of cash, commodity goods, income records, etc. to handover in case of transfer, promotion or retirement or leaving the office for any other reason or retiring from the job.
- (B) The work of handing over or acceptance of charge shall normally be completed within 15 (fifteen) days after the receipt of the order to both the presently appointed or the General Secretary and the former employee. However, the duration of such handing over can be extended or shortened if the authorized officer deems it appropriate.
- (C) If the property (cash or in-kind) of the organization is in the possession of a person at the time of leaving the organization, the said property shall be handed over to the person specified by the organization. The facilities and necessary documents should not be provided by the Organization until the property is recovered. And the Executive Committee can take legal action for the purpose.

### 3.8 Internal Analysis:

Internal analysis of data, protection, accounting methods and security methods of commodity and fixed assets will be done from time to time and re-rates will be maintained.

## Chapter-4

### Arrangements Related To Procurement, Manufacture and Sale of Goods

#### 4.1 Right to Procure /Purchase Goods:

No purchase, sale, transportation, construction, consultancy or any other achievement or related work shall be done for the organization without the order of the authorized officer or the sub-committee constituted there with under this Rule.

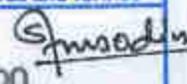
#### 4.2 Methods of Purchasing Goods:

- (A) When procuring any goods/commodities, it shall be procured from the supplier having Permanent Account Number (PAN) by the following method -

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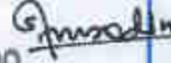


- (i) Up to Rs. 40,000 (forty thousand) can be purchased directly from suppliers registered in the Government Body.
- (ii) Goods worth more than Rs. 40,000 / - and up to Rs. 300,000 / - (three hundred thousand) from local shops companies or firm registered in the government office which has PAN after receiving at least 3 quotations. Goods having less printed price and quality shall be given priority.
- (iii) Goods worth more than Rs. 300,000 / - and up to Rs. 500,000/- (Five hundred thousand)- From the supplier who mentions the quality content and least price by giving 7 days notice along with sample and/or details of the material and taking sealed quotation.
- (iv) While conducting trainings, seminars, workshops related to the program, quotations will be taken from the service providers and conducted by the service provider who mentions the lowest value.
- (v) For more than 1,000,000/- (One million Rupees), procurement will be done by inviting openly competitive sealed bids for a fixed period. The procurement will be dealt in from the supplier who mentions the least price and the best quality.
- (vi) Brand products (such as computers, motors (four wheeler), motorcycles, photocopy machines, audio-visual materials and special types of services-such as networking), can be purchased from the manufacturer or its authorized dealer.
- (vii) Notwithstanding anything mentioned above, the material / construction work to be procured with the assistance and request of the organization itself or the donor organization may be purchased or constructed on the basis of agreement, purchase or construction guideline or recommendation with the donor organization. Accordingly, the procurement / construction, repair and maintenance is supposed as done according to the guidelines.
- (B) It shall not be necessary to apply the procedure of (ii), (iii), (iv) and (v) of sub-rules (A) in the following cases:
- (i) When purchasing goods from a government office, a government-owned company or institution and a designated company or brand of goods from a foreign government or international organization or from its authorized seller (registered agent).
- (ii) When purchasing any particular product or material suitable for the needs of the organization, it may be decided by the Executive Committee.
- (iii) The authorized seller mentioned above in (i) and (ii) shall mean a seller with local account number (PAN) and value added tax (VAT) and agency registered with the Government of Nepal. But if there is more than one authorized seller, it will be purchased from among them by taking 3 sealed quotations. If there are only two authorized sellers, it will be enough to get sealed quotations from both of them.
- (C) As per sub-rule (F), while purchasing goods, priority should be given to goods produced in Nepal as much as possible, but if Nepali products are not of quality, foreign manufactured goods may be procured.
- (D) In order to procure goods from quotations as per clause (a) and (b) of sub-rule (1), a list of reputed firms or companies should be registered and quotations should be sought from at least three firms or companies and procured from the lowest priced firms or companies.

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The Procurement Committee will select the service provider on the following basis: -

- (a) A registered firm or organization approved by the Government of Nepal,
- (b) Having a bank account,
- (c) Reputed and trustworthy,
- (d) Capable to supply goods on credit,
- (e) Capable to supply quality goods,
- (f) Capable to provide continuity in supply,
- (g) Having Income Tax Registration and Value Added Tax certificate.
- (h) Having a certificate of tax clearance.

The amount will have to be paid only after the signature of the person who confirms that the goods are fine as per the details mentioned in the material supply order letter. And the procurement process will be done as per schedule 4, 5, 6 and 7.

