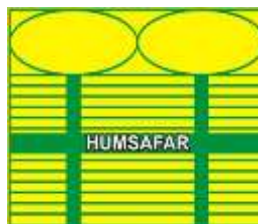


**HUMSAFAR
Support Centre for Women**

**Human Resource and Financial Mangement
Manual
(Staff Policy)**

2020



Registered office
HUMSAFAR SUPPORT CENTRE FOR WOMEN
27, NEW BERRY ROAD, LUCKNOW 226001
(Near Times of India)
Phone no. 0522- 0522-
Email- humsafar25nov@gmail.com
Website- www.humsafarindia.org

Introduction

HUMSAFAR, a Support Centre for Women in Crisis was set up in November 2003 in Lucknow, Uttar Pradesh, **to ensure a holistic response to women's human rights violations**. It is collectively managed by a Board of Trustees, Managing Committee, full time staff and a vast group of activist volunteers.

The support extended to clients is through paralegal, legal, medical, social mediation, counseling, rescue, shelter and rehabilitation services. These are extended to women across Uttar Pradesh to enable them to access the police /law enforcement machinery and judicial system for justice, free of cost. Over the more than decade and a half, HUMSAFAR has enabled many women to register their cases to seek gender justice for violation of their human rights, nurtured a group of active citizens creating an enabling environment and helped many survivors of gender based discrimination and violence make a fresh start with the help of HUMSAFAR's livelihood programme.

VISION AND MISSION

HUMSAFAR has been established to address a concern for justice, empowerment, rehabilitation and reintegration of women survivors of gender based violence. It has a robust community outreach programme in educational institutions and urban slums (*bastis*) to create awareness for zero tolerance for violence and motivating people to play a larger role in recognizing and addressing gender based discrimination and violence creating an enabling environment for women survivors.

HUMSAFAR works for prevention of gender based discrimination and violence against women and undertakes interventions with women facing it , by facilitating a process through which such survivors are enabled to make choices and take decisions within a rights framework and e supported in these choices and decisions.

HUMSAFAR is one of the few crisis response centers in the country that simultaneously provides support to women facing violence of any kind, as well as works with different segments of society to ensure that such women reintegrate in society with dignity. Towards this HUMSAFAR started its livelihood intervention.

HUMSAFAR has helped violence survivors get a toehold in the job market by training them in skills challenging the patriarchal stereotypes. Women-run e-rickshaw serve in Lucknow is a small token of this venture.. Therefore HUMSAFAR has attempted to change the discourse around gender based discrimination and violence through a holistic approach. It not only responds to women in need, but helps transform societal attitudes and practices by motivating

local communities to undertake the responsibility to support the safety of women, affected by violence, living in their own homes/neighborhoods.

OBJECTIVE:

The objective of HUMSAFAR is to ensure a holistic response to women's human rights violations in Uttar Pradesh. Within this larger objective the sub-objectives of HUMSAFAR are -

- To provide or arrange for necessary psycho-social, paralegal, medical, shelter and other support to women survivors of violence in Uttar Pradesh, using human rights principles
- To provide support to other women's crisis support centers in the state and elsewhere who may need assistance for their casework
- To initiate alliances with state mechanisms e.g. Police, to provide support to survivors using human rights principles
- To engage larger civil society in understanding and addressing VAW in their regular capacity as citizens, workers, neighbors, teachers, students and so on.
- To create a platform for organizations working on women's human rights violations in the state of Uttar Pradesh for creating common understanding on how to address VAW using human rights principles.

HUMSAFAR's Human Resource and Financial Management Manual have been developed through a participatory process. It is periodically reviewed and updated keeping in view the growing needs of the organisation over the years.

The Manual is divided into three sections

- A The organisation**
- B Human Resource & Administrative rules**
- C Financial rules**
- D HUMSAFAR's Committees**

Section A: About the Organisation

Types of Employees

Categories

- (i) HUMSAFAR team – paid honoraria, full time
 - (ii) Consultants – paid honoraria, part time
 - (iii) Volunteers – external, not paid
 - (iv) Interns – external, not paid
- (i) **HUMSAFAR team:** These are employees who are appointed for a particular period on a contract basis.
- (ii) **Consultants:** Consultants are appointed for a fixed tenure with specific Terms of Reference, who would be paid a specific consultancy fee for the assignment.
- (iii) **Volunteers:** Volunteers are an integral part of the organization's vision. HUMSAFAR has several types of volunteers – a) persons associated with various professions called **Mitra Mandali** or Friends of HUMSAFAR, b) youth volunteers associated with HUMSAFAR and c) **Sakhi Samooh** which is the group of active women living in the urban slums where HUMSAFAR works. All these categories have no fixed tenure. They remain associated with **HUMSAFAR** as long as they are active and true to HUMSAFAR's vision.

The volunteer group's role and responsibilities are decided by the Programme Coordinator in consultation with the team, Management Committee and Board of Trustees. The **Mitra Mandali** of professionals includes local doctors, lawyers, media persons and other opinion makers who share HUMSAFAR's vision and objectives. HUMSAFAR engages with them keeping their social commitment in mind. They periodically meet and contribute their time and resources towards nurturing HUMSAFAR's vision.

- Youth volunteers or Yuva Tarang **associates** with HUMSAFAR inspired by its vision and objectives. Active members are selected for capacity building to further their understanding of HUMSAFAR's vision towards zero tolerance of violence in society
- **Sakhi Samooh:** They are active women living in the urban slums (bastis) where HUMSAFAR works. Over a period of time they have shown their commitment to HUMSAFAR's vision of zero tolerance to violence. They remain on guard against any kind of violence in their respective neighborhoods and either intervene on their own or if need be inform HUMSAFAR.

Interns: Interns are accepted only when they are referred by educational institutions/ organisations and other NGOs for a specific period. Interns are not involved in HUMSAFAR's direct case work or day to day functioning. They are not entitled to any honorarium.

SECTION B: Human Resource Management and administrative rules

Rules of appointment and termination of functionaries

HUMSAFAR primarily recruits women and transgender as full time staff. The team is recruited through a transparent process that involves seeking applications, screening a database, a written test, and an interview. All functionaries are recruited on a contract basis, which includes a probation period of 6 months

The key criteria for selection are:

1	Experience	<ul style="list-style-type: none">• Relevant experience for the job• Experience of working in a similar organization and with women
2	Empathy and understanding of issues of values	<ul style="list-style-type: none">• Feminist perspective• Awareness and experience of working on gender issues• Belief in humanitarian values with a rights perspective
3	Qualifications	<ul style="list-style-type: none">• Relevant educational qualification for the position
4	Skills	<ul style="list-style-type: none">• Interpersonal communication skills• Writing skills• Computer and internet skills
5.	Preference	Preference would be given to Gender Based Discrimination and Violence survivors and supporters of this struggle.

