



TDEA Administration Manual

*Trust for Democratic Education and
Accountability (TDEA)*

As Updated on: 1~~NEH~~ 201

Free and Fair Election Network (FAFEN) is a network of Pakistani civil society organizations, governed by the Trust for Democratic Education and Accountability (TDEA).

Table of Content

1.	TRAVELING POLICY	2
1.1.	LOCAL TRAVEL.....	2
1.2.	IN-COUNTRY TRAVEL.....	3
1.3.	FOREIGN TRAVEL.....	6
2.	USE OF EQUIPMENT AND VEHICLES	7
2.1.	EQUIPMENT AND SERVICES.....	7
2.2.	PERSONAL USE OF OFFICE EQUIPMENT AND SERVICES	7
2.3.	VEHICLE POLICY	7
3.	HEALTH AND SAFETY	9
3.1.	GUIDELINES FOR STAFF MEMBERS	9
3.2.	GUIDELINES FOR MANAGEMENT	9
4.	OFFICE SECURITY	10
4.1.	STAFF	10
4.2.	OFFICE EQUIPMENT	10
4.3.	FILES AND OTHER PHYSICAL RECORDS	11
5.	MEETINGS AND EVENTS MANAGEMENT.....	12
5.1.	GUIDELINES.....	12
6.	FIXED ASSETS.....	14
6.1.	IDENTIFICATION OF ASSETS.....	14
6.2.	INSURANCE OF FIXED ASSETS.....	14
6.3.	DISPOSAL OF ASSETS.....	15
6.4.	INVENTORY MANAGEMENT	15
6.5.	STORES HANDLING.....	15
6.6.	APPROPRIATE USE OF LANDLINE TELEPHONES.....	16
6.7.	MOBILE PHONE POLICY	16
7.	ANNEXURES.....	18
	ANNEX NO. 1	18
	TRAVEL APPROVAL FORM.....	18
	ANNEX NO. 2	19
	TRAVEL REIMBURSEMENT FORM.....	19

1. Traveling Policy

TDEA Travel Policy requires staff to make best use of resources by the following guidelines on making and reporting work-related travel. The policy aims to support staff in effectively carrying out their duties outside the office premises, mitigate the impact of travel and support them in integrating and managing their work and personal life. The policy aims to ensure most safe, economical, and efficient mode of traveling.

1.1. Local Travel

A travel necessitated for the performance of duty within the limits of Rawalpindi and Islamabad cities will fall under Local Travel category.

a. Travel Authorization

Any local travel will have to be informed to Administration Unit well before it is undertaken. Such visit will be logged in the Vehicle log book.¹

b. Mode of Travel

The local travel can be undertaken preferably on the TDEA vehicle/s. However, personal vehicles and local transport may also be used in case the TDEA vehicle/s is not available.

B.1) TDEA Vehicle

TDEA can make arrangements for the availability of its vehicle for local travel of staff only when the Administration Representative informed about the travel plan at least a day before it is undertaken. Such information will have to be made on Travel Approval Form attached in Annex 18-A. In case the official vehicle is not available, the Administration Representative will allow the requesting staff to use either their own vehicle or local public transport.

B.2) Local Transport

Staff being requested to use Public Transport for local travel will be allowed to take taxi cab to their destination.

B.3) Personal Vehicle

Staff being requested to use Personal vehicle local travel will be reimbursed at the rate of Rs.8 per kilometer. However, the claimed mileage will have to be approved by the Administration Officer.

c. Admissible Local Travel Expenses and Mode of Reimbursement

Only in cases where Administration Representative allowing staff to use either their own vehicle or local public transport, the staff concerned can request reimbursement of the expenses incurred on their travel on Travel Reimbursement Form as attached in Annex 2 by routing it to Finance Unit through Administration Officer. The reimbursements claims must follow the rates as mentioned in B.2 and B.3 of this Sub-section 18.4.1.

d. Non-admissible Local Travel Expenses

¹ Effective date of implementation: April 17, 2016

- i. Repair and Maintenance of Vehicles
- ii. Out of Pocket Expenses
- iii. Meals and refreshments
- iv. Any damage during travel when using own vehicle by staff.

1.2. In-Country Travel

A travel necessitated for the performance of duty outside the limits of Rawalpindi and Islamabad cities and within the geographical limits of Pakistan involving whether or not involving an overnight stay will fall under In-country Travel category.

a. *Travel Authorization*

Any In-Country travel will have to be approved by the line supervisor, Unit Head and shall inform to Administration representative before it is undertaken on Travel Approval Form attached in Annex 18-A.

b. *Mode of Travel*

B.1 Air Travel

Air travel will not be allowed for any in-country travel of less than 400 kilometers or less than five hours of road travel unless an emergency visit is necessitated and has duly been approved by the Chief Executive Officer.