#### 4.3 Approval of Construction Cost Estimate and Working Method:

- (A) When constructing any kind of new construction or maintenance or conservation related work on the basis of approved cost estimate, it shall be done by following the method mentioned below:
  - (a) As per the cost estimate decided by the Executive Committee, the work up to Rs. 500,000 (five hundred thousand) may be done directly by the construction sub-committee.
  - (b) Construction work of more than Rs. 500,000/- (five hundred thousand rupees) can be done by obtaining shield quotations from at least three companies or firms registered in government offices or by reducing the price.
  - (c) According to the approved cost estimate, the President can give approval for work up to Rs. 500,000/- (five hundred thousand) on a labor contract as per the decision of the Executive Committee.
  - (d) After the commencement of work as per the approved cost estimate, if it is deemed necessary to further reduce some things from technical point of view, up to 10 percent may be added, reduced or changed with the opinion of the technician, head of staff, recommendation of construction sub-committee and consent of treasurer. This information will be given to the Executive Committee. However, if new work has to be done at a pre-determined design, estimate and cost, the decision will have to be made through negotiation with the construction company, firm or other construction company, based on its analytical rate, taking into account the interests of the organization.
- (E) As mentioned in the procurement order / bid, it will be the joint responsibility of the head of the accounting and procurement management committee to ensure whether the quality material is procured/ manufactured or not. Assistance from other suitable persons, bodies, Nepal Department

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of Quality and Measurement, concerned experts and designated technical staff as well as nationally renowned bodies may be sought as required for quality determination.

#### 4.4 Methods of Transportation:

The method of transportation will be as follows: -

- (A) Transportation up to Rs. 250,000/- (two hundred fifty thousand rupees) may be done by the administration, procurement management and sub-committee by negotiating directly.
- (B) The sub-committee may procure goods worth more than 250,000/- and up to 500,000/- from the lowest bidder by inviting at least three sealed quotations registered in the value added tax.
- (C) Out of the bids registered for value added tax by openly inviting sealed bids above Rs. 500,000 / -, the minimum bidder can be arranged for transportation as per the decision of the Executive Committee of the Organization.

#### 4.5 Methods of Providing Consultancy and Other Services:

- (A) The organization may seek consultancy services from various types of experts as per requirement and may also appoint experts, but the persons and firms who have obtained permanent account number should have obtained value added tax certificate. In the case of a firm, a permanent account number will be required, in the case of an expert, the selection will be made on the basis of expertise and the services and facilities provided to him/her shall attract the tax range.
- (B) If special skilled consulting services need to be provided in administrative, financial, evaluation, survey or designing etc., the Executive Committee shall take at least three proposals as per the terms of reference with the experienced persons, companies or firms related to the subject. The Committee can take the services by its approval after performing adequate homework on the proposals and by negotiating with the reasonable party.
- (C) Methods of providing other services under contract: Necessary services for daily work operation such as office security, delivery and fetching of letters and documents, sanitation, telephone, computer, email, internet, electricity, drinking water and garden management and caretaking and maintenance may be taken by the decision of the Executive Committee by taking proposal from the individuals, firm, organization or company and concluding contract with them.

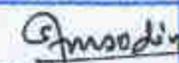
#### 4.6 Bid/Tender Announcement:

- (A) As per these regulations/Rules, when inviting bids of less than Rs. 1,000,000/- (one million rupees), at least 15 days should be given and the information should be published openly in a local daily newspaper once in full and for the second time in short. When bidding for more than Rs. 1 million, at least 21 days will have to be given. However, in case of disaster or similar emergency, it will be enough to call for bids by publishing full and brief information once in 7 days. The matters to be disclosed in the notice:

- (a) The manner/method in which bids should be sent,
- (b) The place to send the bid,
- (c) Fees required for bidding,
- (d) The time, date, and place for submission of bids,

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- (e) Time, date and place of opening of bids,
  - (f) Bank voucher or bank guarantee (bid bond or earnest money) of the specified amount to be kept with the bid.
  - (g) Details of related goods,
  - (h) Maximum and minimum rate of materials (Price Range / estimated cost)
  - (i) Other necessary things.
- (B) The format of the bid shall be as prescribed by the Organization from time to time.

#### 4.7 Bidding Fee/Charge:

The bid purchase fee will be as follows:

1. From Rs. 250,000/- to Rs.500,000/-: Rs.500/-
2. From Rs. 500,001/- to Rs.10,000,000/-: Rs.1000/-
3. From Rs. 10,00,001/- to Rs. 50,000,000/-: Rs.2000/-
4. From Rs. 50,00,001/- and above it: Rs.3,000/-

#### 4.8 Earnest Money, Contract Tax and Income Tax:

- (A) It shall be mandatory for the bidder to submit 2.5% of the cash or bank guarantee contract amount or the percentage as mentioned in the tender notice for earnest money without reducing the amount. The term of bid bond or earnest money will be as mentioned in the tender. After the tender is approved, at least 10 percent of the bid amount should be deposited as Performance Bond. In the case of such guarantee amount, the performance of the guarantee amount should be for the duration of the specified work and will be refunded only after the completion and handing over of all the work after the approval by the designated person.
- (B) Provisions related to contract tax, value added tax and advance income tax in decision making or purchase shall be in accordance with the prevailing law.
- (C) Earnest money and performance deposit can be accepted in the both forms, cash or bank guarantee. If the bank guarantee paper belongs to a foreign bank, then it must be endorsed by Nepali bank.