Procedure for Selection/Appointment of Employees

- A databank of applications is to be maintained by the HR and Admin Section of HUMSAFAR from which suitable candidates are to be screened and short-listed as per requirement. If no suitable application are found in the databank an advertisement stating the desired qualification and experience is to be published in minimum one publication and relevant online websites.
- The candidates are to be short-listed by the Coordinator/ Admin Officer and shared with the members of the Managing Committee.
- A committee comprising, at least two members of the Managing Committee/ Board of Trustees and if need be, an independent expert with a gender perspective, would set up for the interview panel.
- A written test (computer and longhand) would be administered to assess writing, language and comprehension skills of the candidates.
- If need be a group discussion would be held if there is a group of potential candidates for a particular position.

- After appointment, the candidate would be issued a contract letter for a period of one year of which six months is the mandatory probation period. The contract will clearly state the designation, TOR, honorarium and the six month period of probation. It would be clearly mentioned that initially the contract is for a period of one year only. If the employee is found incompatible during staff appraisal and review by the Managing Committee the contract would be terminated after six months. After the first year successive contracts would be for a period of one year only, this would be renewed after evaluation and review by the Managing Committee and colleagues.
- Within a week of a new staff member joining, the HUMSAFAR team is expected to orient her with its vision, mission, aims & objectives, and non-negotiable values as well as all HUMSAFAR policies including the Human Resource and Financial Management policy

Procedure for Termination/Resignation of Employees

- If an employee wants to resign for personal reasons, the reason should preferably be stated. One month's written notice should be given before resigning.
- The employee has to seek a No Objection Certificate from the Finance and Accounts section as well as the Reference Section stating that there is no pending dues or office resource with her
- She should give a written hand over note listing the status of the assignments being handled, Computer files, Laptop, Office Keys, Pen drives, books and any other resource material owned by HUMSAFAR .

Termination of a employee will take place due to –

- Deliberate violation of HUMSAFAR's rules and values
- Leave of 15 days or more without information
- Not measuring up to work expectations despite two written warnings
- Financial irregularities and misuse of funds/assets of the organisation
- Tarnishing the image of the organization and breach of trust of colleagues, trustees and partners/ funders of HUMSAFAR

Procedure in case of resignation or termination

- In case of termination, due to gross violation the HUMSAFAR's Board of Trustees can take appropriate action.
- If a permanent staff resigns, then she/he is required to give a written resignation with one month's notice period. Similarly if HUMSAFAR is terminating a permanent staff then it must be conveyed to her/him in written, with a notice of one month. In either case, salary shall be paid for one month.

- If no notice is given by the employee in case of resignation then she has to forgo one month's honorarium.

Remuneration to Employees

Honorarium and allowances

Honorarium will be fixed on the basis of the following criteria-

1. Work experience
2. Educational qualifications
3. Skills (knowledge of operational systems and competencies)
4. Understanding of gender issues and empathy with HUMSAFAR's core values
5. Potential to take on higher responsibilities

Aligning with the roles and responsibilities necessary to deliver HUMSAFAR's vision as well as to delineate the levels of responsibilities and accountability the designations have been organized in five grades A to E

Salary Composition

-Basic Salary

-Housing Rent Allowance -40 percent of Basic

-Medical Allowance – 10 percent of Basic

-Travel Allowance- 10 percent of Basic

Salary Band- Each grade from A to E will have a range within which the salary for employees can be fixed. The starting salary of Grade A (Office Associate) has to align with the minimum wage (skilled labour) fixed by the Government of Uttar Pradesh. At present it adheres to the minimum wage fixed on October 1, 2018.

- **Gross Salary Bands for all grade levels:** The range for lower grades (A &B) has been fixed at 33%, moving to 40% for the Program Officer level and 55% for Program Coordinator.
 - A: Office Associate (Rs. 9,600 – 12,800)
 - B: Program Associate (Rs. 13,600 – 18,400)
 - C: Program/ Finance Officer (Rs. 20,000 – 28,000)
 - D: Program Coordinator (Rs. 32,000 – 49,600)
 - E: Program Manager (Rs. 64,000 – 84,800)
- **Salary Structure for HUMSAFAR applicable from April 1, 2019**

Grade	Designation	Band width	Basic (Rs.)	Housing Rent Allowance (40% of Basic)	Medical Allowance (10% of Basic)	Travel Allowance (10% of Basic)	Total (Rs.)
A	Office Associate		6000	2400	600	600	9600
		33%	8000	3200	800	800	12800
B	Program Associate		8500	3400	850	850	13600
	(OA +42%)	33%	11500	4600	1150	1150	18400
C	Program/ Finance Officer		12500	5000	1250	1250	20000
	(PA+47%)	40%	17500	7000	1750	1750	28000
D	Program Coordinator		20000	8000	2000	2000	32000
	(PO/FO +60%)	55%	31000	12400	3100	3100	49600
E	Program Manager		40000	16000	4000	4000	64000
	(PC+100%)		53000	21200	5300	5300	84800

After the extraordinary 5 percent increment for the FY 2020-21 in view of the Pandemic there is no proposed increment for the coming four years.

Additionally from July 2019 all HUMSAFAR full time staff are entitled to a uniform monthly mobile bill and data (internet) up to Rs. 500.00 (Five Hundred) only to be reviewed if need be.

Job descriptions of each position – to be revised in consultation with team

POSTION	RESPONSIBILTY
Programe Manager	<ul style="list-style-type: none"> • Coordinate the activities of the organization. Manage the human and material resources. • Coordinate with the Managing Committee and Trustees to ensure participatory decision-making and quality monitoring of the programme/s

	<ul style="list-style-type: none"> • Maintain contact/correspondence with the funders, write proposals • Liaison and nurture contacts with national and international network organizations to uphold the organizations vision and • Over see the accounts, budget, purchase, overall mangament of programme/s and funds and report to the Managing Committee and Trust • Prepare programme reports (quartely/annual/ meetings) and monitor and review the plans and activities (concurrently, monthly, quarterly). • Coordinate, communication and montoring with/of the team • Participate and conduct trainings inhouse and for other stakeholders
Programme Coordinators	<ul style="list-style-type: none"> • Coordinating the project, including activities, budget, community, consultants, advisory group, and reporting. • Be accountability towards the survivors • Responsible of awareness campaigns • Develop contacts with networks and organizations to ensure mobilization for advocacy • Represent HUMSAFAR at meetings of network partners, stakeholders etc. • Participate in any one of HUMSAFAR's internal committees • Participate in and conduct trainings for community, survivors and others • Work in tandem with other team members for Humsafar programmes and activities
Programme Officers / Associates	<ul style="list-style-type: none"> • Responsible for mobilizing HUMSAFAR's outreach programme in educational institutions and 10 communities. •
Finance and Admin Officer	<ul style="list-style-type: none"> • Maintain the day/book cash book • Maintain accounts/ bank corespondence etc in soft and hard versions • Oversee the maintenance of asset and other regsiters of inventories • Work closely with the Coordinatro and managing Committee • Ensure that all books of accounts are maintained and upto date every month • Keep a tally of project wise financial expendiutres and

	reports and report to Coordinator/ Managing Committee
Office Associate	<ul style="list-style-type: none"> • Render support to team on adaily basis for administrative work. • Have good interpersonal skills to handle telecommunications/ personal calls and visitors • Assist in the maintenance of files and documents • Anyother work as assigned by the team leader/ team members.

