



YouthAid Foundation
Investing in Grassroots Entrepreneurs

Finance Manual

2021

YouthAid Foundation,

ADDRESS:

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Preface

YouthAid Foundation is a special purpose vehicle, an initiative of CYDA-Centre for Youth Development and Activities to promote entrepreneurship in India. The foundation is registered under section 8 company to invest in grassroots entrepreneurs within the country and abroad. This requires an efficient financial and administrative management. Therefore, with a view to regulate its working in a smoother, transparent and more effective manner, these Accounting Principles, Practices and Financial Procedures have been framed to serve as a guide and to ensure the functioning of the Foundation on a sounder footing. We propose this Finance manual to the Board of Directors of YouthAid Foundation to accept this in the present form. There always exists the scope for improvement and therefore, this manual shall always be open to incorporate any suggestions that may be received in future, aiming to further improve upon the existing systems. This manual is to serve as a guide and handbook of internal systems on Accounting Principles and Financial procedures to be adopted and followed by the Foundation. The main objectives of this Manual are :

- To Provide a clear description of various accounting principles and financial procedures to be observed and put into practice while documenting various Accounting transactions.
- To Establish and set minimum standards for working procedures and methods of Accounting systems.
- To Clarify the roles and responsibilities of respective departments/units to follow the defined procedures.
- To Serve as an Accountant's guide on Accounting Principles and Financial procedures of the Organization.

This is to inform that there is a separate staff works policy which has to be also studied while one goes through this manual. Both this Manual as well as staff work policy constitutes a good practice for YouthAid Foundation.

Thanking you

Mathew Mattam
Chairperson
YouthAid Foundation

CHAPTER 1. ACCOUNTING PRINCIPLES

1.1 Maintenance of Books of Accounts: The following Books of Accounts shall be maintained, as per procedure described, at the Head Office at PUNE (MH) as well as by the state offices opened by YouthAid Foundation. The Foundation has opted accrual accounting system. The Computerized system for maintaining the Books of Accounts shall be followed and continuously updated on daily basis. For this purpose, registered version of Tally Multi-User Accounting Software has been installed in the Computers, which is updated as and when required.

The Foundation will maintain project-wise expenditure details in the cost centers, to be developed either on the basis of sanctioned / approved budget heads or as per standard reporting formats for respective projects / donors. Only in case of specific requirement of any Donor Agency, separate set of books will be maintained for such specific projects.

Donor-wise correspondence files relating to legal and financial matters will be maintained by the Accounts Department.

The computer print-outs shall be generated for the respective Books of Accounts, as per following periodicity: S. No. Books of Account Periodicity

- 01 Cash Book Daily
- 02 Bank Book Monthly (Daily)
- 03 Day Book Monthly (daily)
- 04 Voucher Register Anything submit to finance department and
- 05 Ledger Accounts As per requirement (Weakly)
- 06 Trial Balance After Completion of Internal Audit (Quarterly / Half Yearly / Yearly) (Monthly)
- 07 Filing Monthly

1.2 Retention of Books of Accounts & Records: The books of account and relevant records shall be retained for a period of 8(Eight) years from the end of the relevant assessment year. However, the foundation will take a decision for longer period depending on the provisions of the Company's Act or any other relevant Act.

1.2.1 Non-Disposable Records: The following records should not be disposed off;

- i) Registration documents with legal departments
- ii) Project Agreements and Utilization Certificates / Statement of Expenditures
- iii) Bills / Invoices and registration documents of Fixed Assets
- iv) Staff appointment letter and other legal documents & records
- v) The Statutory Records e.g. Audited Final Accounts, Statutory Audit Reports TDS Returns & Challans, PT Returns & Challans, EPF Return & Challans.
- vi) Legal documents related to Board Meetings

1.2.2 Disposable Records:

- i) Bills and Vouchers with supporting documents
- ii) Books of Accounts (if printed)
- iii) Any other records with approval from BoD.

1.2.3 Disposal Process: A committee of three members will be constituted by the Chief Executive Officer with the approval of the Board of Directors to ensure proper disposal. The disposal of the committee will be ratified by Board of Directors.