All staff will use economy class for any in-country air travel. No exceptions will be made. However, any staff can enhance the type of their ticket by using their personal resources and duly informing the Administration Representative in writing by email. All additional amounts that are incurred on enhancing the type of ticket will be deducted from the staff salary in the month the travel is completed. Such deductions are to be ensured by the Administration representative by timely informing the Finance Unit.

TDEA can make arrangements for air travel of staff only when the Administration Representatives informed about the travel plan at least a week before it is undertaken. Such information will have to be made on Travel Approval Form attached in Annex 18-A.

B.2 Road Travel

TDEA allows road travel for in-country visits for distances less than 400 kilometers or travelling time of less than five hours. TDEA will make arrangements for road travel either on its own vehicle/s or renting a vehicle from pre-qualified car rental companies. In case the official vehicle is not available, the Administration Representative will allow the requesting staff to use either their own vehicle or public transport.

B.2.1 TDEA vehicle

The Administration Representative will make sure that the vehicle is in good condition to undertake in-country travel. The TDEA vehicle will only be driven by the designated driver. Travelling staff will not be authorized to drive the TDEA vehicle unless otherwise authorized by the Administration Officer if driver is not available and there is an emergency to reach the destination. The Administration Representative will provide the driver with adequate cash advance to meet fuel costs and other contingencies. Such advances will be processed on Travel Approval Form in the name of the travelling driver, who will be responsible to log the travel details on the vehicle log book, secure receipts for fuel expenses incurred during the travel. Contingencies in this case will only mean vehicle repairmen and maintenance costs. The driver will be responsible for

adjustment of the travel advance within a week of return from travel. Any unaccounted, un-receipted and inadmissible costs will be deducted from the salary of the designated driver.

B.2.2 Rental Vehicle

In case of the non-availability of the TDEA vehicle, the Administration Representative will rent a chauffeur-driven, insured vehicle from car rental services. Preferably up to 1300cc vehicles of model not older than two years will be rented for in-country travel of staff. 4X4 vehicles are not allowed for any travel purpose, however while travelling in areas where 4X4 vehicle is inevitable such as hilly and far-flung areas, the 4x4 vehicle will be preferred.

B.2.3 Public Transport

Staff being requested to use Public Transport for in-country travel will be allowed to take direct inter-city air-conditioned bus service. In case direct service is not available, staff may plan their route.

B.2.4 Personal Vehicle

Staff being requested to use Personal vehicle for in-country travel and will be reimbursed on actual receipts of fuel consumed during the travel. The staff using their own vehicles may also charge Rs.3 per kilometer on wear and tear and maintenance of their vehicle. However, vehicles that are insured can be authorized for in-country travel.

c. Lodging

TDEA allows its staff undertaking in-country travel involving an overnight stay to lodge in the hotels/guest houses across Pakistan, keeping in view their cost, safety and services.

The Administration Representative will make prior arrangements of the travelling staff

d. Boarding

TDEA will make breakfast, lunch, dinner, water and tea arrangements in the hotels/guest/houses where the staff is lodged. Staff will not be allowed any room service or mini bar.²

e. Business Meal

TDEA defines a reimbursable business meal as a meal consumed by an employee and other invited attendees when TDEA-related business is discussed during the meal. However, such meals shall be brought in the knowledge of the relevant Manager through telephone, text message and/or email. For all such meetings, the following need to be established at the time of seeking reimbursement from the Finance Unit:

- i. The clear, reasonable, specific business purpose for the meeting.
- ii. Meal expense must be ordinary and necessary.
- iii. Meeting should only be conducted over meal time if the invited attendee's schedules provide no other alternative and not for the primary purpose of consuming a meal.
- iv. Food should not be used as incentive for meeting participation.

² Effective date of implementation: April 17, 2016

f. Out of Pocket Expenses

The cost of meal during the course of travel may also be claimed at a rate of PKR.1500/day or as annually notified by the Finance Unit. Staff will not be allowed for per-diem for meal if TDEA will make the boarding and lodging arrangements including meals. Staff will not be required to establish receipts for daily per diem for meals and such expenses will be adjusted as per time of departure and return of the staff.