Social security

HUMSAFAR undertakes compulsory Medical Insurance to the tune of Rs Three lakh only (Rupees three lakh thousand only) for each team member. The annual premium is paid by the organization. HUMSAFAR is actively considering registration of the functionaries to avail the National Pension Scheme, which they could subscribe for in the interest of long term social security.

Renewal of Contract

- Each employee would be recruited for a period of one year including a six month probation. After the probation period is over the employee would be appraised by the team members and at least two Managing Committee members on several standard parameters, to assess the personal and professional growth, achievements related to the assigned job, experiences gained and shared, capacity building initiative taken, punctuality and regularity of work related deliverables, dedication towards duties and empathy of HUMSAFAR’s values, vision and objectives.
- After the expiry of the initial one year contract, the contract would be renewed for one year, subject to favorable evaluation of peers and two Managing Committee members.
- An increment would be granted after favorable peer and Managing Committee review report. In case of adverse evaluation the staff member would be given feedback and time bound opportunity to shape up, but no increment would be given.

Capacity Building

(a) Categories of Capacity building

- 1. Institutional-** This is related to the employee’s job responsibilities and institutional growth.
- 2. Personal-** This is the capacity building for the employee’s personal growth as different from the role she plays as a team member of HUMSAFAR.

HUMSAFAR believes that each employee should be provided an opportunity to enhance her understanding, education and professional qualifications as well as technical skills to enrich

herself as a person as well as keep pace with the changing demands of the job.

HUMSAFAR would attempt to undertake the capacity building of the team in a planned and phased manner bearing in mind the specific job profile and required orientation and skills.

- At the time of annual review, each employee would present her personal capacity-building plan.
- HUMSAFAR would provide opportunity for capacity building including exposure visits, educational tours, and participation in training programmes.
- When HUMSAFAR receives an invitation regarding capacity building opportunities the interested employee can avail the opportunity, subject to availability of funds, time and Management Committee's opinion regarding the utility of the training. She would have to formally apply to the Coordinator whom she reports to who would forward it to the Managing Committee whose decision would be final. In case of the Coordinator, she would directly apply to the Managing Committee.
- Besides institutional opportunities, each employee will be encouraged to continue her professional/personal growth. For this HUMSAFAR would compassionately consider her request for leave subject to the HUMSAFAR's rules.
- Each employee is expected to continue with her formal studies and include these plans in their annual personal growth plan. The employee would avail allotted leave for this purpose.

Appraisal of functionaries

A systematic evaluation of employees will be undertaken for their continuous growth. The following criteria shall be addressed during the evaluation-

- Working capability (responsibility, enthusiasm, values, perspective, work output)
- Grasp of the subject matter/issue and ability to develop one's capacity
- Discipline/adherence to rules, norms, procedures, and democratic processes.
- Upholding HUMSAFAR's values
- Leadership qualities and team work
- Addition/and or change in responsibilities if any
- Organizational behavior
- Transparency and accountability

Process of Appraisal

- Monthly planning and Report- Every month each employee should prepare a monthly workplan and share with the team in a meeting. Each employee would first undertake a self-evaluation. After the feedback from the entire team, two members of the Managing Committee/Trustees would undertake an evaluation on the listed criteria as above.

Appraisal Report

- The appraisal report, with the signatures of the evaluation team and Managing Committee members/Trustees would be maintained in the office records/personal file of the individual employee.
- The appraisal would also identify the capacity building needs of growth of each employee.

Personal File

A personal file of each employee will be maintained that will include – personal details and contacts of the person, selection process, terms of contract, signed copy of salary slips, account of leave availed/holidays availed, self appraisal, yearly evaluation form, etc

Team Building

For maintaining a positive and constructive environment, harmonious relationships and building the team, several activities like picnics, celebration of festivals, group work, watching films etc will be carried out. A budget of Rs 3000 will be submitted each year in the team for such group activities.

Consultancy assignments by employees

The consultancy assignments by functionaries may not be for more than 3 days in a month, not more than 10 days in a year; for which the employee must give advance notice. It can be of the following types:

- The contract of the consultancy can be made by HUMSAFAR through a defined ToR, such as an external institution/ organisation, person, governmental, non-governmental department.
- An employee takes up an individual consultancy outside the Institution, keeping in mind, the objectives, ideals, and vision of the Institution. If the assignment is more than 5 days, then 20% of the fee should accrue to the organisation as well.
- If HUMSAFAR takes up an organisation level consultancy then the person/s doing the assignment will be given 20% of the total fees accrued to the organisation.

Grievance redressal

Hearing of problems and issues of employees shall be done at the following levels-

1. Monthly staff meetings
2. Directly dialogue with the Coordinators
3. A written complaint can be sent to the Managing Committee
4. Sexual Harassment Monitoring Committee

LEAVE

(a) Functionaries are entitled to following types of Leave

S. No.	Type	Number of Days
1.	Medical Leave	15 per year
2.	Casual Leave (CL)	12 per year
3.	Annual Leave (AL)	18 per year
4.	Maternity Leave	90 days

The following procedures will be used by employees to apply for leave.

1. Medical Leave:

- This does not require any verification, but a misuse of this will be taken as violation of the value of transparency of the institution.
- An employee will be granted sick leave of 15 days. A medical certificate and doctors prescription must be submitted in case of a serious illness.

2. Casual Leave:

- All employees will be given 12 days of casual leave in a year.
- Not more than three days of casual leave can be taken at a time.
- Prior to taking leave, the employee must notify the office.
- Leave application forms must be filled before taking leave during presence in the office.
- Weekly holidays and only one casual leave can be taken by persons on probation; and no other leave can be availed by them. Other than this, if any employee on probation takes a leave for any day, then a deduction will be made for that day from her monthly honorarium.

- In special circumstances, two leaves in the Casual Leave category can be taken from AL.

3. Annual Leave

- All employees will be provided (after probation period) with an annual leave of 18 days in a year.
- Before taking leave, the employee must inform in the monthly meeting and 7 days prior to taking a holiday. The form prescribed by the office must be filled (in writing) and approved by the team leader she is reporting to.
- The responsibility of the work of the one taking a leave must be given to another person in order not to affect the work during the days of absence.
- Annual Leave can be taken for a minimum of 2 days at a time.

4. Maternity Leave:

All employees, who have completed one year of service, will be eligible for maternity leave of 3 months on giving birth to or adopting a child.

5. Compensatory Leave

- If an employee has been called to work during her holiday then she can take leave (for that day) on any day in the next 10 days in consultation of her Team Leader.
- If an employee wishes to work during her holiday then she will not be entitled to any compensatory leave..
- In case an employee cannot take weekly leave due to excessive work, then she is entitled to leave on any day of the following week in consultation of the team.

6. Half Day Leave:

This can be taken only thrice in a month and this half day will be deducted from Casual Leave.

7. Two Hour Leave:

This can be taken only three times in a month and this leave will be deducted from Casual Leave.

8. Saturday leave:

- Each employee can take one Saturday off every month. The office will not be closed on any Saturday unless it is in the list of annual public holidays. Prior to taking leave, the employee must notify the office. The employees should take their Saturday's off in a rational manner so that the office work does not suffer.