1.3 Reconciliation Statements: The Accounts Department of the foundation shall prepare and maintain the Following Reconciliation Statements on monthly basis, or as per specific Requirement:

- i) Bank Reconciliation Statement
- ii) Field Advance Reconciliation Statement

iii) Procedure of the settlement of Un-reconciled entries: (A) – The amount debited to our Accounts: e.g. Bank charges, TDS, Direct debits or Chq issued but not entered in books, (B) The amount Credited to our Accounts: e.g. Bank interest, Direct Credits or Chq Deposited but not entered in books, (C) The overdue cheques: In the case of overdue period cheques, the reverse entries will be passed in the books; the amount of the cheques will be debited/ credited in the name of the concern party, rather than debiting to income or crediting to expenditure accounts.

1.4 Procedure for Advances: The following procedure shall be adopted and followed for releasing advance payments for respective activities:

- 1) A requisition for sanction and release of Advance payment must be raised by the concerned Office/Staff in the prescribed format.
- 2) The respective requisition for advance must be filled-up completely, including the clear mention of any outstanding amount of advance.
- 3) All requisitions for advances, duly approved by competent authority,(Line manager) must reach to Accounts Department, at least two working day in advance from the date of advance required. However, exceptions may be made only in emergent situations.
- 4) No second advance will be released to any staff member unless and until he/she has cleared/settled the earlier advance already received for the same. However, in exceptional cases, approval of Executive Director is required for releasing subsequent advance, pending settlement of earlier one.
- 5) The cut off date for submission of accounts for advance received for program related activities, has been determined (Next 5 working days) as working day of the month.

6) All requisitions for advance payments up to Rs. 5,000/- may be paid in cash, while payments for advances for more than Rs. 5,000/- shall be paid through an account payee cheque/NEFT Transfer in favor of applicant. However, exceptions may be made only in emergent situations, with prior approval by the CEO or the person delegated by the Board of Directors.

7) The system for raising, recommending and sanctioning of various advances related to project shall be observed as per following chart: S No Raised by Recommended by Sanctioning Authority Financial limit

- 01. Unit Heads Upto 10,000
- 02. Chief Operating Officer Upto 25,000/-
- 03. Chief Executive Officer Upto 50000/-
- 04. In consultation with Chairperson any payments above 50000
- Any Expenses from the Foundations Core fund shall be taken approval from the Chairperson or the Board of Directors

1.5 Procedure for Settlement of Advance Accounts:

1.5.1 General Guidelines: The following general guidelines shall be observed for settlement of accounts in respect of various advances: Each of the staff is expected to follow meticulously the dates that are specifically indicated to them for settling their monthly Accounts e.g. last working day of the month. The Accounts Department upon receiving the expenditures after the verification/approval from Line Manager shall make entries in the books and prepare reconciliation statement accordingly. Each of the entry made in the books shall be duly verified by the Finance Officer. In case of delay in settling the advance accounts, beyond the prescribed limit, the Management, at its discretion, may with-hold the salary of concerned staff, till the outstanding advance is cleared

CHAPTER – 2: FINANCIAL PROCEDURES

2.1 Procedure for Releasing Payments: The Accounts Department of CYDA shall observe the following policy for releasing of payments:

1. All Advances payments up to Rs. 5,000/- may be paid in cash, while payments for advances for more than Rs. 5,000/- must be paid through an account payee cheque/NEFT transfer in favor of applicant.

2. At FO / Staff or Consultant: - up to Rs. 5,000/- may be paid in cash to a single party, in case of the payments for more than Rs. 5,000/- the concern staff raise a request to HO/SO for providing account payee. Personal Advance can be recommended by the Line Manager approved by COO upto one month salary. cheque or demand draft in favor of concern person/party from HO/SO.

2.2 Procedure for Cash Handling: For withdrawal of cash from the bank, the Accounts Department shall observe the following procedural guidelines: 1) Cash withdrawals from the bank are to be made a sheet as and when funds are required for programs or for making advance payments for project Activities.

1) If the bank withdrawal is for less than Rs. 10,000/- a cash requisition will be raised by the CEO, duly approved by the delegated authority.

For more than Rs. 25,000/- the cash requisition will be approved by the Chairperson.

2) Cash retention limit is defining up to a maximum of Rs.10, 000/-

3) The Finance Officer verifies the Indents, Vouchers and the Supporting Bills and checks the accounting statement given by the Accountant. He/She, then checks and verifies the cash balance in the tally companies, tallies it and then closes the Accounts for the day.

2.3 Procedure for Bank Operating: The following procedure shall be adopted by the Accounts Department, for preparing payment voucher, signing and issuing the cheques for making respective payments:

2.3.1 Authorizations from Board: The information of opening a new bank account will be provided by the Board into subsequent meeting.

