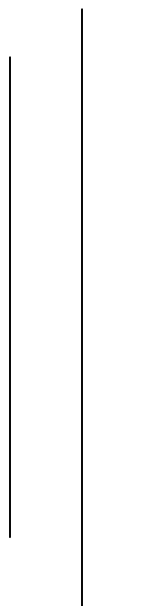


Sahakarmi Financial Policy – 1999

(Fourth Amendment – 2014)



Birendranagar, Surkhet

Sahakarmi Financial Policy – 1999 (2055)

(Fourth Amendment – 2014 (2071))

Content

S.N.	Title	Page
1	Chapter-One Introduction <ul style="list-style-type: none">○ Preamble:○ Short Name and Commencement:○ Definition○ Objectives of the regulation:	
2	Chapter – Two Organizational Fund Management <ul style="list-style-type: none">○ Sources of the Fund:○ Programmatic Account operation○ Sahakarmi Institutional development fund (SIDF)○ Use of SS SIDF○ Budget Formulation, Disbursement and Control:○ Cash Fund and Petty Cash Fund:○ Operation of Organizational Account	
3	Chapter – Three Account Keeping System <ul style="list-style-type: none">○ Account and Account Keeping:○ Use of supporting documents	
4	Chapter- Four <ul style="list-style-type: none">● Advance and Advance settlement● Advance and Advance settlement	
5	Chapter – Five The Service, Facilities, and the Contribution of the Office Bearers <ul style="list-style-type: none">○ Allowances and Remuneration:○ Training facilitation allowance○ Sundry expenses allowance:○ Accident Insurance○ Sahakarmi Staff welfare Fund:○ Membership and the Renewal Fee (According to SS bi-law section 8.1)	
6	Chapter – Six Goods-in-kind Management <ul style="list-style-type: none">○ Purchase of goods:○ Goods-in-kind Management○ Auction sale of goods-in-kinds and the removal from the ledger	

7	<p style="text-align: center;">Chapter- Seven Tax, Audit and Financial Report</p> <ul style="list-style-type: none"> • Tax deduction • Audit • Financial Report and Bank reconciliation 	
8	<p style="text-align: center;">Chapter- Eight Miscellaneous</p> <ul style="list-style-type: none"> • Revision of Financial policy 	
9	<p style="text-align: center;">Chapter- Nine</p> <ul style="list-style-type: none"> • . Annexes 	

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Sahakarmi Financial Policy – 1999 (2055)

(Fourth Amendment – 2014)

Chapter-One

Introduction

1.1 Preamble: This "Sahakarmi Financial Policy – 1999" is formulated to make the financial administration, a backbone of the organization, strong, able, and transparent and to make the institutional and program based financial system of the organization effective and relevant by internalizing the values and visions of Sahakarmi Samaj remaining within the financial administration rules and regulations of Nepal.

1.2 Short Name and Commencement:

- 1.2.1 This financial administration regulation will be called 'Sahakarmi Aarthik Prashasan Niyamabali 2055'.
- 1.2.2 In English this regulation will be called '**Sahakarmi Financial Policy – 1999**'.
- 1.2.3 This regulation was first formulated and approved on January 1, 1999 and fourth time amended on June 30, 2014.
- 1.2.4 This regulation will come into effect from July 15, 2014 that is set forth by the Executive Committee of Sahakarmi Samaj on the day of the approval of the last amendment.

