

# “Disability Inquisition Activities (DIA)” EHD Project

## “Disability Inquisition Activities (DIA)” Financial Policy


### 5.2 Voucher

-Payment (Debit) voucher

Project name, date of transaction, voucher number, payee name, amount of payment, amount in words

-Receipt (Credit) voucher

-Journal voucher

  
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## 5.6 Advance

- Advance should be adjusted within seven days on program completion.

  
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## 5.7 Movement register

- Travel plan must be submitted in movement register.
- Filled up by staff to submit travel bills
- Field finding register

  
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## 5.8 Time sheet

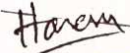
- All staff will sign monthly time sheet for receipt monthly salary.
- Name of month
- Name of employee
- Designation
- Project name
- Date
- In time ,Out time, total working hours
- Sign-prepared, checked by, reviewed by, approved by

  
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# 7.0 Internal control

- 7.0.1 Budgetary control
- 7.0.2 Organization controls

  
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## 9.1 Types of Goods

- Consumables
  - 12 months, value taka 500 or less
  - Office supplies, soap, paper etc.
- Fixed assets
  - More than one year
  - More than taka 500
  - Land, building, chair, table etc.


  
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# 11.0 Travel and per-diem

## 11.1 Travel

- All travel must be directly related to official activities
- Appropriate authority shall approve the travel plan showing the start and end dates, duration of travel and mode of transport of the travel
- Per-diem payments shall include meals and certain incidental expenses
- Per-diem is allowed if the travel period is more than six hours
- Transportation cost must be supported by air, bus, train etc. tickets

  
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# Human Resource Manual

1. Recruitment
  - Need Assessment
  - Advertisement
  - Recruitment Board
  - Application Sorting & Call for test
  - Select & Appointment
  - Joining & Other Formalities

  
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## 3.1 Resignation

- Before one Month notice
- Salary surrender

  
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## 3.2 Suspension

- Primarily one month
- Termination
- One warning letter before suspension
- Benefits

  
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## 3.3 Termination

- Any Gross mismanagement of financial and/or materials resources of the organization that is duly proved and recorded by the management
- Severe undermining of the fame of the organization due to an activities by the employee/s
- Non compliance of the condition stated on to the suspension order
- Anti state activities that may lead the organization to face any legal obligation
- Any order of the court that lead to terminate the employee
- If an employee seems not up to the mark for a particular position in terms of quality and competence and duly proved and recorded by the management
- Offence or guilty of misconduct even after 2nd warning letter and any show cause
- In terms of probationary period/Temporary Appointment an employee could be terminated at any time and with immediate effect without assigning any reason
- Benefits- only principal amount of job seci

  
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## 1.2 Employees leave policies


The leave categories are; (i) Earned Leave, (ii) Sick Leave, (iii) Maternity/Paternity Leave and (iv) Special Leave (v) Leave Without Pay

### 1.2 Earned Leave

-In "Disability Inquisition Activities (DIA)", there are 12 days of Earned Leave (EL) for all employees. In case of confirmed regular employees. The EL is credited altogether in her/his leave record at the beginning of each financial year of "Disability Inquisition Activities (DIA)" (i.e. beginning of July). In case of the employees under probation, the earned leave will be credited proportionately,

-The employees must fill out the prescribed Leave Application Form given in Annex-2, have necessary approval by her/his supervisor and submit to the concern Administrative staff before going to leave, The leave application must submit to the supervisor at least two days before the leave day. The leave may be granted or not subject to the work required during that time.

- If any extra leave days beyond the approved leave are required by the employee during the leave period, the employees shall inform her/his supervisor for approving extra leave. The supervisor may allow or not any extra leave to the employee. If allowed, the employee must revise the leave application form submitted previously. Unauthorized leave will be treated as Leave Without Pay (LWP), This is the concerned Supervisor's responsibility to let the information know to the Accounts so that the Accounts can deduct necessary pay from the employee's monthly payroll for the period of Leave without Pay. For consecutive 3 or more days of unauthorized leave, the employees should inform the cause of the unauthorized leave to the supervisor with a copy to the Executive Director. Failure to do this, the supervisor will be authorized to issue a warning letter to the employee/s.

  
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- If any employee is unable to attend the office, for whatever reason, s/he must inform his/her supervisor within the next working day, Failure to do this the supervisor will treat this as leave without pay and accordingly inform the accounts for deduction of pay from the payroll. In case of consecutive 3 days or more than 3 days of unauthorized leave, the treatment will be as stated in section (v) above.

  
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### 1.3 Sick Leave

-In DIA, there are 10 days of Sick Leave (SL) for all employees. The SL is credited altogether in he/his leave record at the beginning of the financial year (i.e. beginning of July). In case of the employees under probation, the Sick Leave will be credited proportionately

-Sick leave is normally utilized only for emergency medical sickness as the employee/s feel and/or advised by the certified medical practitioner, In case of Sick Leave, the employees will just inform he/his supervisor about the sickness and after getting cure and resuming her/his duties, s/he will submit the Leave Application Form to the leave days for approval and the supervisor will sent the application form to the Administrative Section for their record and adjustment of the leave balance;

-In case of 3 or more days of consecutive sick leave, the employee must inform his/her supervisor and submit the Leave Application Form supported by a medical certificate signed by a legitimate medical practitioner for approval by her/his supervisor;

-If any weekend and/or official holiday falls within the approved leave period, that weekend and/or holiday will not considered as leave day;

### 1.4 Maternity Leave

- women employees are entitled for Maternity Leave (ML) before and after childbirth' DIA allows all female employees 90 days of Maternity leave (30 days before delivery and 60 days post delivery leave)

- A woman employee shall not be entitled to Maternity leave unless her position has been confirmed by DIA

  
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# Fraud

- Fraud is usually taken to mean the gaining of an illicit advantage through deception and in particular the manipulation of financial information or accounting records. The word "Fraud" Has been used for many years in this context, but an exact internationally recognized definition is less easy to determoned.
- It also includes the following actions
- False representation;
- Failing to disclose information
- Abuse of position and;
- Many other offences relating beyond the purview
- Any dishonest or fraudulent act or violation of clause/clauses in the signed Agreement

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- Forgery or alteration of any document or account( including but not limited to time sheet, payroll and associated leave records and accounts, travel and expense reports, advance reports and account, procurement documents, inventory records);
- Forgery or alteration of a check, bank draft, or any other financial documents;
- Misappropriation of funds, commodities, supplies, spare parts, project materials and equipment, or other assets;
- Impropriety in the handling or reporting of money, financial transactions, or bidding procedures
- Accepting or seeking anything above nominal material value from vendors or persons providing services/materials (this does not apply to calendars, agend.as, etc);
- Destruction or misappropriation of records, furniture, fixtures, or equipment .
- Diversion, alteration, or mismanagement of documents or information, and/ or any similar or related irregularity.
- Unauthorized deduction or underha  with any party.

  
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