

A. Basic Information

01	Full Name of the Organization	Meghna Samaj Kalyan Sanstha
02	Founding Year	2021
03	Nature of the Organization	Its a not-for-profit, non-political, Voluntary Development Organization targeted to render development & humanitarian services irrespective of cast, creed and ethnicity
04	Contact Address	Hatigara, Chakpara, P.o: Bera, Upazila: Bera, Dist.: Pabna, Bangladesh Cell: 01709105255 E-mail: info.msks.org@gmail.com
05	Contact person	Md Abu Shamim, Executive Director
06	Operational District	Whole of Pabna district.
07	Registration Authority	Directorate of social services, Ministry of Social Welfare, Government of Bangladesh.
08	Bank Account	Name of Bank: Janata Bank Limited Branch Bera, Dist. Pabna
09	Source of fund	Membership subscriptions Contribution from Executive & General members Individual contributions Donation from local bodies and institutions
10	Organizational Management	General Body members -21 Executive Committee members -07 Advisory committee members (proposed) — 5
11	Partnership & Collaboration	Upazila & Dist. Samaj Seba Authority Local Administration Local Govt. & non-govt. institutions District level NGO Networks Upazila level NGO Networks Program Partners (Proposed) Donors home & abroad (Proposed)

B) Organization Details

01. Background of the organization:

Meghna Samaj Kalyan Sanstha is a non-profit, non-government, Voluntary Development Organization established with the active initiatives of a team of experienced and dedicated development professionals, social workers, businessman, educationist and philanthropist to improve the socio-economic & social conditions of the local community people. To address several problems of the areas, to improve the livelihood of the poor people, especially underprivileged & disadvantaged children and women towards rights & development and to grade-up their socio-economic condition, It started its development initiatives in 2021 through informal community activities to find-out alternative way to solve their own problems, share disappointments & success united. It has been emphasizing the backward and downtrodden women, children through awareness raising, capacity building, institution development, entrepreneurship development, health and non formal education and various income generation activities. To attain the goal, it has started implementing various need based activities in small scale.

02. Vision:

The vision of the organization is to develop the underprivileged society morally and economically. The developmental efforts are to fulfil the basic needs of the rural poor,

03. Mission .

Undertake appropriate initiatives for poor ,destitute, living much below the subsistence level and others are passing through hardcore situation people. In this context we have taken integrated initiatives to cooperate those who are eager most to change from this stated situation to a better one encouraging their direct participation ensuring need-based various development and rehabilitation support and services.

04. Objectives:

- ❑ To organize the target peoples into groups based on unity, solidarity among them and to develop a collective strength into an institutional form so that they can ensure their individual and collective development.
- ❑ To develop consciousness and awareness among the target people about the social system and their position in its society.
- ❑ To develop their self-image, self-confidence and creativity and thus make them fit for their desired changes.
- ❑ To motivate them to undertake various development program for comprehensive development of their localities.
- ❑ To establish effective linkage and institutional relationship between themselves.
- ❑ TO upgrade their living standard through undertaking social development and welfare activities by assessing their needs, local resources, capabilities & acute poverty, ensuring better utilization of local resources by way of involving and operating need-based various income-generating activities.
- ❑ To ensure human rights and good governance for a peaceful & sound society at the community level.
- ❑ To ensure food security among the downtrodden and hardcore poor group and destitute community through awareness raising & supporting to increase supplementary food production.

5. Geographical Locations :

Name of District	Sl.	Name of Upazilla	No. of Unions
Pabna	01	Bera	8
	02	Santhia	5
	03	Sujanagar	5
Total =			18

6. Manpower Strength

Category		Female	Total
Regular	6	9	15
Part Time	4		4
Volunteer	2		2
Total	12	9	21

7. List of present EC members:

	Name	Designation
01	Md. Majem Molla	President
02	Md. Rasel	Vice President
03	Md. Abu Shamim	Executive Director
04	Mst. Jesmin Akter Anni	Treasurer
05	Md. Masud Rana	Executive Member
06	Surovi Halim Sumi	Executive Member
07	Md. Kuddus	Executive Member

08. Program components:

1. Social Awareness
2. Non-formal education
3. Tree plantation
4. Observe national days
5. Medical help
6. Capacity building & Training
7. Legal help
8. Skill development training
9. Drinking water & sanitation
10. Youth Development
11. Women & children Rights
12. Winter cloth distribution
13. Disaster response and rehabilitation.