1.3 Definition: Unless the subject under discussion or the context requires otherwise:

- 1.3.1 "Organizational Financial Administration Policy" means the Executive Committee of Sahakarmi Samaj or the organizational financial administration rules.
- 1.3.2 "Program Based Financial Policy" means the financial administration rules of program-based fund that are formulated to regulate the programs and projects carrying out by Sahakarmi Samaj.
- 1.3.3 "Organizational Fund" means the fund established from various sources to run the daily activities of the Executive Committee of Sahakarmi Samaj.
- 1.3.4 "Program Based Fund" means the fund established from various sources to run the programs and projects of Sahakarmi Samaj.
- 1.3.5 "Advance" means the amount provided to the members or employees of Sahakarmi Samaj or other persons in an advance to accomplish the task of the organization.
- 1.3.6 "Advance Clearance" means the settlement of the actual expenditure of the advance amount provided to the members or employees of Sahakarmi Samaj or other persons to accomplish the task having enclosed the bills and vouchers of the expenses of the completed tasks getting it approved by the Chairperson or the Program Director.
- 1.3.7 "Reserve Fund" means a separate reserve fund account established at Sahakarmi Samaj or its authorized programs that are allowed to open an account, from the income received from the sources other than the donor agencies, who provide fund for the purpose of carrying out the programs.
- 1.3.8 "Petty Cash Fund" means the fund established according to this regulation to perform the daily petty-cash activities of Sahakarmi Samaj and its programs.
- 1.3.9 "Staff welfare Fund" means the fund in Sahakarmi Samaj that will support in difficult situation cause by any unexpected incident to the staffs. Staff will contribute 1% of the basic salary to this fund and SS will establish a certain fund..

1.4 Objectives of the regulation: the objectives of Sahakarmi Financial Policy will be as follows:

- 1.4.1 To establish financial control.
- 1.4.2 To make the daily working system of the organization self-regulatory and well managed.
- 1.4.3 To make the financial system economical by proving the daily expenses of the organization essential,
- 1.4.4 To maintain fairness and transparency in the income and expenditure.
- 1.4.5 To maintain a pure financial management.
- 1.4.6 To implement a fast and effective account system.

Chapter – Two Organizational Fund Management

2.1 Operation of Organizational Account

- 2.1.1 To make the financial administration of Sahakarmi Samaj well managed, proficient, and transparent, there will be two accounts namely "Organizational and Program-Based Accounts".
- 2.1.2 The operations of both of the accounts should be carried out by the joint signature of the Chairperson, Treasurer, and the General Secretary.
- 2.1.3 Among the above-mentioned officials, a Cheque can be issued by the signature of two officials; however, the signature of the Chairperson will be deemed compulsory.

2.2 Sources of the Fund:

- 2.2.1 Any amount received to carry out the programs will be deposited in the Program-Based Account as a source of the account.
- 2.2.2 The amount received from any sources other than purposes of carrying out the programs will be the sources of the Organizational Fund.
- 2.2.3 The amount received, from the saving and by the selling of the equipment, furniture, and other tools of the program completed by Sahakarmi Samaj will be deposited in the Organizational Fund.

2.3 Programatic Account operation

- 2.3.1 The operations of Programme accounts should be carried out by the joint signature of the executive director, Finance officer and one of the senior staffs
 - 2.3.2 Among the above-mentioned officials, a Cheque can be issued by the signature of two officials; however, the signature of the executive director will be deemed compulsory.
- 2.4 Sahakarmi Institutional development fund (SIDF)
- 2.4.1 SS will create a SIDF for sustainability and effective implementation of organization. SS will deposit all incomes except programme income like; Facilitation charge of training and research, training material production and dissemination, SS service charges etc.
 - 2.4.2 The operations of Programme accounts should be carried out by the joint signature of the executive director, Finance officer and one of the senior staffs

- 2.4.3 Among the above-mentioned officials, a Cheque can be issued by the signature of two officials; however, the signature of the executive director will be deemed compulsory.
- 2.4.4 Interest and exchange gain will be transferred of programme account as per pre approval from donor. if any donor have different agreement then it will be accordingly.
- 2.4.5 SS will allocate the institutional development fund upto 7% of total programme budget during preparing programme proposal.