9. Unpaid Leave:

- If an employee's close relative, mother, father or herself has any health related or other serious problem and the employee has already exhausted all other leaves then the employee can take unpaid leave.
- Such a leave can be availed strictly under extraordinary circumstances after all other leaves have been exhausted by an employee

10. Public Holidays:

Leave in connection with a public/festival holiday will be decided based on the prescribed format in a year.

11. Basis for deciding Public Holidays:

Leave for the employees keeping in mind all religions, areas and environment, shall decide religious public holidays.

(c)Absence

If an employee remains absent for three days, without notifying the office, then she will be contacted at her residential address. Her whereabouts would be found out from her friends, relatives and neighbors. If it is found that she has deliberately not given information, regarding her absence then the Managing Committee may take suitable action.

Office Timings

Office timings from Monday to Saturday are 10 a.m. to 6 p.m. The timings can be changed if needed. Each employee must sign the attendance register on arriving at office.

Planning and Reporting

- Organizational Planning will collectively be done at the commencement of the calendar year. That planning will follow a monthly and quarterly cycle on stipulated dates. During this process, all employees are required to participate.
- Each employee is required to prepare a monthly report and share it with other team members through a written report and during the monthly planning meeting. In addition, the Coordinator has to prepare a report for the Funder and Home Ministry or Local Intelligence Unit

Travelling

When a HUMSAFAR employee travels on work the following rules of food will apply.

Food Expense

Category of City	For 16 to 24 hours
Metropolitan city / State Level	Maximum Rs 700 Relevant Expenditure Rs 100 Breakfast – Rs 125 Lunch Rs. 200 Dinner Rs. 275
District Level	Maximum Rs 500 Relevant Expenditure Rs 75 Breakfast Rs 75 Lunch Rs 150 Dinner Rs. 200

SECTION C

Finance, Administration and Purchase Norms

HUMSAFAR Humsafar will observe the financial year from April 1st – March 31st

1. Maintenance of expenditure

HUMSAFAR will maintain project wise, head wise expenditure statements for reporting purposes. It will maintain a regular account in a scheduled bank for all transactions. For externally funded projects, involving funds in foreign currency a separate FCRA account will be operated in the same scheduled bank. If a particular funder - Indian or foreign requires a separate account for its funds then it would be opened. The Board of Trustees will designate the signatories for banking and other purposes. They will also appoint a statutory auditor for the annual audit as well as a separate auditor for an internal audit. Both audits will take place in a timely manner..

In the case of audit by funders, HUMSAFAR will only make available the concerned project related documents, books of accounts, bills and vouchers, statements of expenditure and audit for that particular project of the concerned funder. The funder will have to seek formal permission and time to examine these documents in the presence of the Coordinator and the Accountant.

- Project expenditures will be planned annually and quarterly by the Coordinator and shared with the Managing Committee.
- At the end of each month, the Coordinator will draw up an outline of expenses for the different programmes to requisition advances for the following month, as per plans. Any

two members of the Managing Committee would approve these advances.

- To maintain transparency the bills/vouchers submitted by any functionary will be approved and signed by the Coordinator, after scrutiny by the accountant.
- All functionaries must submit adjustment for advances drawn within a week to the accountant. The Programme Coordinator would not sanction any further advance until the previous advance is not settled.
- On the 15th and 28th of each month, the Coordinator must give a detailed report of expenses/advances incurred for any activity to the Accountant. Shee must ensure that t happens.
- The Coordinator is permitted to keep an advance of Rs 10,000/-.
- Advances up to Rs 30,000/- would be permitted for office expense (travel and other petty expenses) after approval of an itemized list.
- All payments above Rs 2000/- would be made by cheque.
- All payments to parties should be duly approved and cleared within the month so that no pending payments are visible in the monthly statement.

2. Cash Management

- Cash should always be kept in the Cash Box or at a safe place, under lock and key, by the accountant.
- Care is required to be exercised on receipt of defective notes so as to remove incidence of holding redundant cash.
- Payments in cash should be discouraged. As far as possible all payments beyond Rs. 1,000.00 (except advances to staff for expenses) should be through crossed cheques/ drafts.
- In the event of the accountant going on pre-sanctioned leave cash key and the cash box with Cash Book will be handed over to the other authorized person who is going to officiate.

Do's and Do not's regarding Cash transactions

Do's	Don'ts
<ul style="list-style-type: none"> • Maintain cash book on transaction to transaction basis 	<ul style="list-style-type: none"> • Do not postpone in making entries in the books even for a

	day.
<ul style="list-style-type: none"> • Make entries in the books and then pay cash and not vice versa. 	<ul style="list-style-type: none"> • Do not let persons other than accounts personnel make entries in the books of accounts.
<ul style="list-style-type: none"> • Tally the balance shown in the cash book with actual cash balance at the end of each day 	<ul style="list-style-type: none"> • Do not postpone making postings in the ledgers for a long period.
	<ul style="list-style-type: none"> • Do not pay or receive cash without making entries for any reason
	<ul style="list-style-type: none"> • Do not entertain cash transactions without proper supporting evidence.

3. Purchase Policy

- Purchases/publications/repairs over Rs 10,000/- (Rupees ten thousand only) would be approved by the Purchase Committee and thereafter sanction by the Managing Committee. Any items which are printed must mention 'For private circulation only'.
- Hiring of consultancy services of over Rs 10,000/- must be proposed by the programme coordinator and approved by two members of the Managing Committee.
- For purchase of articles/stocks above Rs 3000, three quotations from different shops/agencies must be obtained by the Coordinator or accountant to be placed before the Purchase Committee before short-listing the lowest rate. If another rate is approved by the purchase Committee, than the reasons for it should be put on record.

4. Use and safety of Organizational Resources

- Electricity: All functionaries should remember to use organizational resources with economy and efficiency. For example, lights, fans, and any other electrical appliances must be switched off when not in use. Similarly, water, paper, ink and other office supplies should be used most efficiently not indulging in waste.
- Computer: The responsibility of cleaning and maintaining the computers/Laptops/printer/internet services would be the responsibility of the functionaries. The admin person should be informed well in advance regarding computer supplies, hardware and software requirements as well as office stationary. Admin and functionaries should safeguard computer security and should have passwords to protect office files. Back up files and virus scanning etc. should be maintained diligently. The

accounts computer should also maintain its records on an external hard disk as well.

- If a functionary uses office stationary or printer for personal use it should be paid for and a bill collected.
- Post/Courier: Admin should ensure that all incoming official e-mails and posts should be maintained either in a soft or hard copy for immediate retrieval. Incoming and outgoing posts should be maintained in a register for purposes of record.
- If there is any invitation for a training/workshop/meeting etc then the concerned functionary must be informed in advance and the response sent for the invitation. A copy of this should also be posted on the notice board. If the concerned functionary is unable to attend it should be forwarded to another functionary.

5. Maintenance of Records and Inventories

Humsafar will follow the policy of not storing large stocks at its offices. Items should be procured as per need and utilized for the planned purposes. Thus, the items will be in possession for a short period of time. Inventory records shall be maintained for all items of stationary, office consumables, publications, items purchased for distribution among community.