2.3.2 Type of Bank Account: The Foundation may open savings / current accounts with only scheduled banks. So far the foundation does not have FCRA account.

2.3.3 Designation of the Bank Account for the Projects:

a) The Foundation has a designated Core (Indian Project) Account CSB-Bank.

b) The Foundation has a GST account in Kotak Mahindra Bankgnated Core Account in Kotak Mahindra Bank

c) the Foundation has YES Nidhi Account in the South Indian Bank

For this purpose, following Procedure is being followed: Any two signatures are required. The signatories are

1. Chairperson
2. One Board Member
3. Chief Executive Officer.

CHAPTER – 3: COMMON COST POLICY

3.1 Definition: Such expenses which are incurred as a whole, but cannot be assigned directly to any particular activity, are treated as Common Cost viz. electricity bills, phone bills etc. Normally projects are sanctioned on the basis of:

- 1) Specific budgetary limitations for respective expense heads;
- 2) Total fixed amount, without specifying any expense head for projects with specific budgetary limitations for respective expense heads, it will be mandatory to apportion the common under respective expense heads accordingly. However, for projects of fixed amount, with a view to determine the actual cost incurred under such projects, it will be necessary to apportion the common costs to respective projects. Therefore, the policy being described below shall be applicable to both types of projects.

3.2 Components of Common Cost: The main components of Common Cost comprises of:

- Salaries and Remuneration
- Communication Expenses
- Office space & Utilities Cost
- Photocopy and Printouts Cost
- Vehicle Running Cost
- Postage Expenses
- Stationery Expenses
- Usage of Office Equipment
- Printing & Publication cost
- Any other defined by the Management Team and Board

3.3 Procedure for Allocation of Common Cost: The specific procedure to be adopted for allocation of respective common cost components is being described below:

3.3.1 Salaries and Remuneration: Core Staff Salaries and Remuneration to Consultant being paid by the Foundation. The human resource cost will be allocated to the concern project on the basis of option given below:

i) Fixed Salary Basis: The Salaries will be allocated to the project under the committed budget for human resource cost in case of the person has been designated for such specific project activities. The allocable amount will be determined on basis of actual salary is being paid or committed budget whichever is low.

ii) Time Sheet Basis: In case of non-availability of the fixed committed human resource cost is in sanctioned budget, the human resource cost may be charges on

basis of the time spend by staff to project programmatic activities. The budget of programmatic activities may be considered as containing cost of HRC.

iii) Resource Person Fees / Cost: In case of short term assignments, the human resource fees/cost might be determined on basis of following negotiable rates: If any staff or Board members contribute to the Projects. Their contribution to the projects will be based on the following

SN	Designations	Amount
1	Senior Consultants Per day	5,000-10,000
2	Junior Consultants Per Day	3,000-5,000
3	Support staff	500-3,000

v) Salaries/Honorarium scale

1	CEO	60,000- 90,000
2	COO	50,000- 70,000
3	Program Coordinators	30,000- 50,000
4	Program Officers	20,000- 40,000
5	Executives	15,000-30,000

3.3.3 Allowances:

- a) Board members who are playing an executive role in the foundation can be provided with appropriate honorarium
- b) Board members who are investing their time other than the board meeting should be compensated with appropriate honorarium
- c) Staff/Board who are going outstation should be reimbursed with entire expenses on actual basis
- d) However exceptional cases staff/Board members can be provided with Per Deum, if their expenses are not taken care of during the travel or the program

SN	Types	Facilities
1	Food Per Deum depends on tier cities	1000-2000 per day
2	Travel	Flight/2 nd AC/ Car
3	Hotels depends on the tier cities	2500-5000 per day
4	Staff who are going outstation can be provided an additional Per Deum if the actual expenses are taken care	200-500 per day

3.3 Office Space & Utilities Cost:

- i) Telephone and Internet Expenses
- ii) Electricity Expenses
- iii) Rent & Maintenance Expenses iv) Office management expenses v) Office maintenance Expenses

The above these type of expenses are known as office space & utilities cost. The said expenses will be allocated to respective projects as per the volume of fund managed or as per the provisions in the budget above office space & utilities cost will be allocated to concern project in the approved budget heads. In case of availability of sanctioned administrative project budgets, the unallocated office & utilities charges may be booked to said unspent budget.