2.5 Use of SS SIDF

- 2.5.1 SIDF will used for SS sustainability, effective implementation of organization and effective, practical and quality service as per its Vison, Mission and goal.
- 2.5.2 Major area of use if SIDF
 - 2.5.2.1 Buying fixed property as per need of organization such as; land, equipment, vehicle, etc.
 - 2.5.2.2 Infrastructures development and repair of SS traning & research center, guest room etc.
 - 2.5.2.3 Partners capacity building and programme operation
 - 2.5.2.4 Management of certain period staff during transition period of organization when there is no any programme funded by donor as per need of organization.
 - 2.5.2.5 Capacity building of SS staffs and board members
 - 2.5.2.6 Staff welfare support during severe accident and long term disease.
 - 2.5.2.7 Donation to special social events of stakeholder and people in very difficult situation like; wild fire, earthquake, any disaster etc.
 - 2.5.2.8 Recover of exchange loss of fund from donor.
 - 2.5.2.9 In case of donor fund stopped in continuous programme for certain period
- 2.5.3 Executive team will expense SIDF as per decision of board but if ET can expense up to 100000.00 once or various time without pre approval of board for organizational benefit and it should be submitted to get acceptance from board later.
- 2.5.4 There will be separate building construction and repair fund with separate bank account with compulsory signature of ED and other finance officer and senior staffs similarly There will be separate Vehicle buying and repair fund with separate bank account with compulsory signature of ED and other finance officer and senior staffs

2.6 Budget Formulation, Disbursement and Control:

- 2.6.1 The Executive Committee should prepare the budget estimating the income and expenditure for the current fiscal year and present it before the Annual General Assembly for the approval.
- 2.6.2 The disbursement of budget for the programs run by Sahakarmi Samaj should be made from the Program-Based Account. The budget release can be made according to the necessity.
- 2.6.3 The Executive Committee should carry out the monitoring and evaluation of the programs to find out whether the budget release for carrying out the program is utilized or not and the Committee should provide the necessary feedbacks.
- 2.6.4 If it is found that the disbursed budget has not been properly utilized, the Executive Committee can call a meeting and withhold the budget release unless a proper solution

come out.

- 2.6.5 If it is proved that the disbursed budget is misused, the Executive Committee should take action against the concerned individuals and get the amount refund.

2.7 Cash Fund and Petty Cash Fund:

- 2.7.1 In the process of carrying out the day-to-day business of Sahakarmi Samaj smoothly, a Cash Fund up to Rs. 20000 can be established in central office and maximum NRs. 15000.00 in district level programme office to pay the small expenses that occur day by day.
- 2.7.2 From the Petty Cash Fund, a bill up to Rs. 5000 only can be paid at a time at central office and NRs 2000 in district level office.
- 2.7.3 The income and expenditure of the Petty Cash Fund should be kept in the Petty Cash Book on a daily basis.
- 2.7.4 The amount of the Petty Cash Fund should be in the responsibility of the Treasurer, or the Chairperson, or the person set by the Chairperson.
- 2.7.5 If the deposit of the Petty Cash Fund reaches to Rs. 4000, the Fund should be refunded automatically.
- 2.7.6 The record of the Petty Cash Fund should be checked each month by the Chairperson and approved the deposit on it.
- 2.7.7 The Petty Cash Fund amount should not be used for the personal purposes.

Chapter – Three Account Keeping System

3.1 Account and Account Keeping:

- 3.1.1 To keep the financial account of Sahakarmi Samaj up to date and to make the account system practical, there should be a double entry books keeping system.
- 3.1.2 To keep the books of account of Sahakarmi Samaj's income and expenditure clearly, the income and expenditure should be classified into Account Headings as given in Appendix – A (1), and keep the books of account in that heading.
- 3.1.3 While keeping the income and expenditure books in the headings, a Journal Voucher according to Appendix – (A) 2 should be filled in. The bills, vouchers and other documents that support the income or expenditure of that Voucher should be kept attached.
- 3.1.4 The bill or Voucher should be enclosed by getting approval signature from the Chairperson or the person authorized by the Chairperson. The unapproved bills or vouchers would not be considered valid.
- 3.1.5 The amount Rs. 5000 or more should be paid by Cheque.
- 3.1.6 Each budget heading should have a different account and the posting of the income and expenditure should be done accordingly.
- 3.1.7 For the income received by any sources and for the payment made from the Petty Cash Fund, a Cash Receiving / Payment Bill should be filled in according to the Appendix (A) (3) and the duplicate copy of the bill should be attached in the Voucher.
- 3.1.8 The bank account should be verified each month.
- 3.2 Use of supporting documents
- 3.2.1 All required support document should be include with voucher. In case of unavailable or

missed of bills employ should fill annex B-10 (Internal memorandum) with approval of ED.

