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**Social Organization District Coordinating Committee
Parsa, Birgunj**

Logo of
Organization

**Staff Administration Policy 2069 BS (2012 AD)
{Including Second Amendment, 2075 BS (2019 AD)}**

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Organization

PUBLISHED BY:

Social Organization District Coordinating Committee Parsa

Parsa, Birgunj-14

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**Social Organization District Coordination Committee Parsa
Staff Administration Policy 2069 B.S (2012 A.D)
First Amendment, 2074 Asar (July 2018 A.D)
Second Amendment, 2075 Chaitra (March 2019 A.D)**

Preamble:

Social Organization District Coordinating Committee Parsa was established as a non-profit organization in the year 2051 B.S and it has been working for the elimination of the illiteracy, discrimination, gender inequality and social stigma prevailing in the community by developing the capacity of stakeholders in coordination, partnership and development works among the local organizations. As it is very necessary to operate the programs and offices of the organization in a systematic manner and to make the staff administration efficient, this policy related to staff administration has been prepared to fulfill the objective of the Statute of the organization, 2053 (1996 AD) (including the third amendment, 2068 (2012 A.D)).

Chapter-1

Preliminary

1.1 Short Title and Commencement

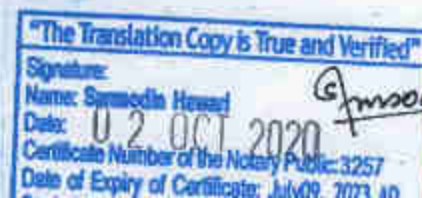
- (A) The name of this policy is "Social Organization District Coordination Committee Parsa Staff Administration Policy, 2069" (including Second Amendment, 2075 BS).
- (B) This policy may be passed and implemented by the Executive Committee of the Social Organization District Coordinating Committee Parsa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

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

- (A) "Statute" shall mean the Statute of the Social Organization District Coordinating Committee, Parsa, 2053 (with the Third Amendment, 2068).
- (B) "Organization" means the Social Organization District Coordinating Committee, Parsa.
- (C) The Executive Committee shall mean the social organization District Coordinating Committee, Parsa.
- (D) "President" shall mean the president of the Executive Committee of the Social Organization District Coordinating Committee, Parsa.
- (E) "Vice-President", "General Secretary" "Secretary" and "Treasurer" shall mean the "Vice-President", "General Secretary" "Secretary" and "Treasurer" of the Executive Committee of the Social Organization District Coordinating Committee.

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- (F) "Member of the Committee" means a member of the Executive committee of the Social Organization District Coordinating Committee.
- (G) "General Assembly" means the General Assembly of the Social Organization District Coordinating Committee, Parsa.
- (H) "Responsible person" shall mean the person nominated by the Executive committee from among the members of the Executive committee as per the program of the social organization District Coordinating Committee.
- (I) "Fiscal Year" means the whole year from the 1st of Shrawan of one Vikram Sambat (year) to the end of Ashadh of the next year.
- (J) "Employee/Staff" shall mean the person deployed by the social organization District Coordinating Committee Parsa under its personal resources and projects.
- (K) "Office" means the various administrative units and all the subordinate offices set up by the organization to carry out its various functions.
- (L) "Sub-Committee" mean the various thematic committees constituted by the Executive Committee.
- (M) "Specified" or "as specified" shall mean the responsibility given by the Executive Committee after making a decision.
- (N) "Program" means any kind of service or program which is operated on a large scale for a definite goal, purpose and other purposes.
- (O) "Project" means any periodical project to be carried out in a certain place for a specific time and purpose to achieve the objectives of the project itself or the objectives of the program.
- (P) "Legal Adviser" means an advocate appointed by the Executive Committee to provide legal counseling, advice suggestion and to proceed with the legal proceedings on behalf of the organization.