All staff will be paid a small amount to meet costs such as the ones incurred on water, laundry, etc. during the travel. Staff will not be required to establish receipts for the Out of Pocket Expenses. The rate is PKR. 500/- per day, which will annually be revised keeping in view the inflation and notified to the staff on first of July of every year by the Finance Unit.³

g. Dealing with Emergencies

In case of emergency such as accident, sickness, etc., the staff will inform the Administration Officer, who will make appropriate arrangements for mitigating the emergency such as fastest means of bringing staff back home if it is deemed necessary. All emergency costs will be borne by TDEA. The Administration Representative will also ensure that all travelling staff has the list of hospitals that are covered by the Health Insurance Company contracted by TDEA in the city being visited. If necessary, the Administration Representative through Human Resource Officer will request the insurance company to facilitate, for example, treatment off staff in a health facility in the city being visited.

h. Travel Insurance

TDEA will provide group insurance to all its employees, subject to the availability of funds.

i. Admissible In-Country Travel Expenses and Mode of Reimbursement

Only in cases where Administration Representative allowing staff to use either their own vehicle or public transport, the staff concerned can request reimbursement of the expenses incurred on their travel on Travel Reimbursement Form as attached in Annex 18-E by routing it to Finance Unit through Administration Officer. The reimbursements claims must follow the rates as mentioned in B.2 and B.3 of this Sub-section 18.4.2.

It is the responsibility of the Administration Representative to forward the Travel Reimbursement Form along with the related Travel Approval Form to Finance before the last day of the week during which the travel was undertaken. The Finance process the payment along with the monthly salary of the concerned staff.

j. Non-admissible In-Country Travel Expenses

The following expenses incurred during travel will not be allowed and will be deducted staff salary:

1. Room Service Receipts
2. Laundry and water expenses
3. Alcohol/Soft Drinks/Mini-bar
4. Any Other Personal Expense
5. Tips to hotel staff

³ Effective date of implementation: April 17, 2016

k. Advance Against Out of Pocket Expenses

K.1 Staff undertaking in-country travel may claim out of pocket expenses in advance equivalent to triple the amount of allowed rate for out of pocket expense. Any expense in addition to the actual Out of Pocket expense claimed by the travelling staff will be adjusted against necessary receipts. If adequate documentation is not furnished, an equivalent amount will be deducted from the employee's monthly salary.

K.2 In case the travelling staff has to bear the cost of travel, room and boarding, an advance equivalent to the estimated expenses to be incurred, as determined by the Administration Officer, may be issued. However, in all such cases an advance approval is required. The staff on return will furnish all actual receipts to establish the expenses within a week of the end date of travel. The remaining amount will be refunded to the Finance Unit and duly acknowledged.

1.3. Foreign Travel

- A) TDEA allows foreign travel if an activity abroad is reflected in the annual work plan, is adequately budgeted and funds are available and earmarked in the annual budget. Economy Air Travel will be covered on an Air Service that provides shortest and most direct route from the point of embarkment to the point of destination. The Administration Representative will make the travel arrangements as well as manage the required visa for the staff travelling internationally. The travelling staff will be provided a cash advance @ USD 400 a day for the expected number of days of travel to cover Lodging, Boarding, local traveling costs and other incidental out of pocket expenses. The staff is expected to incur expenses that are reasonable and economical. The staff will furnish receipts for all expenses incurred during the travel and will be required to reimburse all un-receipted cash advance within seven days of his/her return. TDEA will cover the cost of travel insurance.
- B) TDEA allows foreign travel if a full sponsorship covering all major expenses is available and has been confirmed in writing. In such cases where the traveling staff member is entitled to draw a reasonable advance from the TDEA (in foreign currency) for expenses abroad. The currency exchange rate at which the advance is issued shall be recorded; all expenses shall be charged in Pakistani Rupees. Any loss in exchange rate shall be borne by the Trust/FAFEN.
- C) TDEA allows foreign travel if a foreign travel is necessary but does not comply with the conditions listed under 'a' & 'b', the Chief Executive Officer, in consultation with the Board, can authorize foreign travel considering the availability of budget, the relevance and contribution of such travel towards the TDEA objectives.
- D) There is no provision for daily allowance or per-diem for foreign traveling unless agreed and paid by the sponsoring agency.

2. Use of Equipment and Vehicles

2.1. Equipment and Services

The TDEA provides appropriate equipment and services to its staff for carrying out their normal day-to-day duties keeping in view the availability of funds and optimum use technology. All equipment and services are meant for official use. Staff members are required to carefully use the office equipment and avoid misuse; misuse of equipment or services may lead to disciplinary action. For any query or guidance required the Administration Representative may be consulted.

Any staff member requiring additional equipment may put up a written request mentioning the use and justifying the need to the Administration Representative or other designated person through the line supervisor.