09. Targeted Beneficiaries:

a) Direct Beneficiaries:

The poor peoples of all categories (i.e., male, female, young, adolescent and children) are the direct beneficiaries of our organization. socially underprivileged, unable to meet their basic human needs, having destitute women, illiterate, vulnerable children, disaster affected people, suffering food insecurity, subjected to oppression & exploitation are always given priorities as the direct beneficiaries.

b) Secondary Beneficiaries:

Teachers & Students, social workers, stakeholders, local community leaders, religious leaders, service providers and respectful progressive persons those who are socially responsible and are capable to Disseminate ideas/ themes to the direct beneficiaries.

10. Strengths:

- Two years socio-economic development activity experience
- Good governance
- Dynamic management
- Competent support service activities
- Efficient, skilled, experienced and dedicated staff members
- Active Executive committee
- Effective co-ordination with Govt., community authorities and other counter parts Continuous efforts towards organizational sustainability

11. Organizational Management:

For proper and smooth management functions of the organization there are three principal committees at three levels:

a) General Committee: The organization has a general committee (GC) of 21 members which is the prime authority for formulating policies, Strategies and approve periodical budget. The GC meets at least once in a year. The GC approves the activities, budget, income and expenditure etc, prepare organization polices, elect the Executive Committee, provide necessary guidelines & advice, approve, cancel membership of any member of the organization followed by the subsequent decision.

b) Executive Committee (EC): The Executive Committee (EC) is comprised of 7 members who are elected by the General Committee for a two years term. The EC is the supreme policy making body of the organization. As the EC prepares policy for project and or programs and adopt in implementation strategy. So as to secure the smooth functionary and transparent accountability in financial matters. The EC meets once in every three months.

c) Advisory Committee: It has a constitutional provision to form an advisory committee consisting of maximum 21 members for a period of 2 (two) years. In order to provide necessary advice and suggestion for promoting policy and properly implementation of the program, the organization has an Advisory Committee. The committee meets twice in a year on required state and time.

12. Operational Management

MEGHNA SAMAJ KALYAN SANSTHA has a good, defined and specific system of program planning, monitoring, evaluation and reporting of activities along with strategies for identification of problems and its remedial measures :

- a) **Planning** : Before starting any program, it undergo a process of planning thronging the whole program period and closes up the program as per this program. All staff members and relevant persons are involved in the planning stage.
- b) **Monitoring** : There is a defined monitoring system to monitor all the activities of the organization from bottom to top. Sr, staff members frequently visit field programs for smooth monitoring.
- c)**Evaluation**: The organization has provision of internal evaluation with external evaluation.
- d) **Reporting system**: It practices the following types of reporting:
 - a. Inception report
 - b. Monthly/ Quarterly report
 - c. Half yearly report
 - d. Completion report
 - e. Other special/ occasional reports.
- e) **Problem identification & its remedy**: It always tries to identify the root cause of any problem to resist the repetition. Subsequent steps are taken for appropriate remedy of the problems so that dynamism of the organization could ensured.

13. Financial Management

The organization has a separate Accounts staff to look after and run the overall financial and accounts activities. In addition:

- It has a good system of maintaining transparent accounts.
- Have the provision to conduct internal and external yearly audit.
- Policy for financial specially procurement policy.
- Always ready to accept external audit.

The financial policy of the organization provides overall direction of management and financial guideline of the organization. The financial policy includes and accounting procedure logistic management procedure, procurement procedure etc. All kinds of procurement, payments are strictly adhere to the financial guideline. Moreover it follows the donors' financial guidelines if it is mandatory for that specific project.

Since its inception the organization has followed the principle of getting its project accounts audited by a recognized external audit firm. Its Accounts procedure, financial transaction and fund management have been subjected to any major adverse comments/recommendation by the audit firm. Recent audit report enclosed herewith.

The organization has a separate Finance & Accounts Department with 3 whole time staff to look after and run the overall financial and accounts activities of the organization. It has a good system of maintaining transparent accounts through practicing following books & records and papers:

- Debit & credit vouchers
- Bills & Voucher file
- Daily cash book -Ledger
- Weekly, monthly, half-yearly & yearly Accounts Reports
- Bank cheque & Bank operation Register
- Other necessary formalities.

Accounts activities are supervised daily by immediate officials and monthly by the CEO. The organization has a written Financial policy under regular practice at all levels.

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Internal & External Audit:

It has a provision of conducting internal audit every year throughout all its ongoing financial activities by internal auditor. Findings and recommendations coming out from the internal audit are shared with top level management with due importance and proper steps are taken for corrective measures as and when necessary.