#### 4.9 Tender Arrangements:

- (A) The bids received as per the notice shall be signed at the place, date and time mentioned in the notice by all the bidders appearing or in the presence of their authorized representatives.
- (B) When publishing the notice for the first time, at least 3 regular sealed tenders, 2 for the second time and one for the third time may be recognized. Thus, when publishing the notice for the second and third time, a minimum period of 7 days will have to be given. In case of disaster or emergency only two bids can be opened.
- (C) If the minimum required number is not reached while inviting bids for the first time, the sealed bids received may be included in the second bid without opening. Even if the bid is canceled, at least 3 bids will be required while inviting bids.

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- (D) In case of receiving the bid for the third time, the Supplier Determination Committee as per Rule 4.2 (including a committee of at least 7 members including the coordinator and technician of the concerned thematic committee) shall act as the tender analysis committee. The committee will study / analyze and, if necessary, negotiate with various suppliers / manufacturers and make appropriate recommendations, on the basis of which the President may approve the purchase/ construction work.
- (E) The penalty / waiver imposed on the contractor / supplier and the rearward shall be as decided by the Executive Committee.
- (F) If the bid is not received even in third time, the construction committee may get the work done itself from the deposit in case of construction and it does not matter how much the amount is.

#### 4.10 Bids Will Not be Recognized:

The organization will not be obliged to recognize the bids which have not reached the following procedure:-

- A) Not submitted within the prescribed period.
- B) Not sealed in an envelope.
- C) The bid sold or not in its fixed format.
- D) Deposit proof of Earnest money not attached.
- E) Not signed by the bidder.
- F) Not clear due to effacement/obliteration or the effacement is not certified.
- G) Minimum amount of earnings has not been deposited.
- H) Not all the conditions have been fulfilled as per the bid and its notice/announcement.
- I) Bids not received with conditions.
- J) Certified copies of the required documents and certificates have not been submitted.
- K) In case of construction work, the rate of each item of the bill of quantity has not been mentioned.
- L) Lack of up-to-date documents of the firm.

#### 4.11 Sealed Quotation / Bid, Basis for Approval:

- (A) While approving the sealed quotations / bids, the bids will be generally accepted on the basis of minimum evaluation (Lowest Evaluated Cost) but in doing so, quality will not be compromised.
- (B) The sealed quotations / bids submitted under this rule may be accepted in partial or in full.
- (C) The upper priced bids may be accepted by clearly mentioning the reasons for not approving the seal quotation / bids of the bidder who has pledged the lowest amount (eg: lack of quality, non-fulfillment of conditions etc.).
- (D) In case of natural calamities and other emergencies, if the required goods and materials have to be supplied within the stipulated short time, the bids of more than one competitive bidders may be approved.
- (E) On the basis of Rule 4.2 (A) (i) as well as the opinion of a technician or expert and the recommendation of the Chief of Staff in case of sealed quotation/bid related to medicine service/ kits, blood bag, brand

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product, reagent, chemicals etc. having higher price may be accepted by mentioning the reasonable causes.

- (F) Indigenous/national industries can be encouraged while approving sealed quotations / bids but foreign companies shall not be barred / banned.
- (G) When opening the first and second sealed quotations/bids, even if at least 2 of them are competitive as per the condition and specification, the bid may be accepted depending on the condition, time and justification. Provided that if the notice has been published for the third time as per Rule 4.9 (B), at least one bid may be accepted even if it is duly received and in accordance with the specification.

#### 4.12 Advance Money and Payment:

- (A) Bids approved for any period of time may be given advance up to the percentage mentioned in the tender document with necessary guarantee keeping in view the interest of the organization.
- (B) The advance amount given in accordance with sub-rule (A) shall be deemed to have been settled only after the contractor completes the work and hands over by getting it passed after checking.
- (C) For long term work, payment may be made on the basis of running bill on the recommendation of the concerned expert depending on the nature and progress of the work. The facility received from the organization should be clearly disclosed in the tender document.
- (D) The second installment will be paid only after the completion of 60 percent of the work of the first advance, but the third installment will not be paid without 100 percent of the first and 60 percent of the second installment.