- A stock register shall be maintained containing details of items purchased, quantity purchased, quantity issued and the balance quantity.
- These records shall be maintained by the admin staff or any other person to whom this responsibility has been assigned by the Programme coordinator.
- The admin person will physically verify all items in her custody and reconcile them with the balances reflected in stock register at least once in a month. She will prepare the report of physical verification containing items verified, quantity verified, and quantity as per records, difference noticed and reasons for difference, if any. The report will be submitted to the Programme Coordinator. Once in every quarter the Programme Coordinator will do this exercise.
- The reports along with recommendation for action to be taken for discrepancies observed shall be submitted to the Coordinator.

The following registers will be maintained for keeping and inventory of documents and activities, while more will be added if the need arises.

Serial No	Register
1	Attendance –staff/and lawyers - 2
2	Internship attendance register
3	Staff leave register
4	Daily journal register (local travel) register
5	Visitors' register- (people who come to the office)
6	Workshop register

7.	Book /documents/ reports issue register (Library)
8	Catalogue of books in library
9	Asset issue register (for usage of office assets by functionary)
10	Stock register
11	Cash register
12	Advance register
13	Cheque detail register
14	Dak received register
15	Dak dispatch register
16	School programme register

6. Travel and TA/DA

Procedures for requesting advance for travel

- Travel Advance should be limited to the estimated cost of travel and related expenses.
- The advance should be settled by rendering appropriate traveling expenses bills duly approved by the Programme Coordinator/appropriate authority. A brief report of the tour should be submitted along with the travel bill indicating the fulfillment of the purpose for which the travel was undertaken.
- The cost of travel tickets purchased by the office should be accounted as “Travel advance (to concerned staff)”. On completion of journey, the total traveling expenses including cost of travel tickets should be debited to Traveling Expenses (or other related account like Training, exposure and workshop Expenses) and should be credited to “Travel advance” for cost of tickets and to account of concerned staff for the balance amount.

The cancellation charges of tickets should also be accounted to traveling or other related account.

Some rules for advances

- No adhoc advance should be given. Advances should be allowed only to cover immediate expenses and specific work as approved by the project coordinator/ project team leader on advance requisition form (annexure attached).
- All advances are to be accounted for in the recipient’s name.
- Advances should be allowed only on the basis of requisition slip with the detailed break up of required amount and purpose.
- Normally, no second advance should be approved by the project coordinator/ project team leader and allowed by the accountant, unless the first one is settled.

- All advances should be settled immediately after the expenses have been incurred, in any case within a week. Any amount outstanding for more than a week shall be deducted from the salary of the person.
- As travel expenses constitute a major cost to the organisation, it will be the endeavor of Managing Committee/ Programme Coordinator to curtail expenses on travel and take judicious decision while authorizing travel plans and expenses.
- Prior permission of the program coordinator must be taken before a tour by a functionary.
- For local travel functionaries would use bus/auto/rickshaw and personal vehicles for which actuals reimbursements would be made. Against use of personal two-wheelers functionaries would be reimbursed at a per kilometres rate subject to revision with due consideration by the Managing Committee.
- Functionaries are entitled to train journeys by two/three tier in consideration of safety and security. In emergency cases functionaries may travel by sleeper class. Ticket forms must be accompanied by ticket and bills for purchase thereof and must be submitted in the office within a week of return from the tour. Travel by Rajdhani or AC I/ or air must be approved by the Managing Committee. In case such travel is paid for by the party extending the invitation then HUMSAFAR has no objection. However, bills, receipts and tickets should be submitted as per rules.
- Log book must be filled by functionaries while using personal two-wheeler/four-wheeler vehicles. Payment will be made at the end of the month at the rate of Rs 5 per kilometer for two-wheeler and Rs 10 for four-wheeler.
- The Log books shall be checked by the Programme Coordinator randomly to ensure the proper use of vehicle, proper maintenance of Log Book.
- Any journeys by train making Tatkal tickets should be avoided and shall be undertaken only with prior permission from the Secretary/ Executive Director and Programme Director

Lodging Expenses

Humsafar team members travelling to other locations are advised to exercise economic discretion while hiring basic lodging facilities available in the travel destinations.

- Accommodation bills will be paid as approved by the Managing Committee and as per policy guidelines. All travel claims must be accompanied by copy of tickets, bills of hotels and taxis receipts.
- At present Humsafar has not allocated different rates for different levels of staff for travel expenses. This may change in the future. Boarding and lodging allocations are sanctioned

as follows:

Cities/towns	Lodging in Rs. (Upper limit, but actuals will be paid)	Boarding (A total sum would be paid)
A class cities: Delhi, Mumbai, Kolkata, Hyderabad, Madras and Bangaluru	2000 per day	1500
B class cities – state capitals other than the above and district headquarters.	1000 per day	600
3. Other towns/ Rural Areas	300 per day	500

- Accommodation expenditure will be payable only if a functionary is traveling outside the area of residence.
- Claim of travel expenses should be made within seven days of completion of travel.
- Tour and movement plans of each functionary should be displayed on the notice board each week.
- In case the boarding and lodging is provided by the host organization then the functionary could not claim these expenses.

For the purpose of the Diem Allowance, a day (24 hours) will be deemed to have started from the time of departure from the base station (**Residence or Office**) and the number of days will be counted up to the same time on the date and time of return. There will be no per diem entitlement for a fraction of a day **below 12 hours**.

Other Expenses during Journey

Actual expenses incurred on local conveyance from residence to railway station/ bus station/ airport and vice versa and from hotel/ place of stay to work and vice versa and telephone expenses for contacting office will only be allowed. No other expenses (like personal telephone calls, laundry, medicines, etc.) will be entertained.

Payment/ Reimbursement of communication Expenses

The facility of landline phone, mobile and internets at all project locations is now inevitable. The entitlements will be as follows.

- The Programme Coordinator shall be provided post paid mobile plans and Data card in the name of “Humsafar” and their mobile usage limit will be Rs.1000/- per month and the data card limit will be Rs. 750/- per month .

- The other team members will be facilitated a post paid mobile connection in their own name and their usages limit will be up to Rs. 300/- per month.
- For usage of internet, the Data card connection shall be provided at the office for all team members as per need.
- The phone bills would be reimbursed only after the submission of coupon or receipt for the same.

Investments

In case, the funds cannot be applied immediately or at an early date for the fulfillment of grant objectives, the management is authorized to invest such money in nationalized banks as Fixed Deposits on approval of the Trust Board.

The Fixed deposit investments should be made as per the directions contained in the respective Grant Agreements. The management has to comply with the following regulatory provisions also while making the investments:

- Foreign Contribution (Regulation) Act, 2010;
- Income Tax Act, 1961; and
- Trust Act

Two key aspects have to be considered while investing funds:

- Investment of temporary surplus funds pending utilization for the objective for which they are received;
- Investment of surplus funds in highly liquid investment so that it is easily available when it is required to be used for the objects for which they were received;

The earnings through interests on investments will be considered as a part of the donor or project fund that was invested and its utilization will be done on the activities of the similar project with due consent from the respective donor agency, as applicable.

Amendments

Important amendments can be made in the service guidelines from time to time at the discretion of the Managing Committee which will be applicable from the date of orders given by the office.