3.3.4 Photocopy and Computer Printouts Charges: Initially all the expenses incurred on this behalf, such as cost of paper, maintenance of photocopier, ink, computer sheets, etc., are debited to Core Account on actual basis, and thereafter, the costs recovered from respective projects, are credited to Organizational Receipts.

3.3.5 Vehicle Running Cost: Standard procedures will be followed while allocating vehicles used by the foundation for projects purposes. Annually quotations will be taken and procurement committee will sit and decide how to allocate vehicle use cost to the projects

3.3.6 Vehicle log books are maintained by the vehicle user separately for 2 wheelers and 4 wheelers indicating the following details. i) Date ii) Purpose iii) Project name & Budget head/budget line iv) Starting kilometer v) Closing kilometer vi) Total kilometer run At the end of each month, a statement is prepared with following details: i) Project name & Budget head/budget line ii) No. of kilometers run (2-wheelers) iii) No. of kilometers run (4-wheelers) Note: The above rates are subject to change in direct proportion to every revision in petrol/diesel prices, as may be announced by the Government from time to time.

3.3.7 Postage Expenses: A postage register is maintained with the following details: i) Date ii) Name of the receiver & Subject matter iii) Mode of postage iv) Cost v) Project name & budget head/budget line Initially all the payments made in this behalf, are debited to Core Account on actual basis, and thereafter, at the end of each month, project-wise cost of postage is worked out or prepared MIS and the cost allocated to respective projects, on actual basis. Some specific postage expenses directly charged to concern project.

3.3.8 Cost of Stationery: Stationery items can be categorized as under: i) Common stationery items to be used for different projects/activities, ii) Specific stationery

items for particular project purposes. Charging to project expenses: i) Common stationery items – Quantity of common stationery items utilized in a particular project are to be charged to project expenses, on the monthly basis as prepared MIS. The stationeries rates are define by the management. ii) Stationary items at programmatic Fields- In exceptional cases in Programmatic filed the stationary items might be purchased at filed level and cost might be charged to project.

3.3.9 Usage of Office Equipment Charges: The office equipment's charges are defining by the management. The charges are allocated to the project on the basis of monthly prepared MIS. Office equipment's items categories as under: i) Computers, Printers, Scanner, Laptop ii) LCD projector iii) Camera iv) Conference sound system & Mega Phone etc.

3.3.10 The organization has decided to reimburse Rs 500 per month if the staff using their personal laptop. In this case they have to keep a separate folder in the laptop and administration is permitted to copy the folder on monthly basis.

CHAPTER – 4 INVESTMENTS POLICY

4.1 Permitted Segments for Investment: The Foundation may invest its funds, in the following types of Investments after written approval from Chairperson/BoD.

- Investments in Government Savings Certificates, Investments in immovable Property/Assets, which are useful in the terms of Foundation objective,
- Post Office Savings Scheme;
- Fixed Deposits with scheduled Banks in India;
- Investments in Central or State Government securities;
- Mutual funds/ bonds issued by the public sector as specified in the Income Tax Act Investments should be consistent will the provision of the Registrar of Public Trust. 5.2 Barred Against any Investment:
- Investments as Seed capital to entrepreneurs based on equity share
- Provide Revolving fund to entrepreneurs based on the grant availability

4.3 Procedure of Investment: Following procedure is to be adopted for making any of the investments in liquid cash

4.3.1 Classification of investment period: •

- Long term investment: 5 – 10 years
- Medium term investment: 1 – 3 years •
- Short-term investment: Less than one year

4.3.2 Comparative Statement: • A comparative statement should be prepared by the Accounts Department, Incorporating the factors like:

- Safety of investment;
- Rate of interest;
- Expected return – in case of investments in land & Liquidity of investment or any other factors leading to investment.

4.3.3 Approval of Chairperson: The aforesaid comparative statement shall be submitted before the Chairperson for his/her written approval, prior to making suggested investments.

4.3.4 Ratification investment by the Board of Directors meeting: Any investments made have to be submitted before the Board of Directors meetings to be held next to the date of such investments, for their ratification of the investments made.

4.4 Reporting the status of Investments: The status report of respective investments shall be prepared and submitted to the Chairperson, in the following manner:

4.4.1 Status of respective investment held should be prepared and submitted on monthly basis to the Chairperson by the Chief Operating Officer with recommendation by the Chief Executive Officer.