3.2.2 There will not be any payment without any support documents.

Chapter- Four

Advance and Advance settlement

4.1 Advance and Advacne settlement

4.1.1 In the process of fulfilling the special objectives of Sahakarmi Samj, a necessary amount as an advance to accomplish a certain task can be provided to the officials of Sahakarmi Samaj Executive Committee or the persons authorized who are seconded in the district where the office of Sahakarmi Samaj is located or to the other districts.

4.1.2 No advance will be provided to anybody except if it is necessary to accomplish a task of the organization. However, it will not hinder to provide an institutional advance according to the relation and trust with the other institutions.

4.1.3 The advance for procuring goods can be received filling in a Purchase Order form mentioned in Appendix A (6), and the advance for other tasks can be received filling in a Travel Order form according to Appendix A (4) and getting it approved by the Chairperson or the authorized person.

4.1.4 The payment as advance should not be more than 90% of the total cost.

4.1.5 The person who receives the advance should settle it within a month. However, for the office bearer who is seconded for more than a month should settle the advance amount within 2 week of his return from the secondment.

4.1.6 While settling the advance, the person enclosing the bills and vouchers should fill in the details of the total expenditure as mentioned in Appendix A (5) and get it approved by ED or the Chairperson.

4.1.7 if there is no advance settled until 3 months, ED should should take action on him to settle the advance.

Chapter – Five

The Service, Facilities, and the Contribution of the Office Bearers

5.1 Allowances and Remuneration:

5.1.1 **Daily Travel Allowance:** If an employee have to leave the basic working station and spend a night in the process of accomplishing the task of Sahakarmi Samaj or its projects, they will be provided a Daily Allowance as follows:

- a) Per night for the same district where the program is in operations- Rs. 700
- b) Per night for the same district municipality/headquarter where the program is in operation- Rs. 850
- c) Per night for the rural area of the different district- Rs. 700 and same district based staffs Rs. 500.00
- d) Per night for the head quarter or municipality of different district- Rs. 1000
- e) Per night for the Metropolitan city or Sub Metropolitan City- Rs. 1500
- f) Per night for India in urban area IRs. 1800.00 and rural area IRs. 1400.00
- g) For other countries, the management committee consulting with the Executive committee or the Chairperson can determine the allowance based on the prevailing

- market price.
- h) For the returning day, the employee will get 50% of the allowance fixed for that place as Lunch and Tiffin expenses.
- 5.1.2 The travel expense causes for the official purpose will be reimbursed based on the ticket and voucher. While using the means of transportation, the less expensive means should be used as far as possible. However, considering the importance, relevancy of the work at hand, and the time, the fastest means of transportation can be used by taking consent of the Chairperson.
- 5.1.3 If the office bearers of Sahakarmi Samaj or the person authorized by the Executive Committee needs to go out from his or her regular duty station but need not spend a night, the person will get 50% of DSA as Tiffin expenses. However, such an expenses can only be received when the person is ordered to do so by the Chairperson or the person authorized by the Chairperson.
- 5.1.4 The Executive Members will get one-way travel expenses from their residence to the meeting place when they come for the meeting of Sahakarmi Samaj Executive Committee. The Members should compulsorily submit the tickets for getting such traveling expenses. While at the time of General Assembly, the Executive Members will not get such traveling expense facility.
- 5.1.5 Whatever may be written in Rule 4.8.1, the Executive Members in the process of performing their duties in general will not get any allowances. But if any Member needs to be given an additional duty for a long time in the office, the Member can get the allowances mentioned in the Rule 4.8.1.
- 5.1.6 If a Member or an authorized person goes out of the office for the official tasks for more than 3 days, the member should compulsorily fill in the Travel Order Form mentioned in Appendix A (4) and get it approved by the Chairperson; otherwise, the person will not be provided the allowances. For less than three days, the persons can be deputed by the verbal order of the Chairperson.
- 5.1.7 For employees who work in the central office of Sahakarmi Samaj, the staff policy, facilities, and rules stated in Part B of the Sahakarmi Financial policy will be applicable to them.
- 5.1.8 There will be provision of sundry allowance if the training will be full residential. For district level training and workshop Rs. 150. per night and out district level Rs. 225/night will be provided as per pocket money to bear personal additional expenses.
- 5.1.9 SS will not bear any expenses of alcohol or and hard drinks used by any participants during residential training.
- 5.1.10 in Case of travel in India or abroad Executive team will decide as per current market value of concern country for sundry allowance. this allowance will be used only in current situation.
- 5.1.11 If the employees of Sahakarmi Samaj or its projects take part in the training, orientation, seminar, coordination workshop, or meetings in the same field district or outside district and if the organizer provides daily allowance according to the participating days, the 50% of the received allowance should be deposited in the account of Sahakarmi Samaj or the concerned project. Such an amount will be deposited in the Reserve Account of Sahakarmi Samaj or projects. However, the expenses for taking part in that training or seminar, such as transportation allowance, food/Tiffin allowance (if there is no food provision in the program), daily allowance (if need to stay in the night), will be provided