SECTION D: Committees of Humsafar

1. HUMSAFAR TRUST BOARD

The HUMSAFAR Trust has been set up to implement its vision and objectives.

The Trustees - the board of trustees comprising of 8 members has been constituted. The number of members and whom to include will be subject to revision so as the Board of Humsafar is refreshed from time to time, wherein older and senior members make way for new members to come in to refresh the Board from time to time. (resolution needed)

Duties:

- To develop the vision for HUMSAFAR's programmes
- Uphold the principles, core values and work culture of HUMSAFAR. Have an understanding of gender rights and VAW issues
- Guide the organisation in implementing the different projects
- Oversee the programme implementation as and when needed
- Monitor the financial status and expenditure of the organisation
- Liaise and connect with the relevant donors as and when needed.
- Constitute sub committees, if needed, for supporting the team of Humsafar, to roll out the projects.
- Facilitate in the induction of new members as and when needed.

Term: resolution

- Each Trustee would be nominated for a period of five years subject to renewal for one

more term

- One third members would withdraw every five years

Board Meetings will be held as stipulated in the Trust Document)- annual and half-yearly.

- A meeting can take place in case of any emergency situation and can be called by any of the members.
- A minimum of 3 members and maximum of 5 members must be present in the core group meetings for any decision making.

2. MANAGING COMMITTEE

In order to support and guide the HUMSAFAR team on a day to day basis it is proposed to have a Managing Committee. Its term may be extended and the members may rotated , upon their availability. This committee

- (a) Comprising of three Trustees the Managing Committee would devote time to assist the team on a more regular basis including crisis management.
- (b) The senior most coordinator would be the ex officio Secretary to the HUMSAFAR Management Committee.

c) Term

- The Managing Committee would have tenure of 2-years or more.
- To ensure continuity of the Managing Committee every two year one Managing Committee member would withdraw and a new one would be taken in from the existing members in the Board

(c) Responsibilities:

- Help develop the team's and staff members monthly, quarterly and annual plans
- Monitor and guide the team to implement plans and meet deadlines/ deliverables.
- Help develop financial plans, scrutiny of financial transactions. Oversee audit and budgeted expenditures
- Help identify new funder , develop new proposals and prepare budget as per activities.
- Guide consultants for research projects
- Review manuscripts before they are published
- Help the team network with civil society, mitra mandali and other stakeholders
- Sanction approval of advances/expenditures
- Constitute a Purchase Committee for approval of expenditures over Rs10,000. The

sanction will only be given by the Managing Committee.

- Select functionaries along with an external expert, sanction the appointment of the candidate.
- Conduct review of new functionaries at the end of the mandatory six month probationary period.
- Conduct annual review of every staff member and then sanction increment as per performance. Institute a review of Humsafar every two years or a midterm/ end term review of a particular project.
- Approve the capacity building initiative/plan of functionaries.
- Regularly participate in the amendment of the staff policy guidelines and other issues.

The Managing Committee is of the view that an Advisory Resource Group for Humsafar be constituted in order to draw upon the expertise, support and guidance of an expert group. The group may not be involved as the managing committee, but can certainly provide many inputs through email, correspondence and even quarterly meetings, when Humsafar's work is reviewed. Members can be academics, lawyers, social scientists, management specialists, advocacy specialist, counselors/ psychologists or others who have a vision and are sensitive to issues of GBV and women's rights.

3. SEXUAL HARASSMENT COMMITTEE

It is imperative to have a sexual harassment monitoring committee in Humsafar, since it is already working for VAW. The members of Gender Equality Committee will also be members of this committee.

Role of Sexual Harassment Monitoring Committee:

1. Interface by the Committee in matters of sexual harassment of team members or others.
2. The redressal of the affected person if required implies the compensation for damage done to the person, deciding on the strategy and enforcing it.
3. Arranging for counselling and providing support in the personal life of a worker if called upon for help.

Annexures and Resolutions

Auditorium list for Program/ Seminar/ Workshop/ Press Conference and Other Work

1. Sant Gadge Sabhagaar, Gomti Nagar, Lucknow
2. Valmiki Sabhagar, Gomti Nagar, Lucknow
3. Paryatan Bhawan, All auditorium, Gomti Nagar, Lucknow
4. Rai Uma Nath Bali Auditorium and Jai Shankar Prasad Hall, Qaiserbagh, Lucknow
5. Ganna Sansthan, Dalibagh, Lucknow
6. Gandhi Bhawan Auditorium and Karan Bhai Sabhagar, Library, Sangrahalaya Hall, Qaiserbagh, Lucknow
7. Nehru Yuva Kendra, Roomi Gate, Chowk, Lucknow
8. International Baudhha Sansthan, Gomti Nagar, Lucknow
9. Sahkarita Bhawan, Burlington Chouraha Lucknow
10. Kaifi Azmi Sabhagar, Paper Mill Colony, Lucknow
11. Press Club, Hazratganj, Lucknow
12. Media Next, Gomti Nagar, Lucknow
13. Ganga Prasad Memorial Hall, Aminabad, Lucknow
14. Scientific Convention Centre, Chowk, Lucknow
15. Indira Gandhi Pratishthaan, Gomti Nagar Extension, Lucknow

Approved for FY 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021.

Date: November 8, 2016

Place: Lucknow

Approved by members of Management Committee:

Nishi Mehrotra
(Managing Trustee)

Arundhati Dhuru
(Founder Trustee)

Shahira Naim
(Founder Trustee)

Declaration

I, Arundhati Dhuru, D/O Mr. Kashinath Dhuru, R/O A-893, Indira Nagar, Lucknow. I am one of the founder Trustee of HUMSAFAR. I hereby declare that I am giving my four Wheeler vehicle Maruti-800, the no is UP-32 BC-1250 to HUMSAFAR for the use of training of women and other office use.

The responsibility of maintenance (annual insurance, fuel, other maintenance etc.) of the vehicle is to on HUMSAFAR until HUMSAFAR use this vehicle.

Date: April, 5'2016

Place: Lucknow

Arundhati Dhuru

HUMSAFAR Trust Resolution

Date: 5th April 2014
HUMSAFAR office

Time: 10:30 a.m.

Venue:

Trustee Present-

1. Arundhati Dhuru
2. Shahira Naim
3. Nishi Mehrotra

Agenda of the Meeting-

1. Opening a new bank account in the name of “HUMSAFAR Trust”.

Proceedings of the Board of Trustees

1. **Opening a new bank account in the name of “HUMSAFAR Trust”:** It was decided that we have to open a separate account in the same bank in the name of “HUMSAFAR Trust”. It was also decided that the authorized signatory would be NISHI MEHROTRA, ARUNDHATI DHURU and SHAHIRA NAIM & The same Account will be operated by any two of them.

Nishi Mehrotra

Arundhati Dhuru

Shahira Naim

This carries approval of all the trustees.

Shahira Naim
(Managing Trustee)

HUMSAFAR Trust Resolution

Date: 1st October 2019
HUMSAFAR office

Time: 12:30 p.m.

Venue:

Members of Trustees/ member of management committee present- Shahira Naim, Nishi Mehrotra and Arundhati Dhuru

Agenda of the Meeting-

- Opening a new bank account in the name of “HUMSAFAR Trust Lucknow”.