2.2. Personal Use of Office Equipment and Services

To facilitate staff members, the TDEA allows limited personal use of the office equipment and services such as computers, printers, internet, photocopy, vehicles (as per vehicle policy), etc. Printing and photocopy of personal documents is not encouraged and will only be allowed in special cases by the Administration Representative or any other designated person. For limited use of equipment or services, the Administration Department suggests and maintains rates for the use of services or equipment (such as use of internet, photocopy or printers etc). All the staff members are expected to pay for such use of office services or equipment through Honesty Box, marked and placed in the Administration Department.

2.3. Vehicle Policy

A) Use of vehicles

Responsibility of coordination and management of appropriate use of official vehicles lies with the Administration Officer, or any other the designated person. Allocation of vehicle will be subject to availability of vehicle. The receipt of travel request/information should be deposited well in time at the Administration Dept. using Vehicle Request Form attached as Annex 25-A. If office vehicle is not available, staff members can use taxi or their personal transport (informing Administration Unit) and can charge reasonable taxi fare to the TDEA (in any such use of personal vehicle for official purpose FAFEN will not take any responsibility of any damage to personal transport).

For all official vehicle(s) a comprehensive insurance policy must be procured and guidelines provided by the insurance company must be followed by the persons driving office vehicles. All vehicles will be safely parked in the office premises at night and during holidays. At the end of working day, drivers will handover the keys to the person Administration Officer. It is the responsibility of the designated person to make keys available to the driver on the morning of the next working day. A duplicate key will be retained by the Administration Representative or the person designated by it for this task.

B) Personal Use

Official vehicle(s) must be used only for office work. However, in special cases/circumstances, the Administration Representative may authorize personal use, provided it does not hinder any official work and availability of the office driver will also be considered for allowing personal use of the office vehicle. The staff member will pay the cost of personal usage as per federal rates; however, unauthorized personal use of official vehicle may lead to disciplinary action. In case a vehicle is required for personal use all relevant costs of the driver (food, related travel expenses,

accommodation, payment of appropriate pocket money to the driver etc.) will also be borne by the staff member.

C) Driving by the Staff

Official vehicles will be driven by the appointed drivers who are responsible for driving, maintenance of vehicle, maintenance of log book, safe use, and safety of vehicles. To maintain the responsibility, in normal circumstances, other staff members are not allowed to drive official vehicle. In case of absence of a driver or in emergencies, staff members can drive the official vehicle only if s/he is an authorized driver. The Administration Department may authorize staff members to drive official vehicle upon providing copies of valid driving license and taking test if required. Copy of valid driving license of authorized drivers will be kept in personal files. Authorized drivers are expected to take due care of human life and vehicle, and remain attentive at all times while driving. Official vehicles will only be driven by the appointed drivers or staff members authorized to drive, no one other than the TDEA staff will be allowed to drive an official vehicle.

D) Vehicle Logbooks

All travels of the official vehicle(s) will be recorded in the logbook with appropriate details (for each location) as per the logbook columns. All fuel consumed, and other vehicle maintenance including; air filter, Mobil oil and filter, general service etc. will also be recorded in the logbooks maintained in each vehicle. It will be the responsibility of the driver to ensure that logbook is properly maintained. Senior most accompanying official will fill in and sign the logbook entry. In case the official does not fill in the logbook, the driver will report the matter to the Administration Officer. Administration Officer, or his/her nominee, will examine logbook entries and sign the logbook periodically (preferably weekly).

Drivers and Related Matters

The drivers will be hired in grade G-1. The driver must preferably have a clean Light Transport Vehicle (LTV) driving license and must also be familiar with the government rules and regulations for driving motor vehicles (traffic laws). Any costs incurred by drivers for yearly renewal of their driving license will be borne by the drivers themselves. If a driver is charged with minor violation of traffic laws (challan), the Administration Representative will assess and decide whether the payment of the fine amount will be paid by the TDEA or by the driver he. Any major accident or violation of traffic laws may lead to disciplinary action against the driver.

Boarding and Lodging of Drivers

While on outstation duty, TDEA office will be responsible for making appropriate boarding and lodging arrangements for the driver. If the driver is traveling alone, the most economical, safe, and efficient means should be used by the driver. Drivers on outstation duty can charge boarding and lodging expenses at actual costs (by providing the signed receipts) within the limits indicated by the Administration Unit.

As applicable to other staff members (Section 18.4(B)), the drivers are also entitled to claim a fixed amount to cover unavoidable small un-receipted costs (water, soft drinks, calling home etc.) for each night spent out of Rawalpindi/Islamabad on official duty.