#### 4.13 Agreement with Contractor / Supplier and Other Arrangements:

- (A) If it is deemed necessary to extend the term of the contract work, the term may be extended for three months at a time with the approval of the President on the recommendation of the Sub-Committee.
- (B) If the price of any goods or services changes/varies during the contract period, it will be as mentioned in the contract.
- (C) After the approval of the sealed quotation / bid, in addition to the other things mentioned in this Rules, the following matters should be clearly disclosed in the agreement:
  - (a) Rates and prices of the company,
  - (b) Period of completion of work,
  - (c) Provision of penalty and reward,
  - (d) Matters relating to damages and indemnity,
  - (e) Situations whether the contract may be breached or not,
  - (f) Methods of payment,
  - (g) Maintenance Period / Guarantee,
  - (h) Provision with the condition of not taking or / not having to pay higher price if the rate of major commodities/ goods fluctuates.



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- (i) Provision that the prescribed rate cannot be increased/accelerated.
- (j) In the absence of any provision in this regulation, it shall be as decided and explained by the Executive Committee.

#### 4.14 To Buy, Sell and Rent a House or Land:

- (A) If the houses owned by the Organization have to be rented out, it will have to be given to the person or body who has obtained the tender / quotation and marked the highest rate. As per the need, the house can be rented by fixing the amount through negotiation too.
- (B) Notwithstanding anything mentioned in sub-rule (A), if the interest of the organization is not sure, there will be no obligation to rent the house to the person who has fixed the highest rate.
- (C) The period may be extended by negotiating the time period and rental rate for additional period to the person or firm who is continuously hired. The partial vacancies of the place can be leased to individuals or firms, usually through negotiations.
- (D) In general, when purchasing the required house or land, a sealed proposal will be announced in local or national level daily newspaper by mentioning the details of the required house or land. After the evaluation of received proposals and recommended by the evaluation committee formed by the Executive Committee, the proposal will be approved and the house and land will be purchased. However, when purchasing the house land of neighbors in boundary whose border is joined with the immovable property (house, land) the Organization, or a certain house or land, can be purchased by negotiating directly with the neighbor in boundary.
- (E) **Procedures and conditions to be followed while selling immovable property (house, land etc.) registered in the name of Social Organization District Coordinating Committee Parsa:**
  - (a) Since the land should be sold only for the purpose of protection and promotion as a fixed property, its purpose should be clear.
  - (b) Permission must be obtained from the District Administration Office for the sale of land with the decision of the Executive Committee and the ratification of the General Assembly.
  - (c) The selling process should be started only after obtaining the permission from the District Administration Office.
  - (d) **The sales process should be transparent:**
    - At least 35 days public notice must be published for sale of land,
    - When publishing notice; the notice should be provided to public places- notice board of local office, local newspapers or through online media.
    - Secret sealed bids should be called publicly without reducing the determined minimum value.
    - Bids should be opened in the presence of bidders or their representatives.
    - After the completion of the process sale, a copy of each related documents must be sent to the District Administration Office.

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- (e) The one who has agreed the highest price among those who accept the minimum amount determined or the price above it should be sold by the decision of the Executive Committee.
- (f) The amount received from sale must be deposited in the bank account of the Organization.
- (g) The money thus received shall be used for income generation or immovable property of the organization. It cannot be used for administrative and daily work related expenses.
- (h) The amount should be used as per the prescribed purpose and plan.

## Chapter -5

### Provisions for Auction and Decomposition of Documents

#### 5.1 Provisions Related to Auction:

- (A) If any goods cannot be used even by repairing or if it is seen to be profitable from the economic point of view to auction or sale rather than repairing, will be auctioned or sold as per the decision of the Executive Committee.
- (B) When auctioning or selling, the following details should be published in the local newspaper with at least 7 days notice:
  - (a) Details of goods to be auctioned
  - (b) Place of bidding competition,
  - (c) The date of bidding competition,
  - (d) Minimum acceptable price, (may be disclosed at the time of auction as required)
  - (e) Other necessary details.
- (C) The sale may be done on the basis of auction, sealed tender or bidding.
- (D) Notwithstanding anything contained in sub-rules (B) and (C), if the goods could not be sold at auction or worth up to Rs. 50,000/- can be sold by directly performing negotiation by taking permission of the President in recommendation of the Treasurer and Secretary General if it seems to be beneficial to sell through negotiation rather than selling through an auction.

#### 5.2 Provisions Related to Decomposition:

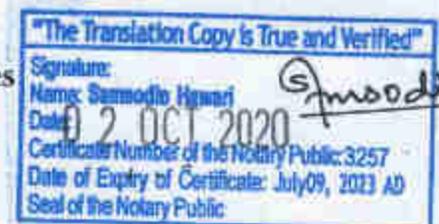
- (A) Goods which cannot be used at work or cannot be sold can be decomposed as per the decision of the Executive Committee.
- (B) Arrangements for washing or destroying records and documents related to the office shall be in accordance with the prevailing rules and directives.