1.3. Right to interpret the policy:

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

Chapter – 2

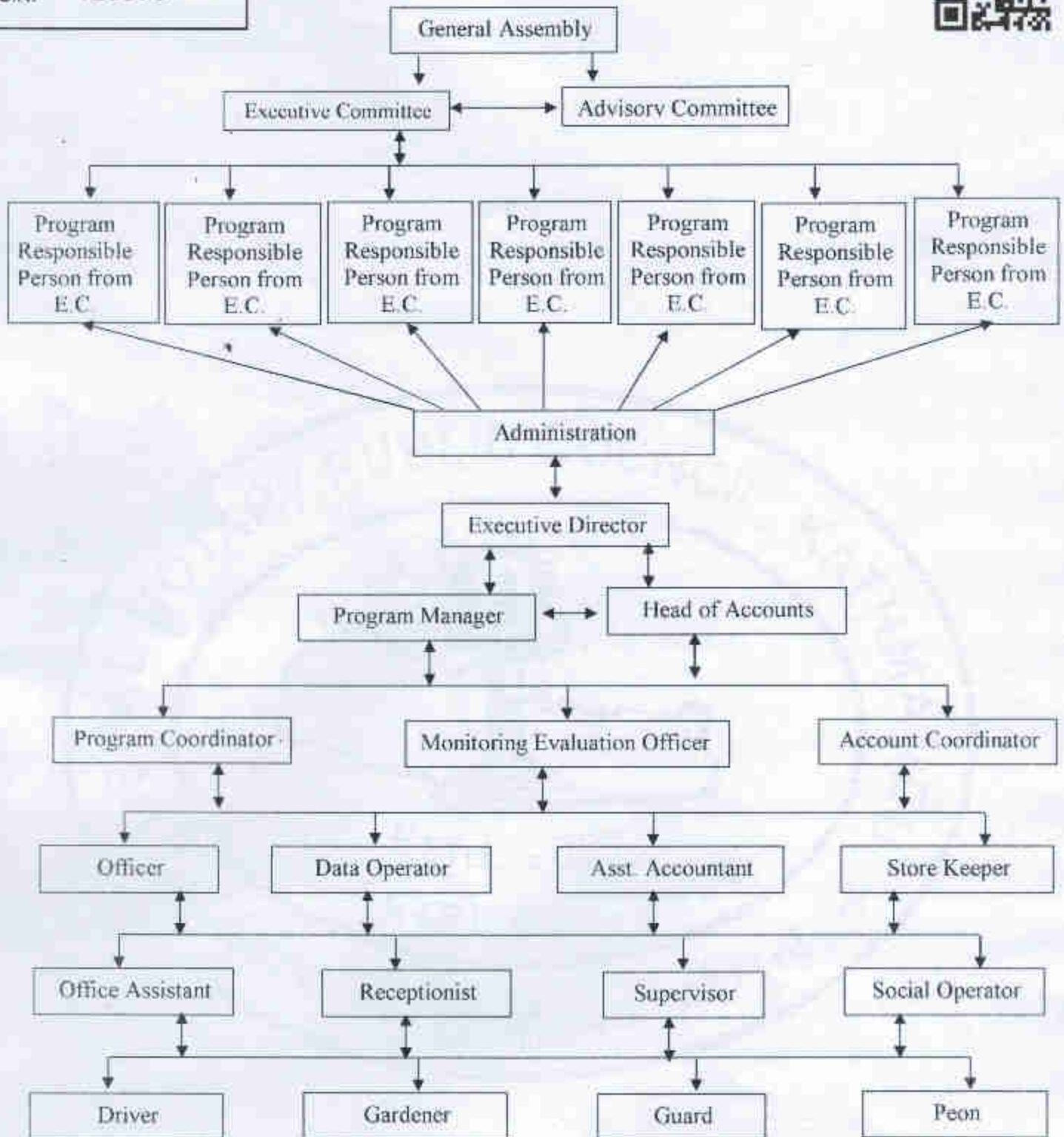
Structure of the Organization

1. The institutional structure of this Social Organization District Coordination Committee, Parsa is as follows:-

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Chapter-3

Provisions for Formation of Various Committees, Sub-Committees and Selection of Responsible Persons:

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

The Selection Committee:

Coordinator: Vice-President

Member: General Secretary

Member: One female from the Executive Committee

Member: One Person from among the advisors or Ordinary Members

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

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

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other stakeholders related to the program, the Executive Committee shall assign one program in-charge as responsible person for each separate programs.