3. Health and Safety

Health and safety of staff is an important concern of the organization and will be protected to the maximum possible extent. Maintaining satisfactory health and safety standards require combine effort of the staff members, the administration and the senior managers. The Administration Representative has overall responsibility of the safety of staff while at work; similarly line managers share the responsibility with regard to staff working under their control. Guidelines for maintaining healthy and safe physical working environment are presented below; important guidelines will be displayed as reminder at prominent places for continuing attention of staff members:

3.1. Guidelines for Staff Members

- i. Take reasonable care of yourself, colleagues and others who may be affected by your actions;
- ii. Follow the instructions provided by the Administration Dept. related to work and use of equipment;
- iii. Report/share any health or safety concerns to the Administration or officer designated to look after health and safety matters;
- iv. Ensure that your work area is generally tidy and free from anything that could cause a slip, trip, fall, or collision;
- v. Make sure that you deal with, or report, spilt liquids, torn carpets, trailing cables, and obstructions such as boxes, paper, bags/briefcases etc.;
- vi. Keep corridors, stairwells and emergency exits clear at all times;
- vii. Keep the cupboard doors and filing cabinet drawers close as they can cause injuries to others;
- viii. Prevent cabinets from toppling over by loading the bottom drawers first and by not overloading the top drawers. Always close one drawer before opening the next;
- ix. Ensure that all items are properly placed so that they do not topple over onto someone, or cause an obstruction or tripping hazard;
- x. Never attempt to repair any electrical or electronic equipment, report any fault to the concerned person;
- xi. Last person leaving the room must switch off all the electric and gas appliances of work station like computers, lights, lamps, air-conditioners, heaters etc.;
- xii. In case of an injury, get proper first aid treatment from a (first aid) trained staff member.

3.2. Guidelines for Management

- i. The TDEA work spaces must have adequate and safe infrastructure, including air conditioning, adequate communication system etc. The Administration Representative or the designated officer will be responsible for the safety of the office infrastructure (furniture, computers and related equipment, electric wiring and extensions, communication equipment etc.), office security and general cleanliness etc.
- ii. Work spaces will be kept clean, hygienic and modestly designed to encourage staff motivation, productivity and interaction;
- iii. The TDEA indoors (enclosed places) are strictly smoke-free;
- iv. The TDEA will take reasonable measures to make its office easily accessible to the disabled staff and visitors; other staff will be expected to be sensitive to the needs of such individuals and any reasonable special arrangement needed for such staff will be provided;
- v. Fire extinguishers will be prominently displayed and staff will be well trained in their use. Fire drills will be conducted periodically as determined by designated person;

- vi. Emergency exit signs will be displayed as appropriate. The Administration Dept. shall prepare and update the emergency plan and periodically share it with the staff;
- vii. The TDEA vehicles will be maintained for efficiency and safety; during vehicular travel, the TDEA staff must use adequate safety precautions such as seat belts, following speed limits, taking appropriate rest while driving etc.;
- viii. The TDEA office will maintain a first-aid kit and a satisfactory number of staff to be able to provide first aid; and
- ix. Emergency phone numbers including: police, fire brigade, ambulance etc. will be appropriately displayed near the phones.

4. Office Security

The TDEA gives importance to the security of its staff, data resources, office equipment, office premises etc. For the security of the staff while on work and the security of the office premises round the clock, security arrangements will be made. Subject to the availability of funds, services of a professional security agency will be acquired. The Administration Representative will be responsible for the appropriate security arrangements, in consultation with the Chief Executive Officer. A collective effort from all the staff is required to maintain security.

Preferably all visitors to the office may be attended to in the meeting room or the reception area. Unknown visitors will not be allowed to visit the staff members' work areas unless the receptionist/security guard is informed in advance or the receptionist/security guard confirms identification of the visitor from the concerned staff member.

4.1. Staff

The TDEA staff members are expected to follow the security guidelines issued by the government agencies, and the Administration Department from time to time. Staff must also be vigilant of any security risks to themselves and other colleagues, and avoid visiting those areas where security situation is not satisfactory without taking necessary approvals and precautionary measures.

All staff members are expected to be careful for their personal belongings as well as of other colleagues. The TDEA staff is responsible to safely keep their personal valuables such as: bags, money, mobile phones, ornaments or other valuables. The Administration Department will arrange for the locks in the table drawers or otherwise as and when required by a staff member. The TDEA does not take responsibility of any loss personal belongings of the staff. However, the Administration Department will take all possible steps to recover any lost item and take appropriate action if any staff member is found involved to protect the office environment from such incidents.

