

Framework of Internal Governance

Part - III Institutional Management Policy

Amendments incorporated as of October 2009



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Abbreviations:

AA	=	Appeal Authority
AF	=	Application Form
AFF	=	Appeal Application Form
AO	=	Administrative Order
BORN	=	Bangladesh Online Research Network
DC	=	Disciplinary Committee
EC	=	Executive Committee
FIG	=	Framework of Internal Governance
GB	=	Governing Body
HRM	=	Human Resource Management
IC	=	Information Commission
IDU	=	Information Disclosure Unit
IO	=	Information officer
IS	=	Information Seeker
KMD	=	Knowledge Management Division
MOA	=	Memorandum of Association
NGO	=	Non-government Organisations
R&P	=	Research and Program
RTIA	=	Right to Information Act
SH	=	Sexual Harassment
TOR	=	Terms of Reference
WC	=	Working Committee

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Section I		Outsourcing Policy	
#	Heading/Subheading (in bold)	Text	Applicability
I.1	General		
		<p>D.Net can outsource a set of tasks to an individual or institution or any project of D.Net, if:</p> <ol style="list-style-type: none"> a. There is a shortage of expertise in accomplishment of those tasks or lack of time of D.Net experts b. use of expertise outside institution enhances credibility of the outputs 	
I.2	Procedure of Outsourcing		
		<ol style="list-style-type: none"> A. An in-charge of project can outsource with consent from thematic/ division head / Executive Director B. A TOR will be developed for the outsourced task by the in-charge of a project/ division and vetted by Executive Director/ Executive Committee C. If expertise under any other project or division of D.Net is present and have time to perform the tasks , the project will be assigned for the selected tasks. If in-house expertise is not present or have no time to accomplish the identified tasks, then a suitable individual or institution will be identified. D. An agreement will be signed with detailed terms and conditions and payment schedule and deliverables. 	

Section II		Procurement Policy	
#	Heading/Subheading (in bold)	Text	Applicability
II. 0	General		Annex – K / Part -III
		<p>All procurements should be made under appropriate budgetary provisions. Procurement transactions should always be made through open and free competition. Any purchase shall precede a requisition by a project/division/theme head, which shall be submitted to in-charge logistics. Cost analysis must be made for all purchases exceeding Tk. 10,000 to ensure that a reasonable price is paid for goods and services. Purchase of fixed asset will be processed by procurement committee. Purchase of stationery items, if the value of purchase is equal or less than BDT 50000, will be performed from enlisted suppliers. Procurement will fall under any one of the three categories:</p> <ol style="list-style-type: none"> (A) Credit/Invoice Purchase (B) Credit Purchase from enlisted suppliers (C) Cash/Spot or Non-credit purchase and <p>A detail flow chart of procurement is in Annex – K. All procurement procedure will be followed as per the “Flow chart of Procurement”.</p>	

II.1	Credit/Invoice Purchase of Fixed asset <p>A purchase is on credit when invoices are submitted to the D.Net by the supplier.</p> <ol style="list-style-type: none"> 1. All purchase shall be processed by procurement committee. All purchases must be supported by an Official Purchase Order in duplicate signed by the in-charge of logistics of authorized representative, determined by Executive Director. 2. For all purchase up to Taka 50,000 D.Net shall collect three quotations. 3. For purchase between Taka 50,001 and Taka 300,000 D.Net shall get quotations from three suppliers and formation of procurement committee. 4. News paper advertisement will be required for purchase above Taka 300,001 or as per donor requirement. At least three quotations from three suppliers shall be required. 5. At least a three member purchase committee shall be constituted by the Executive Director, where in-charge of logistics shall be the member-secretary and other two members shall be determined by the Executive Director time to time. In doing so it shall be ensured that no member of the committee shall be involved in the project concerned. The procurement committee will function under the following guidelines: In all the above cases, the Executive Director will be the final authority for approval. 	
II.2	Credit Purchase from the enlisted supplier <p>For purchase of regular items (stationary, other office supplier etc.) from enlisted suppliers where invoice will be submitted once in a month, the following guidelines should be maintained:</p> <ol style="list-style-type: none"> 1. At least three suppliers should be enlisted for supply for the regular items. 2. Selection of the suppliers will be made by the purchase committee constituted by the Executive Director. 3. Purchase committee has the right to recommend for cancellation of a supplier due to his/her bad performance regarding supplying of items. 	
II.3	Cash/Spot or No-credit Purchase <p>Cash purchase means a non-credit purchase using fund advance for cash purchase. As a general practice, cash purchases should only be made for small items. Cash purchases must be supported by official receipts (bills, memos, vouchers, etc.).</p>	
II.4	Approval <p>The purchase committee will collect quotations, prepare comparative statements and recommend purchase decision, which shall be approved finally by the Executive Director in case of purchase any fixed asset. In</p>	

	case of stationery items, the approval of head of operations shall be required.	
II.5	Procurement Register	
	Procurement register means a register of procurement procedures where all purchase related information to be registered, e.g, date of requisition, name of projects/programs, quantity, date of advertisement (if necessary)/collection of quotations, list of suppliers (with submission date), price offered, date of work order issued, supply date of purchased items, remarks etc.	