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

Chapter 4

Staff Recruitment Procedures

4.1 Recruitment of Staff/Officials:

- The organization give an order to the Staff Selection Committee to start the process for permanent, temporary or contract based staff recruitment according to the need for the program or organization, along considering the duration of the project as per the decision of the Executive Committee. The Selection Committee will recommend after completing entire procedures and it will be finalized by the Executive Committee.
- When hiring any type of employee, advertisement should be posted in the local daily newspaper, by posting the information in the offices and as required, in the national newspaper or online for a period of at least 7 days.
- The person applying for the post in the organization should be a person with experience in the relevant work and the final decision will be made by the Selection Committee.
- The applicant must be a Nepali citizen.
- Must have copy of academic/educational qualification certificate and personal details.
- Women, oppressed, Muslim, Marginalized, Tribe, indigenous and local people with different abilities will be given priority.
- A person who is mentally retarded or has been convicted on a criminal charge will not be recruited.
- Employees will be recruited through written exam, interview or skill test as per the requirement of the program.
- If the staff is not selected for the required field but has experience and qualification in that field, the selection committee will publish the name as an alternative candidate and the name of the candidate will be valid for 3 months and other eligible persons can be included in the talent pool and If there is a need for staff for a short period of time, the selection can be done by consulting the selection committee from among the persons in the talent pool.
- As per the requirement of the program, within 7 days of the appointment, the JD of the concerned employee and the orientation related to the work will be done and sent to the related field.

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- k) The probation period of the employee will be 3 months.
- l) In case of project basis selection, the selected employees shall be provided appointment letter according to the project period.
- j) In case of resignation or vacancy of the employee of the concerned work area, the employee of that area will be promoted and transferred according to his / her capacity.
- k) The members of the Executive Committee and the representatives sent by the member organization will not be allowed to stay as employees.

4.2 Salary Scale and Grade:

| S.N | Post | Academic Qualification | Experience | Scale | Remarks |
|-----|--|-------------------------------|------------|---|--|
| 1 | Executive Director | Masters | 7 Years | From 75,000/- to 100,000/- Or according to the policy of the donor. | a) For women and Dalit-Graduate and an experience of 5 years. b) For others'- Masters and 7 years experience. |
| 2 | Head of Program/ Program Manager/ Head of Accounts | Post Graduate | 5 Years | From 60,000/- to 75,000/- Or according to the policy of the donor. | a) For women and Dalit-Graduate and an experience of 5 years b) For others'- Masters and 7 years experience. |
| 3 | Coordinator | Graduate | 5 Years | From 45,000/- to 60,000/- Or according to the policy of the donor. | a) For women and Dalit-Graduate and an experience of 3 years b) For others'- Graduate and 5 years experience. |
| 4 | Officer | Graduate | 3 Years | From 35,000/- to 50,000/- Or according to the policy of the donor. | a) For women and Dalit-Graduate and an experience of 2 years b) For others'- Graduate and 3 years experience. |
| 5 | Accountant | Proficiency Certificate Level | 3 Years | From 30,000/- to 45,000/- Or according to the policy of the donor. | a) For women and Dalit-Proficiency Certificate Level and an experience of 2 years b) For others'- Proficiency Certificate Level and 3 years experience. |
| 6 | Store Keeper | Proficiency Certificate Level | 3 Years | From 25,000/- to 35,000/- Or according to the policy of the donor. | a) For women and Dalit-Proficiency Certificate Level and an experience of 3 years b) For others'- Proficiency Certificate Level and 3 years experience. |

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|---|--|-------------------------------|---------|--|---|
| 7 | Social Operator | Proficiency Certificate Level | 3 Years | From 20,000/- to 25,000/- Or according to the policy of the donor. | a) For women and Dalit- Proficiency Certificate Level and an experience of 2 years b) For others'- Proficiency Certificate Level and 3 years experience. |
| 8 | Office Asst./ Computer Asst./ Receptionist | S.L.C or Equivalent to it. | 2 Years | From 15,000/- to 20,000/- Or according to the policy of the donor. | a) For women and Dalit- S.L.C and an experience of 2 years |
| 9 | Peon, Driver, Guard and Gardener | 8 Class | 1 Years | From 10,000/- to 15,000/- Or according to the policy of the donor. | On the basis of work efficiency |

Note: The prescribed academic qualification and experience shall be given more priority.

4.3 Positive Discrimination in Staff Recruitment: The selection of employees for the organization can be done on the basis of positive discrimination policy in the following areas.

- (A) When recruiting employees, recruitment will be done keeping in view social inclusion and gender equality so that there will be positive discrimination between both men and women.
- (B) The advertisement should be made accessible to all while seeking qualifications and experience. Preference will be given to women, dalits, janajatis, disabled, backward class, oppressed etc.

Chapter 5

Provisions Related to Service Facilities of Employees.