## Chapter -6

### Daily and Travel/Visit Allowances

#### 6.1 Means and Methods of Travel:

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- A) The office bearers, members and employees of the organization shall travel by the methods mentioned in the travel order given to them by the means of public transport of the least costly and reliable and possible land route. And means and method of visit should be used as per mentioned in schedule-8.
- B) The visit order shall be mandatory carried while visiting and the account of travel expenses after the visit shall also be submitted in the format prescribed by the organization. The visit order will be approved by the following officials:
- Visit order of Vice-President, General Secretary, Secretary and Treasurer of the Executive Committee- By The President.
  - Visit order of other members and project officers- By the Secretary General.
  - Employees working on the project- By the Executive Director or, if he/she is not present, by a high-ranking employee of the concerned project.
- C) The approval/permission of the President will be mandatory in case of foreign visit.
- D) Sample of visit order will be as per schedule. A copy of the approved order should be sent to the account section with visiting person.
- E) Visit order may be approved by the official person specified in (B) mentioned above by filling up the prescribed form manually or by email.

#### 6.2 Travel Allowance:

- (A) While using the means of transportation for the field visit, the actual expenses will be paid by the Organization.
- (B) When traveling by air, the cost of the actual ticket of the aeroplane, including the terminal expenses Rs. 2000/- shall be provided to the traveler.
- (C) While going to visit out of Parsa district, the Executive Committee will determine the lump sum allowances according to the district base but if the organizer has itself arranged foods, accommodation, pocket money and transportation, the travel allowance will not be provided. If the organizer has not arranged pocket money in the program, the participants will be given 20 percent of the district-base allowance as pocket money.
- (D) If the organization provides the means of transportation, the visitor will not get the transportation expenses of the trip. However, if the organization does not provide the means of transportation, the cost of public transport will be paid. And the travel allowances will be provided as per schedule-9.

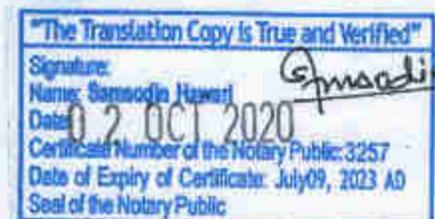
#### 6.3 Hiking/Visit on Foot:

- (A) Additional daily allowance of Rs. 100/- (one hundred) will be given while traveling on foot.
- (B) The number of days will be calculated on the basis of minimum 13 km or 4 kosh (9 miles) per day while traveling on foot but daily allowance will not be available without reasonable cause.

#### 6.4.1 Daily Allowances:

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- (A) In case of deployment in other districts of Nepal except Parsa district, the daily allowance will be calculated per night as prescribed. If there is only a day trip, 50 percent of the daily allowance can be provided to the traveler. There will be no discrimination in it.
- (B) In case any employee or official has to travel from one part of the country to another via the routes of India, he / she shall not be provided as per sub-rule (A).
- (C) If the employee assigned in connection with the visit takes casual leave for special work, he / she will not get daily and travel allowance for the duration of the leave.
- (D) Traveling within the country to spend the night will not be given daily allowance for both the day of departure and arrival. Only 100 percent of the day of departure and 50 percent of the day of arrival will be provided.
- (E) The daily travel allowance will be as prescribed by the other organization or other body while going to the program at the expense of that organization or body.
- (F) While going to attend conferences, seminars, etc., will count only the number of days on the way for daily allowance.
- (G) In case the organization has to bear daily allowance from its own (local) resources, the amount mentioned in (A) above will not be increased and the amount will be determined by the organization by making necessary changes but daily allowance for project based work will be as mentioned in the financial arrangement of the project.
- (H) Generally, daily allowance will not be given to the members, office bearers and employees of the organization for organizational work, but this allowance shall be provided as mentioned in sub-rules (A) and (D) while visiting the project or special event.
- (I) In case any employee or official has to travel from one part of the country to neighboring country India in course of institutional work and if he/she travels 50 km far from the border of Nepal to Indian place, up to 50 percent additional allowance as per sub-rule (A) additional allowances shall be provided. And if the distance is more than 50 km. in Indian places, 100 percent additional allowance will be given.
- (J) Employees receiving field allowance will not receive daily allowance while visiting their own district.
- (K) The field-based staffs will not get daily allowance while working in the specified field.

#### 6.4.2 Accidental Insurance:

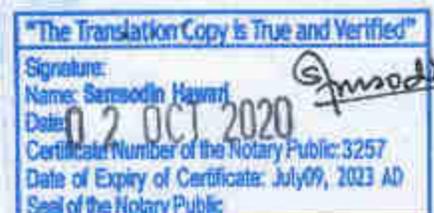
- (A) The organization will study the management of accident insurance for the office bearers, members and employees of the working committee and will manage it according to the decision of the Executive Committee based on its resources.