4.4.2 Half-yearly status report of respective investments is to be submitted before the Board of Directors. Both the above reports should be prepared on the basis of category-wise investments in terms of percentage investments. Safety, Security and Liquidity shall be the prime considerations for making any investments.

CHAPTER – 5 POLICY ON DEPRECIATION

There are three types of rates applicable for charging depreciation for various types of assets: Rates as per the Companies Act Rates as per the Income Tax Act Rates as per the Organizational Own Approved Policy

5.1 Current Depreciation Policy: Presently the foundation is following the rates of depreciation applicable as per the Income Tax Act 1961 on basis Written down Value Method, which is as under;

5.1.1 Category of Assets Rate of Depreciation

- A) Land NA
- b) Office Building NA
- c) Furniture & Fixtures 10%
- d) Office Equipment 15%
- c) Computers 33%
- d) Library Books 10%
- e) Vehicles 10%

The above rates are presently applicable, but are subject to change, from time to time, as per Income Tax Rules.

CHAPTER – 6 INCOME RECOGNITION POLICY

6.1 Received Income: The Foundation has opted accrual accounting system, receives the income during the relevant financial year as mentioned below;

6.2 Receivable Income: As per Income Tax Rules, applicable to Non- Profits such funds which have not been actually received, but have only become „due“, shall be recorded as „Receivable“ funds in the Books of Account. Such „Receivables“ will continue to be shown as such, till they are actually received. Upon actual receipt of such funds, they shall form the part of „income“ of the organization in the Financial Year in which they are actually received.

CHAPTER – 7 COMPLIANCE POLICY

The shall observe various compliances, as per following schedule, prescribed for Section 8 Company.

7.1 Statutory and Legal Compliances: S. No. Descriptions Tenure Due date

7.1.1 Submission of Income Tax Return

7.1.2 Deposition of Monthly TDS Monthly Within 7 days after the end of the month under which tax deducted

7.1.3 Submission of Tax Deducted at Source (TDS) Return Quarterly Within 15 days of completion of quarter.

7.1.4 Issuance of TDS certificates to concerned parties Form 16 – Annual Form 16A - Quarterly 30th April of following financial year Within 15 days after the Submission of Quarterly TDS Return.

7.1.5 Deposit of Provident Fund deducted from the salary of employee in the account of PF Commissioner Monthly Within 15 days after the end of the month under which amount deducted

7.1.6 Filing of Provident Fund Return with the PF Commissioner Annual (March to February) 30th April of following financial year

7.1.7 Deposit of Professional Tax deducted from the salary of employee Monthly Within 15 days after the end of the month under which amount deducted

7.1.8 Submission of Professional Tax Return Quarterly Within 15 days of completion of quarter.

7.1.9 Submission of relevant documents to Registrar of Company's as per the set rules and records

7.1.10. Submission of GST as per the deadlines set by the Income Tax

7.2 Local Authority Compliances: S. No. Descriptions Tenure Due date

7.2.1 Payment of Bills of Electricity, Telephone Etc. As per dates prescribed in the respective bills As per dates prescribed in the respective bills

7.2.2 Office Rent Monthly As per dates prescribed in the respective mutual agreement

7.2.3 Management Compliances: Descriptions Tenure Due date

- a) Statutory Audit Annual Within 120 days of completion of year.
- b) Internal Audit Quarterly Within 15 days of completion of quarter.
- c) Internal Audit Report Compliances Quarterly will be submitted to Board of Directors

Submission of Utilization Certificate / Statement of Expenses as per dates prescribed in the respective mutual agreement as per dates prescribed in the respective mutual agreement. Submission of Management of Monthly Financial Information Report Monthly Before 15th of the next month.

CHAPTER – 8 AUDITING OF ACCOUNTS

8.1 Appointment of Auditors: As per requirement, following auditors are appointed on year-to-year basis, by the Board of Directors:

- Internal Auditor
- The statutory auditor is appointed by BoD

8.2 Submission of documents for Audit: Audit of Accounts shall be carried out on quarterly basis i.e. in the months of July, October, January, and in April. In addition to quarterly audits, Annual Audit shall be conducted by the Statutory Auditor within three months of the closure of each Financial Year. The Accounts Department shall submit all the documents, as may be required by the Auditor for completing the Audit work within two months of each Financial year.

8.3 Audit Report: The Internal Auditors prepare a report and submit to the Management on the Quarterly basis. After an in-depth perusal of the Management, submitted by the Auditor, together with comments/compliances of the Accounts, the Chairperson will discuss the same with Auditors and Accounts Staff for future impacts.