4.2. Office Equipment

Office equipment is important and necessary for day-to-day functioning of the office. This equipment must be handled carefully. Staff members are required to follow equipment security instructions issued by the Administration Dept. from time to time. For office equipment (one by one or combining similar things) of value Rs. 15,000/- or above comprehensive insurance will be procured keeping in view cost efficiency. All the TDEA vehicles will be comprehensively insured and staff will follow the guidelines provided by the insurance company.

4.3. Files and Other Physical Records

Security of files and other physical records (data forms, reports, printed materials, members' record, contracts, financial record, correspondence etc.) will be the responsibility of the staff member who is the custodian of these items. For important materials, the staff may request the Administration Dept. for locked cabinets etc.

5. Meetings and Events Management

To maintain quality, cost efficiency and moderate level arrangements for holding events and meetings, the following guidelines are developed. These guidelines must be followed by the TDEA Secretariat subject to the availability of funds, time, and space. The guidelines below should be followed in normal cases, however, for extraordinary or special meetings; efforts will be made to make the required arrangements with the approval of the Chief Executive Officer. These guidelines will also be shared with the Member Organizations for holding the TDEA related events and meetings.

5.1. Guidelines

Events mean: training, workshop, members meetings, seminars, press conferences, or other gathering related with the TDEA work.

- I. For all such events a focal person will be nominated who will be responsible for the coordination of various aspects. The focal person will preferably be the department head or other senior person from the department holding the meeting or the Administration Officer. The focal person will submit written requisition for arrangements to the Administration Department using the form given in Annex 29-A duly approved by the Chief Executive Officer.
- II. It is suggested that the objective(s) of the events are clearly defined so that all persons involved are well focused to achieve the stated objectives while performing the assigned work.
- III. For all events the agenda will be prepared at least one week in advance and shared with the expected participants if required.
- IV. List of the expected participants will be prepared except for open public meetings.
- V. List of speakers will be prepared and confirmation from the speakers will be sought well in advance (at least a week before the event) by the designated focal person. The topic to be delivered by each speaker must be confirmed with the relevant speaker in advance. All speakers must be informed about the other co-speakers. For speakers/resource persons of the event/session head-table should be arranged. Name tags of the speakers must be decently exhibited (at least in computer printout form) along with their affiliation. Any lavish décor of the head-table may be avoided.
- VI. For events involving up to 20 participants, invitations may be given on phone; for events involving more than 20 participants' written invitations must be sent. The invitation must be sent to reach participants at least a week before the scheduled event. Economical means may be used to send invitations, preferably by e-mail, where applicable. For those participants who do not have e-mail access or confirm e-mail addresses, written invitations should be sent by surface mail. Printing of invitation cards may be considered, if economical, where more than 50 participants are invited. In all written invitations, confirmation will be requested from the participants. The invitation must include name and contact, details of person designated for further queries and confirmation of participation in the event.
- VII. Events should be arranged at an accessible and identifiable place/venue. Address and contact details of the venue should be provided in the invitation.
- VIII. For events of more than 20 participants, a sound system should be arranged to facilitate the speakers and the participants. If the agenda includes comments or other type of participation from the participants, cordless microphones or other arrangement to facilitate communication amongst participants should be made.

- IX. For less than 40 participants U shape, and for more than 40 participants theater shape seating arrangement will be arranged. Clean and comfortable chairs must be provided.
- X. No session should be more than 2 and half hours without break.
- XI. Appropriate stationary items (and other handouts) must be timely arranged, as required.
- XII. Clean drinking water must be arranged in all events, provision of bottled water should be avoided. Accessibility of toilets must be ascertained. Air conditioned environment may be arranged where possible.
- XIII. Food/snacks arrangements will be made as follows:

Sr. No.	Duration of Meeting	Food	Suggestions
1.	For events up to 2 hours	Tea or drinks as per the weather with cookies	Packaged biscuits
2.	2 to 4 hours	Tea or drinks with snacks or/ and food as per the timings	Max. 3 bakery items of average cost; mix sweet and salt items
3.	4 to 6 hours	1 tea with snacks and Food	Max. 3 bakery items of average cost for snacks. For food maximum 4 food dishes (mix of meat and non-meat dishes) and 1 sweet dish
4.	6 to 8 hours	2 teas with snacks and Food	Max. 3 bakery items of average cost for snacks. For food maximum 4 food dishes (mix of meat and non-meat dishes) and 1 sweet dish

- XIV. For tea, a session breaks of at least 20 minutes and for food 1 hour break must be scheduled in the agenda.
- XV. For all events following other arrangements may be made as required. The focal person may allocate responsibility of different arrangements to relevant staff members.
- Backdrop;
 - Multimedia with computer;
 - Report writing;
 - Photography;
 - Registration desk/attendance;
 - Display stall of the TDEA printed materials; and/or
 - Press release.
- XVI. If payments to participants have to be made for expenses etc. after the event, separate desk must be arranged. Only representative of the Finance department can make the cash payments.