by the office according to the rules.

5.2 Training facilitation allowance

5.2.1 SS staffs and board member will be used as resource person to facilitate different training requested by other organization will get training facilitation charge. The facilitator will be provided 10% of training facilitation allowance of total training income. This provision will not block to get DSA to Facilitator. No one encouraged to facilitate any training to other organization individually

5.3 Sundry expenses allowance: There will be provision of sundry allowance if the training will be full residential. For Nepal Rs. 200. per night and for India Rs. 200/night will be provided as per pocket money to bear personal additional expenses.

5.4 **Accident Insurance:** To provide safety and relief to the board member on the possible accident in the process of office work, there will be at least Rs. 400000 accident insurance purchase per person. But if the risk of any board member is very high or the responsibility of the board is higher, the insurance amount for such an employee and board member can be made Rs. to 1000000 consulting with the Chairperson and having taken decision by the Executive Committee.

5.5 Sahakarmi Staff welfare Fund:

5.5.1 SS will establish a staff welfare fund at least NRs. 150000. Each staff will contribute 1% salary in this welfare funds

5.5.2 SS will support in severe disease or accident and needs long treatment of any staffs will get 25% or 25000.00 whichever is less from the Staff welfare fund.

5.6 Membership and the Renewal Fee (According to SS bi-law section 8.1):

5.6.1 The General Member and the Executive Members of Sahakarmi Samaj should pay the monthly and the renewal fee as mentioned in the constitution.

5.6.2 According to the constitution of Sahakarmi Samaj, the General Members should pay Rs. 10 monthly and Rs. 25 at the time of renewal and the Executive Members should pay Rs. 20 monthly and Rs. 25 at the time of renewal. Founder member Rs. 2500.00 and organizational member Rs. 1000.00 (donor) renewal 100.00 and other Rs 200.00 and renewal Rs. 50.00

5.6.3 The General Members and the Executive Members who do not pay the monthly charge and the renewal fee will be taken action according to the Constitution of Sahakarmi Samaj – 1998 (2054).

Chapter – Six

Goods-in-kind Management

6.1 Purchase of goods:

6.1.1 Whilst purchasing goods and material for the various use of the organization according to its objectives, it should be made considering the quality of the goods without having made any differences on the prevailing market rate.

6.1.2 If it is necessary to purchase goods equivalent to Rs. 50,000 or less than 50000 can be

bought directly from vendor and Rs. 50001 and more at a time, the purchase should be made taking quotation from at least three stores and selecting the cheapest one. However, one should not purchase the low quality goods according to these criteria.