It has also a regular practice to conduct external audit in the organization yearly basis by a reputed and Govt. approved C.A firm. As per the application of the C.A Firm, Executive committee of the organization decides the appointment of the Firm in its regular meeting. The Firm then conduct the audit tasks as per a MOU agreed mutually following an independent and final report.

It is fully agreed to take external audit at its alt future projects to be undertaken sponsored internally or externally

Financial activities

Major financial activities of the organization are as follows :

Expenses .

- Daily usual office expenses .
- Payment of logistics stationery & different materials
- Traveling expenses
- Program recruitment expenses
- Expense against capital asset
- Monthly salary & other wages
- House rent
- Electricity, water, gas, fuel & telephone bill.
- Bank deposit.

Income :

- Project income through beneficiaries
- Bank withdrawal
- Income through various donation
- Sale of materials etc.

Rules to be followed in accounts activities :

- All payments must be made after duty approval by the competent authority.
- Any advance taken prior to any expense must be approved by the competent authority.
- Bills/ vouchers must be checked properly to ensure all formalities in it by the accountant with his/ her signature with date. Any error or illegibility must be corrected before making payment.
- Debit & credit vouchers must be used at payment & receive money.
- All payments and receipt should be made entry in the cash book just after the transaction.

- Ledger Book for financial transaction must be used by the organization in which all kinds of payments and receipts would be made entry according to Accounts Head in different folio.
- An amount up to a maximum of Tk. 20,000.00 may be paid in cash. More than this figure would be paid through crossed cheque.
- Salary & wages payments way be made through salary sheet or Register which must be maintained with proper confidentiality and secrecy.
- Remittance to Branch offices must be through AIC payee cheque.

14. **Cordination with the local administration:**

The organization always maintains active and functional coordination and relation with the Deputy Commissioner and his associates in the District level, UNOs of Upazilas, Departmental Govt. officers and other relevant Govt. officials for smooth implementation of its programs.

It regularly participates and collaborates in any Govt. program organized at any national events/days both at district and Upazila level. .

In important programs organized by the organization, district and upazila officers are cordially invited they and they participate in most of these programs.

15. **Operational Management:**

Staff conducts and discipline:

- Abide by service policy and rules provided by the organization.
- Maintain subordination with sincerity, honesty and punctuality.
- Try the best for the development of the organization.
- Maintain strict confidentiality and secrecy regarding organizational affairs.
- Not take any part time or full time job outside without permission of the authority. .
- Not be absent from duty without permission.
- Submit anything through proper channel.
- Not take any financial or any kind of facility from any client or beneficiar the organization.
- Not show partiality, meanness, autocracy and misappropriation power and status.

List of general misconduct :

- Leave without permission.
- Negligence in work
- Station leave without permission.
- Disclose secrecy of office.
- Waste any asset of organization.
- Misbehavior with colleagues or beneficiaries.
- Wear objectionable dress.
- Collect subscription for any purpose.
- Going of activity for self development..
- False allegation.
- False information giving.
- Lack of activity for self development.
- Lack of cleanliness.

- Smoking in office premises.
- Addiction to drug/ alcoholic items.
- Insincerity and falsehood in any organization issue.
- Publish or distribute any pamphlet, leaflet etc or conduct any meeting.
- Habitual late attendance in work.
- Earlier office leave.
- Bad time keeping, gossiping, disturb others in work.
- Use organizations asset in personal grounds.
- Not use of office uniform (guard / peon)

List of serious misconduct:

- Misappropriation/ misuse of organizations/money.
- Illicit relations.
- Insubordination (Not carrying out the orders of the seniors.)
- Failing to keep official secrecy.
- Fail to carry out office orders and instructions.
- Misbehavior with colleges specially seniors.
- Participate or pursue others to participate in hartal, strike and such other activities against the organization.

Procedures of dealing misconduct:

- Personal hearing.
- Written show cause.
- Review answers.
- Form investigation team and investigate. The alleged matter.
- Review the information through a team.
- Suspension (if necessary).
- Force leave.

Punishment of misconduct:

General misconduct

- Written warning
- Increment of salary withheld
- Transfer to lower position and punishment transfer.
- Demotion.

Serious misconduct:

Increment of salary withheld

Demotion

Termination Dismissal

Rules of suspension:

If any staff done a serious misconduct and if authority feels that his presence in the normal job will bad effect then the authority can suspend the concerned staff. Suspension withdrawn or continued to termination will be decided through disciplinary proceedings.

THE END