#### 6.5 Casual Expenditure and Other Expenses:

- (A) In case of renewal of visa fee, traveling insurance and airport taxes, of the participant of National and International meetings seminars or the officer or member or staff traveling in foreign country, is refused to provide by the organizer donor body, the organization shall pay the fee on the basis of justification.

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## Chapter -7

### **Provisions Related to Advance**

#### **7.1 No Advance will be provided:**

- (A) No advance will be generally given to the officer or employee for purchasing goods.
- (B) While providing advance in case of the program cannot be conducted without taking the advance, the approval of the President shall be mandatory on the basis of the recommendation of the responsible person and head of the program depending on the situation and responsibility. The advance will be given in the name of the employee working in the organization or it can be given in the name of the vendor. And while making demand for the advance, form of schedule-10 will be used.
- (C) The advance taken by a person for a program will not be allowed to transfer in the name of another person.
- (D) The advance taken once must be redeemed/ settled within 15 days of the completion of the program. No further advance will be allowed without redemption.
- (E) The person taking the advance will have to settle by correcting all the required documents but if the documents are found incomplete at the time audit, the person taking the advance will have to pay compensation.

#### **7.2 The Advance to be Settled:**

- (A) The advance taken for daily and travel allowance must be settled within 15 days of arrival from the visit.
- (B) The account of the advance taken to run/ conduct the program should be submitted within 15 days of the completion.
- (C) Disciplinary action will be taken against the members, office bearers and employees who do not settle the advance pursuant to sub-rules (A) and (B) and legal action extent to the recovery of the amount shall be taken.

#### **7.3 Not Allowed to Transfer Advance:**

Advances taken for one purpose will not be allowed to spend on other budget headings of other purpose. If one has to spend on other work, he/she should have to deposit that very advance in the bank account and settle the advance. Then after only s/he can get another advance.

#### **7.4 Settlement/Clearance and Exemption of Advance:**

- (1) If the work has been completed from the advance amount given for any work and the bill has not been received due to various reasons, or if there is adequate evidence of lost of sent bills, if the work has been completed under the approved cost estimate or amount, the President may provide with the recommendation of the responsible person or secretary general and the approval of the treasurer to write down the expenses up to Rs. 25,000/- and if it is more than that, the Executive Committee may provide. And such advance is supposed to be settled.

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- (2) In case of death of a person before the settlement of the advance provided to him/her, or if it is not possible to recover from him/her, such advance up to Rs. 25,000 (Twenty five thousand) may be waived/exempted by the President on the recommendation of the Secretary General and Treasurer. In case of higher amount, the Executive Committee can provide exemption only after making a decision.

## Chapter -8

### Audit

#### 8.1 Internal Audit:

- (A) In order to examine and manage the records of income, expenditure, cash, commodities and fixed assets in the organization and projects in accordance with the rules passed by the Executive Committee from time to time as per these rules, periodic internal audit can be conducted.
- (B) On the basis of the internal audit report, arrangements will be made to monitor the internal audit report regarding the adequacy or inadequacy of the existing rules, provisions on the use and security of commodity and cash assets, internal control system, administrative procedures, etc. .
- (C) Irregularities in the transactions observed from the internal audit or the balance of the goods and cash transactions will be settled after seeking clarification from the concerned officials or employees. If it is deemed necessary to recover from the concerned person in case of cash or in-kind misappropriation in relation to the irregularity which cannot be regularized or settled off, it may be submitted to the Executive Committee through the President for necessary action.
- (D) Internal auditing will be expanded in line with the concept of financial risk reduction of the organization. Provisions in this regard shall be as mentioned in the Internal Audit Guidelines.

#### 8.2 Final Audit:

The final audit of the organization will be done in accordance with the Statute of the organization and the prevailing laws. And it shall be done on the basis of the decision made by the Executive Committee.

## Chapter -9

### Salary, Allowances and Other Facilities

#### 9.1 Service, Rank Classification and Payroll/Pay Scale:

The service, ranking and payroll/ salary scale of the employees of the organization will be as prescribed by the Executive Committee from time to time on the recommendation of the Recruitment Committee. And the salaries of the employees will be increased from time to time depending on the financial condition of the organization but this point shall not be attracted in the case of projects.

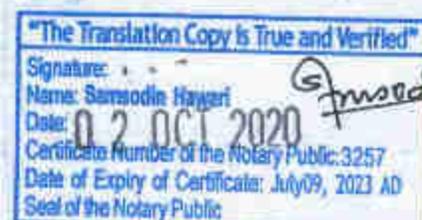
#### 9.2 Provisions for Salary Payment:

The arrangement for payment of salary to the employees will be in accordance with the Staff Administration Policy of the Organization.