- 6.1.3 The purchase should be made having fill in a Purchase Order Form according to Appendix A (6) and getting it approved by the authorized person.
- 6.1.4 The Executive Committee can inspect/observe on finding whether the purchased goods are essential to the organization or not. If it comes into the notice that the purchased goods have not been essential and there has been a financial misuse, the Executive Committee having discussed the matter can take action against the purchaser staff. If it is required, the amount can be made repaid by the concerned persons' property.
- 6.1.5 If the goods are purchased but there are no any bill or voucher, the purchaser himself or herself should be responsible for it. Such expenditure should not be approved.

6.2 Goods-in-kind Management

- 6.2.1 The goods purchased for the operation of the organization should be posted in separate pages in the Goods-in-kind Ledger according to headings of the items.
- 6.2.2 Any goods demanded should be provided to the individual or section filling in a Request Form according to the Appendix B (5) and having approved it by the Chairperson or the authorized person.
- 6.2.3 Separate ledger books should be kept for the goods-in-kind that are consumable and goods-in-kind that are non-consumables.
- 6.2.4 The goods-in-kind which are non-consumable such as: furniture sets, office equipment, etc., should be written a permanent type 'Code No' on it.
- 6.2.5 If any goods of the store are misused, taken for the personal purpose, exchanged, or not preserved deliberately by the storekeeper or by any officers, the price of that good should be repaid by the concerned individual. If the concerned person does not obey the order and pay it, the Executive Committee can take actions against such individual.

6.3 Auction sale of goods-in-kinds and the removal from the ledger: At the end of each fiscal year, the list of the non-consumable goods should be prepared and get it approved by the Chairperson, and it should be presented in the Annual General Assembly. If any goods are not really in use, such goods can be sold by the auction procedure. The price of the auction sale should not be less than the scrap value.

- 6.3.1 The Chairperson can have inspection of any goods in the store at any time. In such a condition, the Chairperson should approve the stock of the goods-in-kind and if the ledger of the store and the stock of the goods-in-kind do not match, an investigation can be carried out and a necessary action should be taken.
- 6.3.2 If the Executive Committee is changed or the Executive Committee members or the staff needs to leave the office, in such a situation, the handover of the goods-in-kind and cash should be made within 15 days of getting out of the responsibility. If a person does not obey this provision, the Executive Committee can take action against such individual.
- 6.3.3 The storekeeper or the official should keep the record of the income and expenditure of goods of the store up to date. In the time of inspection if the ledger and the stock of the store do not match, the concerned official will be the responsible.

- 6.3.4 The Chairperson should inspect the store and the ledger in each 6 months interval and approve the stock and thus keep the record of goods-in-kind up to date. The Chairperson at the end of each fiscal year should ask for the list of the non-consumable goods of the programs of Sahakarmi Samaj and approve it making it up to date.
- 6.3.5 If the goods in the stock are not usable and if they cannot be sold by auction, or if any goods is proved lost, the record of such goods should be removed from the ledger at the end of the fiscal year and the list of the remaining goods should be approved.

Chapter- Seven

Tax, Audit and Financial Report

7.1 Tax deduction

- 7.1.1 As per Nepal government policy SS will calculate annual income of staffs and deduct and deposit monthly tax to the Tax office as per rule and regulation.
- 7.1.2 SS will deduct house rent tax as per rules and deposit monthly basis.
- 7.1.3 SS will deduct consultation, resource person and auditor fee as per Tax policy and deposit in time at tax office.
- 7.1.4 SS will provide receipt of tax paid to all concern staffs, consultant, auditor.

7.2 Audit

- 7.2.1 Every year SS will manage to organizational and programme audit by independent registered auditors as per rules and regulation. Within 3 months after ending of every fiscal year there will be compulsory audit.
- 7.2.3 after completion of organizational audit, the Audit report will be submitted to DAO, SWC and donor as well as other related organization.
- 7.2.4 If any donor needs as per their own fiscal year, there will be audit accordingly.

7.3 Financial Report and Bank reconciliation

- 7.3.1 SS will prepare quarterly financial report.
- 7.3.2 Every Financial report will be submitted to executive committee and donors regularly.
- 7.3.3 Annual financial and audit report will be amended by SS general assembly.
- 7.3.4 SS will manage to keep regular monthly bank reconciliation statement for effective implementation of financial transaction.