Proceedings of the Board of Trustees

1. **Opening a new bank account in the name of “HUMSAFAR Trust”:** The management committee resolves open a separate account in the same bank in the name of “HUMSAFAR Trust Lucknow”. It was also decided that the authorized signatory would be NISHI MEHROTRA, ARUN DHATI DHURU and SHAHIRA NAIM & the same Account will be operated by any two of them.

Nishi Mehrotra

Arundhati Dhuru

Shahira Naim

This carries approval of all the trustees.

Shahira Naim
(Managing Trustee)

HUMSAFAR Trust: Resolution

Date: 26.03.2018

Time: 3:00 PM

Venue: HUMSAFAR Office

Members –Management committee -Present: Nishi Mehrotra, Arundhati Dhuru and Shahira Naim

Invited member: Mamta Singh, Coordinator, HUMSAFAR

Agenda: Annual increment of HUMSAFAR staff members and consultants.

- The management committee resolved that as the Staff Policy is under revision the salary slab cannot be fixed. It was decided to give a 20 percent increment in their monthly honorarium during FY 2018-2019.
- It was decided to give the legal consultants a 10 percent increment.
- These arrangements would apply from the month of April 2018.

This decision carries the approval of all the 3 members of the Management Committee.

Shahira Naim
Managing Trustee

Nishi Mehrotra
Founder Trustee

Arundhati Dhuru
Founder Trustee

HUMSAFAR Trust: Resolution

Date: 03.03.2016 **Time:** 11:30 AM **Venue:** HUMSAFAR Office

Members Management Committee-Present: Nishi Mehrotra, Arundhati Dhuru & Shahira Naim

Invited member: Mamta Singh, Coordinator, HUMSAFAR

Agenda: Admin and Financial Issues.

Decisions related to Leaves:

- In the HUMSAFAR's Staff Policy there is a provision of 30 annual leaves for regular staff members. The Trustees resolved that henceforward the staff can avail only 18 annual leaves during a calendar year (January to December).
- On the other hand it was decided that every staff member would now be entitled to take one Saturday off in a month. The office will however, remain open and care would be taken that it remains fully functional. Under extra ordinary circumstances when staff members have been continuously working it may be decided to keep the office closed for the entire staff on one working Saturday.

- Short leaves (2 Hour leave) would be deducted from the staff member's quota of Casual or Medical Leave provided it is for a valid reason. Half days and SL can be availed in cases of emergency. But in the normal course it should be taken with prior sanction only.
- At the end of the year if CL and annual leave has been exhausted than medical leave can be availed for urgent work.
- In the year 2016, 20 annual leaves had been granted as during the month of January and February the entire staff did not take any Saturday off.

Cash Withdrawal and Advance related expenses:

- As the cash withdrawal limit is Rupees 30,000/- (Rupees Thirty Thousand only) there is no need to insure the cash at the moment. If and whenever the withdrawal limit is increased HUMSAFAR will start to ensure the cash.

- The Coordinator can approve, with a revenue stamp, cash expenses up to Rs 5000/- (Rupees Five Thousand only). If there is need for cash of more than 5000/- (Rupees Five Thousand only) than approval of two members of the Management Committee will be compulsorily required.
- The TOR for the staff or any other consultant who is to be paid an honorarium or consultancy fee above Rs. 10000/- (Rupees Ten Thousand only) will be approved by the Coordinator and one more member of the Management Committee.

Other Admin issues:

- It was resolved that there was no need for quotations for purchase of stationary as it could be purchased only from vendors approved by the Managing Committee. Onetime stationary can be purchased up to Rs.10000/- (Rupees Ten thousand only) with the approval of the Coordinator. However, stationary up to Rupees 1000/- (Rupees One Thousand only) can be bought for any event on the authority of the programme in-charge from any convenient shop.

- The procedures of the contracts are as follows: New staff: Six month probation period, after that as per the individual performance the contract will be renewed for one year. Regular Staff: The contract will be renewed for one year strictly as per their performance. There is no need of a written monthly evaluation.
- If needed taxi can be booked or petrol bill up to Rs 10000/- will be paid with approval of coordinator and one member of Management committee.
- For out of station travel of staff and consultants: only 3 AC and Sleeper (Group Travel) and AC bus is allowed. In case tickets are not available in this class either normally or through Tatkal then ticket of 2 AC or flight ticket in economy class could be booked after consulting and approval of at least one member of the Management Committee.
- Rules for consultant's travel, food and accommodation-
 1. Air travel either by economy class or 1st or 2nd AC by train.
 2. Will be reimbursed for local travel and if needed Humsafar will book the local travel by taxi.
 3. Food expense up to Rs 3000 per person per day.(breakfast, lunch and dinner)
 4. Accommodation—Rs 5000/- per person per day.
 5. In any exceptional circumstances travel, food and accommodation expenses can be raised with approval of 2 members of Management committee.

This decision carries the approval of all the 3 members of the Management Committee.

Nishi Mehrotra,
Managing Trustee

Shahira Naim
Founder Trustee

Arundhati Dhuru
Founder Trustee

HUMSAFAR Trust: Resolution

Date: 02.04.2018 **Time:** 11:30 AM **Venue:** HUMSAFAR Office

Members Present: Nishi Mehrotra, Arundhati Dhuru and Shahira Naim

Invited member: Mamta Singh, Coordinator, HUMSAFAR

Agenda: Staff Admin issues.

- The management committee resolved that as the Staff Policy is under revision so the program staff are entitled for their monthly mobile expenses up to Rs. 500.00 (Rs. Five Hundred only) and the account officer is entitled for their monthly mobile expenses upto Rs. 400.00 (Rs. Four Hundred Only).
- Staff is allowed to hire taxi if needed if they work after 7 pm with approval of coordinator.
- In Lucknow, Staff members can hire a reserve auto/taxi in different circumstances with approval of coordinator.
- In Lucknow, if staff works till 8:30 PM, they are entitled for the dinner allowance. In the same way if they come early morning between 6:00-8:00 AM, they can claim their

breakfast allowance during special program not regular program with approval of coordinator.

This decision carries the approval of all the 3 members of the Management Committee.