#### 9.3 Salary to be Provided in Case of Suspension:

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If an employee is suspended for any reason in connection with the work of the organization or as a result of action taken by the authority, the salary will be calculated from the service period and the supplementary salary will be provided.

#### 9.4 Annual Salary Increase:

The salary increase (grade) of the employee will be as per the rules of the Organization. This facility is provided only to the permanent employees appointed by the competition on the general side and the to the periodic employees appointed by competition on the developmental side. This rule will not be applied for employees who have been selected for less than one year.

#### 9.5 Employees' Provident Fund:

- (A) 10 percent of the monthly salary scale (sum of initial salary and annual increased salary) will be deducted in the provident fund and 100 percent of the deducted amount will be given by the organization as additional subsidy.
- (B) The provident fund's amount as per sub-rule (A) shall be deposited in the provident fund office within one month of the distribution of salary.
- (C) The arrangement regarding the facility of withdrawal of the amount deposited in the Employees' Provident Fund shall be as per the rules of the Employees' Provident Fund Office.
- (D) In the case of employees of the probationary period, a monthly deduction of 10 percent from the monthly salary shall be made and deposited in the office of the provident fund. 100 percent additional subsidy amount to be given on behalf of the organization will be given in one lump sum with effect from the date of appointment only after the end of the probationary period. Employees who have been working continuously for three years will also be given a supplementary amount given by the organization, but if the working period is less than three years, only the amount deducted from the employee's own salary will be refunded. Provided that if the project has deposited the supplementary amount, the amount deposited during the project will be provided to the employee.
- (E) Funds will not be deducted during the period of unpaid leave and during the period of suspension. If the suspension is waived from the allegation, the amount of the provident fund will be deducted from the salary received during that period in a single installment and will be deposited in the provident fund.

#### 9.6 Allowances:

- (A) Employees working on projects/programs run by the organization by mobilizing its own resources will get (project/ dearness or other) allowances as per the decision of the Executive Committee. Provided that the allowance of the staff working on the project or program operated from external resources shall be as determined by the concerned body and no additional burden shall be borne by the Organization.

#### 9.7 Facilities:

- (A) Every employee working in the permanent service of the general side in the organization shall receive one month's additional salary on the occasion of the festival every year as festival expenses in Dashain. Similarly, this facility will also be provided to the temporary employees who have completed 12 months of service. However, regarding the facilities provided to the employees working in contractual

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service and working in projects shall be as provided in the contract. No otherwise will be taken and given.

- (B) The organization will establish a separate Medical Treatment Fund for the employees who have been hospitalized due to illness or any accident and need to undergo medical treatment in which the amounts, as per the decision made by the Executive Committee time to time, will be deposited and the President shall approve it on the recommendation of the Secretary General and provide without increasing the prescribed amount from Rs. 5,000.
- (C) As per the decision of the Executive Committee, if an employee is promoted for an acting post, he/she will get the initial salary, allowance, provident fund and other facilities of his/her acting post, but the grade will not be increased unless there is a special decision.

#### 9.8 Overtime Allowance:

- (A) In case of requirement of overtime work, it may be get done with the prior approval of the responsible person or Secretary General.
- (B) Employees of Officer rank, who do not receive overtime allowance, will get Rs. 250 (two hundred and fifty) for lunch expenses if they have to work more than three hours of overtime and on holidays.
- (C) Employees receiving field allowance will not get overtime allowances.

#### 9.9 Facility of Gratuity:

- (A) After the retirement of each permanent employee or acceptance of their resignation and leaving the service of the organization, the following rate of gratuity will be provided to:
- (1) 5 years to 10 years of permanent service- If the management of internal resources in the organization is observed fine, the salary with the rate of half-month's salary of every year will be added.
- (2) From more than 10 years to 15 years of service- At the rate of one month's salary of each year if the management of internal resources in the organization is observed fine.
- (3) Above 15 years to what so ever- if the management of internal resources in the organization looks good, at the rate of the salary of one and one-fourth of a month of each year.
- (B) An employee who has not behaved/treated as per the rules of the organization or has fired from the job due to violation of the rules shall not get the subsidy facility.
- (C) If the resignation of an employee is accepted or s/he retires without settling the salary advance or other advances or goods/commodities taken by him/her, the payment shall be made only after deducting the remaining advances or price of the commodity.
- (D) While calculating the service period of the employee for the purpose of gratuity amount payment, the year and month of the payment shall be calculated.
- (E) A gratuity fund will be established for the gratuity amount provided to the employees. Other necessary arrangements related to the fund will be as decided by the Executive Committee.