Chapter- Eight

Miscellaneous

8.1 Revision of Financial policy

- 8.1.1 If the point of the financial policy differ from SS bi-law is automatically dishonored. if any of point of financial policy needs to be revised, executive committee can revise after getting suggestion of executive team. it will be amended by general assembly.

Chapter- Nine

9. Annexes

Sahakarmi Samaj
Birendranagar, Surkhet
Sahakarmi Account Codes

Income		Expenditure	
A/C Codes	Account Headings	A/C Codes	Account Headings
10	Asset Items	30	Incomes
	10.1 Fixed Assets		30.1 Membership fee and contributions
	10.1.1 Land & buildings		30.2 Training, consultation and Research
	10.1.2 Vehicle		30.3 SS Institutional development support income
	10.1.3 Furnitures and fixtures		30.4 Printing and stationary service charge
	10.1.4 Office equipments		30.5 Exchange Gains
			30.6 Donations, gifts & Miscellaneous income, staff contributions
	10.2 Current Assets		30.7 Publications & library incomes
	10.2.1 Cash at bank		30.8 Guest room facilities
	10.2.2 Cash in hand		30.9 Programme grants
	10.2.3 Advances		
20	20.1 Liability Items	40	Expenditures
	20.1.1 Payables		
	20.1.2 Income Tax		40.1 Administrative support expenses
	20.1.3 Staff welfare fund (pf, sick leave and gratuity)		40.2 Printing and stationary expenses
	20.1.4 CIT		40.3 Monitoring, linkage and co-ordination
	20.1.5 Programme lending		40.4 Human resource devt.



Sahakarmi Samaj
Executive Team Office
Kohalpur, Banke

JOURNAL VOUCHER

Jrnl.V. No.....

Date:.....

Programme Name :

Particular	Code No.	Amount			
		Dr.		Cr.	
Total					
Amount in words :					
Cheque No :		Bank :1			
		2			
Description :					

.....
Prepared by:.....
Checked by:.....
Approved by:



Sahakarmi Samaj
Executive Team Office
Kohalpur, Banke

Appendix: **B-5**
Ph. 081-540099

REQUEST FORM

Ref . No :

Date:-

Sn.	Particulars	Unit	Quantity	Supplied Qty.	Remarks
	Total				
Requested by : Name: Designation: Date :	 Approved		Supplied by: Name: Designation: Date:	



Sahakarmi Samaj
Executive Team Office
Kohalpur, Banke

Appendix: B-6

TRAVEL ORDER FORM

Sn.:

Date:

Dear Sir/Madam,

Could you please provide me an advance as per the following details in order to carry out the planned tasks. Thank you.

Employee's name: Position:

Objective of duty travel:

Travel Details:

Particulars	From	To	Remarks
Date			
Place of travel			

.....

Recommendation by

.....

Individual Signature

Description of advance:

Sn.	Particular	Advance Details				Remarks
		Unit	Qty	Rate	Amount	
1.	Overnight to be spent in district					
2.	Overnight to be spent out district					
3.	Bus/Plane fare					
4.	Taxi/Tempo/Rickshaw etc. fare					
5.	Porter's fare					
6.	Others					
Total						
Total in words:						

Approved amount Rs:

The approved amount of advance should not be more than 90% of the total amount requested.

.....

Received by:

Name

.....

Checked by:

.....

Approved by:

Note : Advance should be settled within one month of the advance taken. In case of the traveling period of more than one month, it should be settled within 15 days of returning.



Sahakarmi Samaj
Executive Team Office
Kohalpur, Banke

Appendix: B-7

CLAIM OR REFUND ON DUTY TRAVEL FORM

Sn.:

Date:

Dear Sir/Madam,

Travel Order No:

Could you please settle my advance according to the details of expenses that I have enclosed herewith.
Thank you.

Name: Position:

Address:

Travel Details:

Particulars	From	To	Remarks
Date			
Place of Travel			

Objective of duty travel:
.....
.....