VENDORS LIST

Shahira Naim

Managing Trustee

Nishi Mehrotra

Founder Trustee

Arundhati Dhuru

Founder Trustee

S.No.	Category	Party name	Amount
1	STATIONORY	AKHIL PAPER MART, LKO	Upto Rs 10,000.00
2		JAIN BOOK DEPOT, LKO	"
3		RADHA STATIONERS, LKO	"
4		UNIVERSAL BOOK STORE, LKO	"
5		SANATKADA ,LKO	"
6		KALAYTAN PUSTAK KENDRA ,LKO	"
7		NEED ZARCHI DEVT. SERVICVES AND CONSULTING PVT. LTD.,LKO	"
8		SAI BAGS & ADVERTISERS, LKO	"
1	GROCERY	BIG BAZAR, LKO	Upto 5,000.00
2		SPENCERS, LKO	"
3		PAPPU STORE, LKO	"
1	LUNCH AND REFRESHMENT	VISHNU CATERERS, LKO	Upto 10,000.00
2		MAKHEEZA BAKERS, LKO	"
3		SHREE PRAKASH SWEETS,LKO	"
4		MR. BROWN, LKO	"
5		CAKES AND BAKES, LKO	"
6		CLASSIC RESTAURANT , LKO	"
7		SHIV BHANDAR, LKO	"
8		ALBELA , LKO	"
9		ARYAN RESTAURANT, LKO	"
10		COOL BREAK ,LKO	"
1	TICKET AND TAXI BOOKING	PACE TOURS AND TRAVELS,LKO	Upto 10,000.00
2		J.P.TRAVELS,LKO	"
3		HEERA LAL MANWANI	"
4		UNIVERSE TRAVELS, LKO	"
1	ELECTRONIC ACCESSORIES	SURESH KUMAR BHADAURIA, LKO	Upto 5,000.00
2		COMPUTER INFOTECH, LKO	"
3		ARIHANT COMMUNICATION , LKO	"
4		COMPUTER CARE, LKO	"

1	HOME STAY	WOODSTOCK VILLA,LKO	Upto 10,000.00
2		SAMARA HOME STAY,LKO	"
3		PAPAJI HOUSE,LKO	"
4		SHYAMLI MAUSI ,LKO	"
5		LUCKNOW HOME STAY,LKO	"
1	BATTERY AND INVERTER AND CHARGER	JYOTI ENTERPRISES, LKO	Upto 10,000.00
2		JAIN TRADING COMPANY, LKO	"
3		ARIHANT BATTERY SERVICES, LKO	"
1	PRINTING	SIGNATURE ADVERTISING, LKO	Upto 10,000.00
2		CREATION GRAPHICS, LKO	"
3		AKHIL PAPER MART, LKO	"
4		NEED ZARCHI DEVT. SERVICVES AND CONSULTING PVT. LTD.,LKO	"
1	PROJECTOR	SHREE KRISHNA AUDIO VISUAL SERVICES,LKO	Upto 10,000.00
1	PLUMBER	LALMAN JI	Upto 5000.00
2		BHOLA JI	"
1	ELECTRICIAN	SANJEEV	Upto 5000.00
2		NEERAJ CHAURASIYA	"
3		RITESH JAIN	"
	Carpenter and other Maintenance and repairing	Mr. Sheetla Prasad (Saini ji)	Upto 10,000.00
1		Chhotu	"
2			

Approved for FY 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021

Date: November'8, 2016

Place: Lucknow

Approved by members of Management Committee:

Nishi Mehrotra

Arundhati Dhuru

Shahira Naim

(Managing Trustee)

(Founder Trustee)

(Founder Trustee)

Hotel list for conducting Seminar/Workshop/Training/ Consultation etc.

S.NO.	HOTELS NAME
1	COMFORT INN, GOMTI NAGAR, LKO
2	GEMINI CONTINENTAL, KAISERBAGH , LKO
3	DEEP AWADH, NAKA HINDOLA, LKO
4	AWADH INDIA, SAPRU MARG, LKO
5	GOMTI HOTEL, SAPRU MARG, LKO
6	SHANTA INN, BASMANDI, LKO
7	HOTEL SHIMLA PALACE , NAKA HINDOLA, LKO
8	HOTEL SKY HIGH, AISHBAGH, LKO
9	DEEP PALACE, CANTT ROAD, LKO
10	LA SAROVAR PORTICO, SHAHNAJAF ROAD, HAZRATGANJ LKO
11	FORTUNE HOTEL , BBD, LKO
12	BANDHAN HOTEL
13	TEKREES INN, SHAHNAJAF ROAD HAZRATGANJ LKO

**Approved
for FY 2016
2017,
2017-2018,
2018-2019,
2019-2020,
2020-2021**

**Date:
November'8
, 2016**

Place:

Lucknow

Approved by members of Management Committee:

Nishi Mehrotra

Arundhati Dhuru

Shahira Naim

(Managing Trustee)

(Founder Trustee)

(Founder Trustee)

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Resolution

As per the Board Meeting decision vide 22.06.2019, it has been resolved that Mamta Singh would be the Secretary to the HUMSAFAR Management Committee.

Dated: 22nd June 2019

Signature of the Board of Trustees:

1. Shahira Naim
2. Arundhati Dhuru
3. Nishi Mehrotra
4. Trupti Jhaveri Panchal
5. Risha Syed
6. Meera Sanghamitra
7. Nidhi Bansal
8. Amita Verma

Resolution

As per the Board Meeting decision vide 19.01.2019, it has been resolved that the trustees had worked on a revised salary structure and evaluation method for the existing staff.

Thereupon, the existing staff has gone through evaluation exercise following which a new salary structure and revised Terms of Reference (ToR) will be applicable from April 1, 2019.

Dated: 27th March, 2019

Signature of the Board of Trustees:

1. Shahira Naim
2. Arundhati Dhuru
3. Nishi Mehrotra
4. Trupti Jhaveri Panchal
5. Risha Syed
6. Meera Sanghamitra
7. Nidhi Bansal
8. Amita Verma

HUMSAFAR Trust: Resolution

Date: 22.06.2019

Time: 11:30 AM

Venue: HUMSAFAR Office

Members Present: Nishi Mehrotra, ArundhatiDhuru and ShahiraNaim

Invited member: Mamta Singh, Coordinator, HUMSAFAR

VENDORS LIST			
S.No.	Category	Party Name	Amount
1	Stationary	Gaurav Enterprises, Lko	Upto Rs. 10,000/-
2	Home Stay	Manisha, Lko	
3	Hotel & Lunch	Subhkamna Grand ,Lko	
	Lunch	Niharika food, Lko	

This decision carries the approval of all the 3 members of the Management Committee.

Approved for FY 2019-20,2020-21.

ShahiraNaim

Nishi Mehrotra

ArundhatiDhuru

Managing Trustee

Founder Trustee

Founder Trustee

HUMSAFAR Trust: Resolution

Date: 22.06.2019 **Time:** 01.00 PM **Venue:** HUMSAFAR Office

Members Present: Nishi Mehrotra, Arundhati Dhuru and Shahira Naim

Invited member: Mamta Singh, Coordinator, HUMSAFAR

Agenda: Staff Admin issues.

- The management committee resolved that as the Staff Policy is under revision so from July 2019 all program staff and the finance officer and admin staff are entitled to monthly mobile bill and data (internet) up to Rs. 500.00 (Five Hundred) only.

This decision carries the approval of all the 3 members of the Management Committee.

Approved for FY 2019-20, 2020-21

ShahiraNaim

Nishi Mehrotra

ArundhatiDhuru

Managing Trustee

Founder Trustee

Founder Trustee

Dear Shahira di,

Greetings from HUMSAFAR!

I hereby seek permission to renew the existing health insurance policies of the old staff at par with the new staff, namely Zainab and Archana, who have insurance cover of Rs 3 lakh (Rupees three lakh only) instead of Rs 1.50 lakh (Rupees One lakh and fifty thousand only) of the old staff.

Following the doubling of the health cover the premium amount would increase to Rs. 5981/- (Rupees Five thousand nine hundred and eighty one only).

With regards,
Chanchal