5.1 Employee's Service Facility:

- A) Service facilities as specified by the project will be provided to the employees appointed under the project
- B) Employees, appointed for regular work in the organization will be provided Dashain allowances on an annual basis by the employees who have worked for 3 months at most.
- C) In case of employees working in the organization for a period of more than 6 months, the salary advance will be up to 3 months maxima.
- D) The advance salary will be deducted by paying 50 percent of the remaining month's salary.
- E) While participating in the program, expenses and services will be provided as provided by the financial regulations.
- F) When any employee goes out of the area of the work in connection with work, transportation expenses, accommodation expenses and food expenses and pocket expenses will be provided in accordance with the financial regulations.

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- G) Employees who have worked in this organization for 10 consecutive years will be counted as one level above qualification. The same can be promoted as per the need.
- H) Employees will be honored or rewarded for their good work and it is proved that they have done bad work, they will be fired and other necessary action will be taken.
- I) In order to increase the dignity and morale of the employees, they should be made to participate in trainings, workshops seminars and visits.
- J) Various trainings will be arranged for capacity building or the organization itself will provide training from time to time.
- K) The uniform of the employees working in the organization will be implemented and for that the organization will provide the amount including one set of clothes sewing at a time.

5.2. Provisions Regarding Advance:

- A) In case of employees, advance can be given only to the person who has worked for at least 6 months.
- B) The advance amount will be deducted at the rate of 50 percent from the monthly salary.
- C) If the advance amount given once is left to be paid with any person, the next advance will not be given.
- D) The amount of the offer taken for the program should be deducted as mentioned in the financial regulations.
- E) Advance is Concession for employees, not the right.

5.3 Provisions Regarding Leave/Holiday:

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

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Chapter 6

Provisions Related to Work Performance and Evaluation

6.1 Performance Appraisal:

- (A) The nature of work and of each employee and the service to be provided to him/her should be clearly mentioned in J.D.
- (B) In order to complete the work mentioned in the J.D of staffs, a copy of the work plan should be prepared on a monthly basis by the field staff and submitted to the concerned program coordinator and the program coordinator should submit to the Executive Director and Executive Director should submit to the President.
- (C) The program mentioned in work plan should be reviewed in the monthly meeting and the work left to be done should included in the action plan of the next months.
- (D) According to the monthly work plan concerned executive director, program manager, program coordinator, program responsible person and members of the Board should monitor the work weekly, fortnightly, monthly, half yearly and yearly.
- (E) While evaluating the program, observation questionnaire will be prepared and group discussion, interview and indirect discussion can be done on the basis of it.
- (F) While evaluating, feedback should be given to the concerned staff if any irregularity or technical weakness is seen in working style. The feedback should be given as a suggestion.
- (G) An employee will be advised up to 2 times at most. Even after that, if there is no improvement in the work, a clarification will be sought. If the clarification is not satisfactory, the Executive Committee may transfer him, withhold his salary or even dismiss him.
- (H) In the course of evaluation, the employees who have performed their tasks with accountability, influence in the society and for the institutional interest will be promoted and their grades, salaries and allowances will be increased.
- (I) If there is a complaint against any person related to the organization, the Executive Committee shall take actions as per the report of the Investigation Committee.

6.2 Office operating hours, hours:

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

6.3 Overtime:

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

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

- A) The organization will keep up to date the details of the resource persons trained in various subjects.
- B) First of all, if the organization has competent and qualified resource persons, they will be given preference by the organization.
- C) If there is a need to be hired from outside, the resource person can be selected as per the decision of the Executive Committee.
- D) Proficiency certificate level or similar 10 years of experience will be given Rs. 2000 per day.
- E) Rs. 2500 per day will be given to the graduate level or similar 5 years of experience.
- F) Rs. 3000 to 5000 per day will be given to post graduate or similar 3 years of experience.
- G) In selecting the resource person for any internal work, priority will be given to the person concerned with the organization.
- H) If a resource person has to be selected to make the responsible persons of the organization competent, then the program coordinator of the same subject will be the resource person.
- I) The resource person will be responsible for general reporting (available form) of the related subject.
- J) Taxes will be deducted from the services and facilities to be provided to the resource persons in accordance with the prevailing law and the remaining amount will be remitted.
- K) If the resource person is mobilized, the person's bio-data and agreement should also be kept in the organization.
- L) While mobilizing a person with expertise in a particular field as a resource person, the Executive Committee may mobilize him/her after determining the special service and facility.
- M) In addition to daily allowance, transportation expenses and hotel management expenses will have to be provided while mobilizing experts.
- N) Even though the remuneration for the above trainer has been fixed, the training conducted under the project will be as mentioned in the project.
- O) While mobilizing the trainers, they can be mobilized on the basis of day, hour or class (subject) but double allowance and other services will not be provided to the trainers mobilized on daily basis.
- P) In course of operation of the program if a training is conducted by the staffs related to the program, only food, accommodation and transportation will be provided.