Description of advance:

Sn.	Particular	Advance Details				Remarks
		Unit	Qty	Rate	Amount	
1.	DSA for overnights spent in District					
2.	DSA for overnights spent out District					
3.	DSA of returning day@50% of full day					
4.	Bus/Plane fare					
5.	Bus/Plane fare					
6.	Local travel expenses (Taxi, Tempo, Rickshaw)					
7.	Porter's fare (attach descriptions)					
8.	Others (attach descriptions)					
Total						
Advance taken						
Net amount						
Net amount in words:						

Requested by

Received by:
Name

Checked by:

Approved by:

Note : Advance should be settled within one month of the advance taken. In case of the traveling period of more than one month, it should be settled within 15 days of returning.



Sahakarmi Samaj
Executive Team Office
 Kohalpur, Banke

Telephone: 081-540099/540999
 Fax : : 081-540999
 Email: saktee_npj@wlink com.np

INTERNAL - MEMORANDUM

Appendix: **B-10**

To: Address:		Name of programme : Date :			
Dear Sir, Could you please take action in the following matters that I have mentioned below with the details. Thank you.					
1. Petty cash reimbursement	<input type="checkbox"/>	Amount Rs.	Current balance Rs.	Date of last reimbursement	
2. Cash down the cheque	<input type="checkbox"/>	Amount Rs.	Cheque No.	A/C number & bank	
3. Request for an advance	<input type="checkbox"/>	Amount Rs.	Purpose Official <input type="checkbox"/> Individual <input type="checkbox"/>	Time period Day/s: Month/s:	Descriptions
Previous advance settled:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Amount Rs. :		
4. Request for travel ticket approval	<input type="checkbox"/>	Amount Rs.	Traveling Place From : To : From : To :		Reason <input type="checkbox"/> Ticket missed <input type="checkbox"/> Ticket not available
Travel Date :	Purpose				
Description of travel					
Requested by: Name:- Designation: Signature:		Checked by: Name:- Signature:		Approved by:	



Sahakarmi Samaj
Executive Team Office
Kohalpur, Banke

Appendix: B-11

Phone: 081-540099, 540999

083-520376

Fax : : 081-540999

Email: sahakarmi_npj@wlink.com.np

PAN: 3 0 1 7 3 6 8 3 3

INVOICE

Invoice No.:

Date:

.....

Name

Address Phone

.....

Sn.	Description	Qty.	Rate	Total

.....
Issued by

Sahakarmi Samaj, Birendranagar-10 Surkhet Nepal, Phone: +977-83-520376
Executive Team Office: Sahakarmi Samaj, Post Box No.-16, Nepalgunj, Rajhena-7,
Anandanagar Banke Nepal. Phone: +977-81-540099,540999 Email:
sahakarmi_npj@wlink.com.np/saktee_npj@wlink.com.np



Sahakarmi Samaj
Executive Team Office
Kohalpur, Banke

Appendix: **B-12**

DAO Regd. No.: 109-053/054
SWC Affn:6337-054/055
PAN: 301736833
Phone : 081-540099/540999

PAYMENT RECEIPT

Date:

Payee:Address: Phone:								
Purpose: Programme:								
Sn.	Particular	Invoice No.	Qty.	Rate	Total	TDS/Others	Net Payment	Remarks
Total								
Amount in words:								
Received by:			Mode of Payment: Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Cheque No:					
Date			Name of Bank:					
Payment made by:			Signature:				
Name:			Position:			Approved		



Sahakarmi Samaj
Executive Team Office
Kohalpur, Banke

Appendix: **B-13**

DAO Regd. No.: 109-053/054
SWC Affn:6337-054/055
PAN: 301736833
Phone : 081-540099/540999
Fax: 081-540999

CASH RECEIPT

Date

Received with thanks from M/S....., Address:

..... the some of rupees in words

.....by cash cheque draft against the payment

of to Sahakarmi Samaj, Surkhet.

Amount NRs.:	
Invoice No.	Cheque/Draft No.

Received by:	
Name	
Position	

Office Seal