#### 9.10 Facility Related to Leave/Vacation:

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Prepared By:

Checked By:

Approved By:

Name:

Name:

Name:

Date:

Date:

Date:

### SCHEDULE-2

## Social Organization District Coordination Committee, Parsa

Birgunj-14, Radhemai

### Non Expendable Register

S.N	Date of Purchase	Description	Specification	QTY	Per unit Price	Invoice N.	Supplier Name	Assets Coding	User	Condition
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

Prepared By:

Checked By:

Approved By:

Name:

Name:

Name:

Date:

Date:

Date:

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**SCHEDULE-3**

**Social Organization District Coordination**

**Committee (SODCC), Parsa**

Birgunj-14, Radhemai

Physical Verification Year:.....

S.N	Name Of Items	LF	Balance as Per Ledger	Balance as Per Physical verification	Variance	Funding Source

Member of Physical

Verification Committee:

S.N	Name	Date	Signature
1			
2			
3			

Approved By:

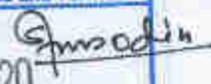
Signature:

Name:

Date:

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SCHEDULE-4

**Social Organization District Coordination Committee(SODCC), Parsa**  
Birgunj-14, Radhemai, Parsa  
**Purchase Request**

Project:

Request By Name:

Post:

PR Number:

Request Date:

Required Date:

N.S	Particulars	Specification	Quantity	Unit Price	Amount

Account to be Charged (Project/Budget Code)

Signature of Request By:

Recommended By:

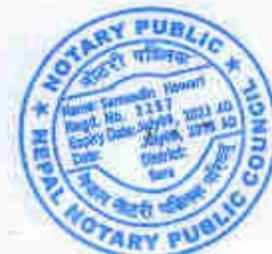
Reviewed By:

Approved By:

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Name: Sarnoodin Hossain  
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### SCHEDULE-7

## Social Organization District Coordination Committee (SODCC) Parsa

Birgunj-14, Radhemai

### Quotation Comparative Chart

#### Compile sheet of Quotation

S.N	Name of Item	Size	Brand/Model	QTY	Suppliers			Remarks
					A	B	C	

Prepared By:

Approved By:

Supplier Selected:

Reason for Selection:

Approved by Purchase Committee:

S.N	Name	Post	Signature	Date



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## SCHEDULE-8

### Social Organization District Coordination Committee (SODCC), Parsa

Birgunj-14, Radhemai, Shivnagar

### Visit/Travel Order

### National/International

Number:

Date:

1. Name of the Traveling Employee
2. Designation
3. Office:
4. Traveling Place (Mention Country and City for Foreign Trip)
5. Objective/Purpose of the Travel/Visit:
6. Duration of Travel:
7. Means of Transportation for Travel:
8. Advance amount sought for the Travel:
9. Other Required Things Related to the Travel:

Name of Applicant:

Travel Approving Authority's:

Designation:

Name/Designation:

Date:

Date:

#### For the Financial Administration Section Traveling Expenses

From the Budget No. .... Cash/ From Cheque No. .... Rs. ....

In words ..... has been provided.

Signature of Receiver: .....

Name, Surname :

Financial Administration Section

Date:

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Name: Samsudin Hwangi  
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## SCHEDULE-9

### Social Organization District Coordination Committee, Parsa

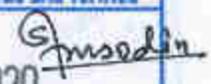
Birgunj Metropolitan City-14, Radhemai, Tole

### District-Base Rate of Traveling Allowances

Districts	Rate Rs.	Remarks
Katlmandu, Lalitpur, Bhaktapur	3000/-	
Kablrce	3000/-	
Kaski	3000/-	
Chitawan	3000/-	
Makawanpur	3000/-	
Bhairahawa	3000/-	
Nawalparasi	3000/-	
Kapilvastu	3000/-	
Banke	3000/-	
Bardiya	3000/-	
Dang	3000/-	
Palpa	3000/-	
jhapa	3000/-	
Ilam	3000/-	
Panchthar	3000/-	
Sindhuli	3000/-	
Sunsari	2,500/-	
Morang	2,500/-	
Saptari	2,500/-	
Siraha	2,500/-	
Dhanusha	2,500/-	
Mahottari	2,500/-	
Sarlahi	2,500/-	
Rautahat	2,500/-	
Bara	1,000/-	
Parsa		

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SCHEDULE-11

Social Organization District Coordination Committee, Parsa

Birgunj-14, Radhemai

LEAVE REQUEST FORM

Date	
Name	
Designation	
Type of Leave	<input type="checkbox"/> Annual <input type="checkbox"/> Sick <input type="checkbox"/> Other Leave (Specify)
Reason of Leave	
Start Date	
End Date	
Total Leave Days	

Request By Employee	Recommended by PO/FP	Approved by Chairperson
Name:	Name:	Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:

Recommender are Suggested to Check with requestor's supervisor before recommending

Checked by Human Resource officer	Leave Balance:
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Sick leave beyond 2 days should be requested together with the Medical Doctor's Certificate

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Name: Samsodin Haryal  
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