6.5 Remuneration Rate of Resource Person:

| S.N | Academic Qualification | Rate | Remarks |
|----------------|-------------------------|-------------|---|
| Local Level | Post Graduate | 3 Thousands | Food, accommodation and transportation will have to be provided separately. |
| | Graduate | 2 Thousands | |
| | Proficiency Certificate | 1 Thousands | |
| External Level | Post Graduate | 5 Thousands | Food, accommodation and transportation will have to be provided separately. |
| | Graduate | 3 Thousands | |
| | Proficiency Certificate | 2 Thousands | |

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Note: If it is internal, it will be done as prescribed above and if it is related to the program, it will be done only as prescribed in the program.

6.6 Agreeable:

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

6.7 Listening Complaints:

- A) As there is a general competition from time to time while working in the organization, there is a possibility of general heartache or abusive behavior among one another sometime. A complaint box may be set up in the organization to address the matter in time and that complaint box will be opened every Sunday under the leadership of the Secretary General before a female and a male staff. The issues will be kept secret and discussed in the Executive Committee and if no appropriate steps are taken by the Executive Committee, it will be handed over to the Investigation Committee and action will be taken as per the report of the Investigation Committee.
- B) In case of dissatisfaction with any working system (personal and institutional) of the organization, the employee at any level may submit a complaint to the Executive Committee and also put it in the suggestion box.
- C) After the complaint is registered, the problem will be resolved within 15 days after performing necessary investigation related to it.
- D) If the complaint of the complainant is justified, necessary correction should be made within 7 days regarding the level from which the mistake has been made or the working system not liked.

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6.8 Punishment:

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

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

6.9.1) Voluntary (personal)

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

6.9.2) Dismissal of the post:

- A) In case of change in the structure of the program or after the end of the program, the employee should be informed 3 months in advance.
- B) In case of not being able to bear the assigned responsibility and if the advice given by the organization is not implemented.
- C) If it is proved that he/she has acted against the interest of the organization.
- D) If one is not present in the office for 15 consecutive days without leave approval.
- E) In course of working in the organization, if one loses his/her mind or becomes sick for 6 consecutive months or dies.
- F) If the employee embezzles public property and the legal charges against him/her is substantiated.
- G) If an employee comes being a representative on behalf of any Member Organizations for the Social Organization District Coordinating Committee Parsa.

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Social Organization District Coordination Committee Parsa

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Annual Leave Calendar

Schedule-1

| Holidays/Leave | Day or No. of Days | Remarks |
|---|--------------------|----------|
| New Year (Nepali Year) | 1 day | Baishakh |
| Rakshabandhan | 1 day | Shravan |
| Krishna Janma Ashtami | 1 day | Bhadra |
| Haritalika Teej (for female employees only) | 2 days | Bhadra |
| Dashain (From the seventh to the tenth day) | 4 days | Asoj |
| Lakshmi Puja, Govardhan Puja and Bhai Tika | 3 days | Karthik |
| Chhath worship | 2 days | Karthik |
| Maghe Sankranti | 1 day | January |
| Holi | 2 days | Falgun |
| Women's Day (for women only) | 1 day | Falgun |
| Eid-ul-Fitr (Muslims only) | 1 day | |
| Eid-ul-Zuha (Muslims only) | 1 day | |

Other Holidays/Leave:

| Holidays/Leave | Day or No. of Days | Remarks |
|--|--------------------|---------|
| Casual Leave | 6 days | Yearly |
| Sick leave | 12 days | |
| Maternity leave (to woman before the Delivery) | 15 days | |
| Maternity leave (post maternity leave to women) | 30 days | |
| Maternity leave, (only to the husband of women) | 15 days | |

THE END

Sd
(By Members)

Seal of the
Organization

"The Translation Copy is True and Verified"
Signature: 
Name: Samsudin Hossain
Date: 02 OCT 2020
Certificate Number of the Notary Public: 3257
Date of Expiry of Certificate: July 01, 2023 AD
Seal of the Notary Public