6. Fixed assets

Items shall be recognized as Fixed Assets only when:

- It is probable that future economic benefit will flow to the organization as a result of its acquisition;
- The cost per individual item exceeds Rs.10,000; and/or
- It has useful life of more than one year.

Cost of an asset includes purchase price, transportation/installation cost, all non-refundable Government taxes and cost of bringing the asset into working condition.

Major renewals and improvements in Fixed Assets that extend useful live, enhance capacity, or substantially reduce operating costs, shall be capitalized. Maintenance and normal repairs (up to Rs.5,000) are charged off as an expense. Gain and loss on disposal of fixed assets are taken into Income and Expenditure account.

6.1. Identification of Assets

At the time of acquisition, all fixed assets should be assigned exclusive identification for reference with necessary identification details of the asset. Donor reference should also be included, where applicable, in the identification. This identification mark should be tagged on the asset and entered in Fixed Assets Register.

A register will be maintained for all fixed assets containing:

- Description & cost of each item;
- Date of acquisition;
- Location of asset;
- Donor reference;
- Rate of depreciation and per year charge; and
- Accumulated depreciation.

Fixed assets records must be reconciled with the General Ledger on regular basis. The Manager Finance (or designate person) will take physical inventory of all fixed assets at least annually to ensure completeness and accuracy of the records.

Assets purchased with grant of a donor agency will remain property of the donor unless otherwise specified in the agreed terms and conditions. Due care should be taken for the safety and maintenance of such assets. At the end of the relevant project/ program, either the assets will be transferred to the donor agency or handled according to the agreed terms and conditions.

6.2. Insurance of Fixed Assets

Comprehensive insurance shall be procured for all fixed assets. Whenever an asset is procured, it should be insured as soon as possible. The insured value is taken at current market replacement value. Assets received from donors in kind should also be insured in the same way as bought assets.

6.3. Disposal of Assets

When it is identified that materials (equipment, furniture and/or any other Assets etc.) have no longer useful value to the organization, the Administration Unit will start process of disposition.

If the estimated value of the scrap is more than RS. 25,000/-, the Procurement Committee will conduct the process for the sale of such scrap. The amount received against the sales proceed will be credited to the expense account of the respective Donor/project. However, any amount of sales proceeds of TDEA's materials will be credited to the TDEA's appropriate account.

Disposal of fixed assets should be undertaken through tenders, auction or a private sale, whichever is suitable and as approved by the CEO. A private sale would only be considered where the sale price can be accurately assessed, and there is a possibility of fetching higher prices as compared to other modes of disposal. At the time of intended disposal of an asset, following details must be presented in writing to the CEO for the approval of disposal of assets:

- Specification and description of the asset;
- Reasons for disposal;
- Where possible, an estimate of the realizable value;
- The mode of disposal of asset, as per the donor's policy, where applicable;
- Draft sale agreement/transfer note, in case of intended private sale.

At the time of disposal of fixed asset the transaction shall be recorded as below:

- Cost of the disposed asset shall be removed from Fixed Assets Register;
- The related accumulated depreciation shall be removed from the allowance for depreciation account; and
- The profit and loss account, adjusted for the cost of removal, shall be recorded as income (gain) or expense (loss).

6.4. Inventory Management

Updated and accurate record of all valuables including: equipment, fixed assets, furniture & fixtures, vehicles, and other non-expendable shall be kept. Such record should be supported by appropriate documentary evidences. Proper identification numbers shall be pasted on each item of equipment, furniture, and fixtures.

At the end of each year, the inventory at hand shall be physically counted; the Manager Finance or the designated stores in-charge shall be responsible for safe handling of the inventory. Differences in stock count shall be properly investigated and a report would be submitted by the designated Stores in-charge for necessary adjustments in accounts.

Responsibility of maintaining an updated inventory record/stock register of stores including: equipment, furniture, publications etc. lies with the designated Stores In-charge.

6.5. Stores Handling

The Administration Representative or any other official designated by the Administration Representative shall act as the Stores In-charge. It is responsibility of the Stores In-charge to ensure

that stores/items received are correctly brought on charge in accounting documents without any delay. S/he will also supervise and document all the transactions concerning stores, including printed materials.

6.6. Appropriate Use of Landline Telephones

All telephones are to be used for conducting TDEA business only. Personal telephone calls should be kept to a minimum, and must be marked on monthly bills and deducted from staff salary accordingly.

Misuse of the official phone number or making unauthorized or inappropriate calls will result in disciplinary actions against that user.