CHAPTER – 09 PLANNING AND BUDGETING

General Guidelines for Planning and Budgeting of the Project Activities: The following 10-point general guidelines may be observed at the stage of planning and budgeting of each project activities:

- 1) First of all the Unit in Charge along with other members of the Unit should Identify the issues to be addressed during the project activity.
- 2) Thereafter, an Action Plan should be worked out accordingly, based on the issues so identified.
- 3) Taking cue from the proposed Action plan, suitable strategy should be worked out for ground level implementation of the Plan, in consultation with the members of the Unit.
- 4) As an outcome of the proposal Action Plan, suitable and practical success Indicators as well as impact of the planned activities should be clearly defined as a measure of achievements.
- 5) Based on proposed action plan, strategy and success indicators, a proposal should be drafted in a manner so that it meets the objectives of the project.
- 6) After drafting of the proposal, the Unit Coordinators should discuss the entire issue with the Chief Operating (Programs) as well as Chief Executive Officer and if need by advisors and consultants to finalize the same.
- 7) Once the draft of the proposal is finalized, the budgeting process for the proposed Activities should be get approval from the Chairperson and Board of Directors
- 8) After finalizing the draft proposal has to be ratified by the Board of Directors,
- 9) The suggestions, if any, made by the Board of Directors Committee, are incorporated in the Draft proposal, by the Unit Coordinators, to give a final shape to the proposal.
- 10) Then the Budget and proposal is finalized for putting into action.

CHAPTER – 10 FINANCE COMMITTEE

10.1 Finance Committee composition and meeting interval 1) The Finance Committee has been constituted in which Chairperson, Chief Executive Officer, Chief Operating Officer and Chief Finance Officer

10.2 The purpose of the committee is to become sounding board for the Board of Directors on the financial and administrative matters.

10.3 The committee will be headed by the Chairperson and CEO will be member secretary of the committee. The Board of Directors can nominate or appoint a nominated Chartered Accountant as an Expert in the committee.

10.4 The committee will meet 4 Times in a Financial Year; preferably before the BoD meeting will be reviewed. The Main Objectives of the Finance Committee

- 1) To provide its Members an opportunity to discuss and receive in-depth information on items pending for action and also for future course of action on certain items.
- 2) To manage the financial resources in a cost effective, controlled, transparent and accountable way.
- 3) To manage the Financial Operations more efficiently and effectively;
- 4) To work out plans for the implementation as per agreed strategies and policies;
- 5) To formulate and implement Financial Principles, Accounting Procedures and Staff Policy of the organization;
- 6) To perform any other activity as the Committee deem appropriate for the smooth functioning of the organization;
- 7) Conduct agenda based meetings with a common framework and complying with the defined systems of Finance Management;
- 8) To document in the minutes of meetings on the ratio of compliances made in terms of the decisions taken in the previous meeting;
- 9) The minutes of this Finance committee meeting shall be circulated to all the Unit Coordinators in order that all Coordinators are adequately informed about the financial matters of the organizations.

CHAPTER11: REGISTERS

11.1 Data Backup Register: A register will be maintained for the records of data backup which will be taken on a particular period basis e.g. Completion on quarterly audit, six monthly closure and yearly closure, this registers contain the following details: 2) Date of backup 3) Signature 4) Remarks (Data Records)

11.2 Cheque Issue Registers: A Cheque issue register will be maintained for each bank account. On issue of each and every Cheque the authorized signatories must sign on their signature column in the register. This registers contain the following details:

a) Payees Name b) Cheque No. c) Amount d) Date d) Authorized signatures

Remarks Note: In case of cancelled Cheque, the cancel Cheque number must be attached with register at its serial number.

CHAPTER – 12 POLICY LEVEL GUIDELINES

12.1 Procedure for Making Amendments: Any amendment in the existing procedure has to carry the cross reference number of earlier procedure, which is being superseded and/or amended with the revised procedure. For example: 1) For amending the entire procedure:

“This amendment supersedes the earlier notification issued vide No. _____ dated _____ 2) For amending a particular clause of earlier notification: “This amendment replaces the clause/Para No. ___ of earlier notification issued vide No. _____ dated _____”. All circulars and/or notifications or amendments must carry a reference number and date for ensuring the cross references in future.



P L Mathew
Chair Person
YAF Pune