6.7. Mobile Phone Policy

TDEA values the importance of communications and spends considerable funds and effort ensuring that the staff members have access to the communications tools necessary for effective and timely performance of "duties. Mobile phones and VOIP programs are among those tools.

a. Equipment

All TDEA staff members are provided Mobile sims and Mobile phone if in stock or funds available so that they can be contacted anytime for the call of duty, whether at work or after work if need be. Exceptions are made for those whose work is considered time-critical and who need to respond to emails when traveling (such as IT, Security, Logistics staff, Executive Office staff or Communications staff etc). All exceptions must be justified by the employee's supervisor and can be put into effect following the written (email) approval of the relevant authority.

b. Billing

Billing of mobile phone usage will be handled in the following way;

A phone limit is assigned to all staff as noted in the table below. If the employee incurs costs in excess of the limit, he/she will be mark those calls at the end of the month after receiving of monthly bills, and costs will be deducted from the employee's salary on a monthly basis.

In the event that an employee is on occasion using the phone for work purposes and exceeding their allotted cap, they can itemize the work calls, and request for a payment for the same based on verification. This will only be supported provided there is sufficient justification (for instance a month with back to back training events, or a few weeks where the employee had to make extensive calls, SMS, Data).

If an employee consistently exceeds their cap over a period of three months, they can request their supervisor to increase their cap — provided the reason for exceeding the cap results from work-related calls.

The following chart contains the maximum limits on a monthly basis:

S. No	Grades	Limits	Details
1	G-5,G-4.75	5,000	Including Voice, Data, SMS
2	G-4.5	3,000	
3	G-4,G-3.75	2,000	
4	G-3.50,G-3	15,00	
5	G-2.5,G-2	1,000	
6	G-1.5,G-1	8,00	

c. Handset/Headset Replacement Policy

Headsets and handsets will be issued once during employment. If phones or headsets are lost due to negligence, the employee will be responsible for costs as determined by Finance Manager after depreciation etc.

d. Phone Lost/Stolen Policy

If headsets and handsets are stolen, the employee must acquire a police report. Replacement of equipment will be considered on a case-by-case basis upon submission of a police report.

Cellular phones are a tool to enhance employee productivity. Cellular phone service is also more expensive than landline phones because of the airtime costs associated with cellular phone usage. Therefore, it is expected that employees follow the guidelines below to help keep costs to a minimum:

- The cost of communication will be based on fair usage.
- Do not use your cellular phone to make a call if the landline phone service is available.
- Avoid lengthy conversations on cellular phones. If you anticipate a call lasting more than five minutes, try and arrange to call the person back from a landline phone.
- Employees should ensure use of cellphone for their official purposes only. Under no circumstances, the handset should be sold, loaned or transferred to anyone other than for whom it is taken.
- Handsets should always be kept in “switched on” mode to ensure contact ability, both during and after office hours.
- In case of theft of the handset, employee should immediately inform Administration department to take necessary action. It is needless to say, that every employee should take care of the project property allocated to him/her.
- No deviations to the above policy are permissible.
- The Management reserves the right to alter, modify, change or withdraw this scheme at any time at its sole discretion.

Misuse of the official phone number or making unauthorized or inappropriate calls will result in disciplinary actions against that user. When in office, staff members are encouraged to use landline or Skype to reduce costs.



7. Annexures

ANNEX No. 1

TRAVEL APPROVAL FORM

Name:	
Designation	
Department	
Purpose of travel	<input type="checkbox"/> Meeting <input type="checkbox"/> Training/Workshop <input type="checkbox"/> Seminar <input type="checkbox"/> Conference <input type="checkbox"/> Program Activity <input type="checkbox"/> Other (Please specify) _____
Expenses chargeable to (donor)	

Travel Details/Itinerary

S.#	Date	City		Mode of travel*	Arrangements required (travel booking, airport transfer, local travel, accommodation etc.)
		From	To		

* Mention flight No. if applicable

Travel Advance (if required _____)

Signature _____

Travel Authorization:

Name / Signature Admin Officer	
-----------------------------------	--

Approvals:

Name / Signature Line Supervisor	
Name / Signature Line Manager	
Name / Signature Chief Executive Officer	

For Finance Use Only

Budget Line Item	Project Code	Approval	
		_____	_____
		Designation/Name	Signature



ANNEX No. 2

TRAVEL REIMBURSEMENT FORM

Date :		
Claimed By :		
Name of Organization :		
Purpose :		
Date	Travel Description	Amount
Total Amount		
Remarks :		
Name & Signature of Claimant:		
Verified By :		
Approved by :		