Section III	Publication Policy		
#	Heading/Subheading (in bold)	Text	Applicability
III.0	Background		
		D.Net started focusing on publication since 2006. A number of decisions were made scatteredly in Executive Committee meetings to operationalise publication related activities. Based on those decisions and current development the following policy has been developed. The Executive Committee of D.Net approved the policy.	
III.1	Coverage of the Publication Policy		
		The coverage of the policy is for the printed form of publications only. For web-based and other electronic forms of publications this policy is not applicable.	
III.2	Rationale for the Policy		
		D.Net plans to share information and knowledge generated at D.Net through its publications. The objectives of the publication related activities are as follows: <ul style="list-style-type: none"> • Promote quality research based publications for wider audience in Bangladesh and abroad; • Promote a general awareness and understanding of the issues of economic and social development; • Promote well informed and research-based decision making by policy makers and other stakeholders; • Promote research and development communications through various types of publications, including books, monographs, research papers, leaflets, posters, bulletins, handbooks, etc. • Capture learning from D.Net's programmes and research for development communities in Bangladesh and abroad. 	
III.3	Language of Publication		
		The language of publication will be both Bangla and English.	

III.4	<p>Types of publication and nature</p> <p>D.Net produces a variety of publications, which fall into two broad categories:</p> <ol style="list-style-type: none"> a. Generic publication b. Research-based publication 	
III.4.1	<p>Generic Publication</p> <p>A few publications of D.Net, which are regular and meant for a particular set of audiences. These publications are as follows:</p> <p>Pallithatya</p> <p>Key Features:</p> <p>Type of publication: magazine</p> <p>Language: Bangla</p> <p>Frequency: monthly</p> <p>Size: 8.5"x11"</p> <p>Paper: white</p> <p>Cover page: offset, single colour</p> <p>Inside: black & white</p> <p>Audience:</p> <p>Primary: village people</p> <p>Secondary: Development institutions</p> <p>Tertiary: D.Net's well-wishers and institutional network members</p> <p>Copy: 2500</p> <p>Web-version: www.pallitathya.org.bd , www.jeeon.com.bd</p> <p>Source of finance: Abolombon –II project</p> <p>D.News</p> <p>Key Features:</p> <p>Type of publication: bulletin</p> <p>Language: English</p> <p>Frequency: quarterly, January – March, April – June, July – September, October – December.</p> <p>Size: 8.5"x11"</p> <p>Paper: offset</p> <p>Cover page: offset, four colour</p> <p>Inside: four colour</p> <p>Audience:</p> <p>Primary: D.Net's well-wishers and institutional network members</p> <p>Secondary: Development institutions</p> <p>Tertiary: Development partners</p> <p>Copy: 1000</p> <p>Web-version: www.dnet.org.bd</p> <p>Source of finance: Core</p> <p>Annual Report</p> <p>Key Features:</p> <p>Type of publication: book</p> <p>Language: English</p>	

	<p>Frequency: quarterly (January – March, April – June, July – September, October – December.) Size: 8.5"x11" Paper: offset Cover page: offset, four colour Inside: black & white, one forma: four colour Audience: Primary: D.Net's well-wishers and institutional network members Secondary: Development institutions Tertiary: Development partners Copy: 1000 Web-version: www.dnet.org.bd Source of finance: Core</p>	
<p>III.4.2</p>	<p>Research Publications</p> <p>D.Net intends to publish its own research outputs and research works from outside, which falls into the mandate of D.Net, subject to availability of funds. These publications are as follows:</p> <p>1. Books and Monographs</p> <p>Key Features: Language: English or Bangla Frequency: occasional Size: 9"x6" Forma: at least 10 forma Paper: offset Cover page: offset, four colour Inside: black & white and four colour, depending on need and budget Audience: Primary: Researchers, students, policy makers Secondary: Development institutions Tertiary: Development partners Source of finance: Core or project, where budget for printing is available</p> <p>2. Research Paper Series:</p> <p>This type of paper is research-based with heavy analytical rigor and key findings. A Research Paper should be supported by a basic finding and a primary or secondary data.</p> <p>Key Features: Language: English or Bangla Frequency: occasional Size: 8.5"x11" Forma: at least 2 forma Paper: offset Cover page: offset, bi-colour Inside: black & white Audience: Primary: Researchers, students, policy makers Secondary: Development institutions Tertiary: Development partners Copy: 200</p>	

	<p>Web-version: www.bdresearch.org.bd and www.dnet.org.bd Source of finance: Core or project, where budget for printing is available</p> <p>3. Occasional Paper Series: A less rigorous in terms of analysis and serving any concurrent issue may be termed as an Occasional Paper.</p> <p>Key Features: Language: English or Bangla Frequency: occasional Size: 8.5x11” Forma: at least 2 forma Paper: offset Cover page: offset, bi-colour Inside: black & white Audience: Primary: Researchers, students, policy makers Secondary: Development institutions Tertiary: Development partners Copy: 200 Web-version: www.bdresearch.org.bd and www.dnet.org.bd Source of finance: Core or project, where budget for printing is available</p> <p>4. Working Paper Series: Working Paper is a publication of any ongoing research. The research may be completed after a while, but some findings are felt to be shared with the audience. This type of paper should be analytical and has potential to be developed into a Research Paper in the future.</p> <p>Key Features: Language: English and Bangla Frequency: occasional Size: 8.5”x11” Forma: at least 1 forma Paper: offset Cover page: offset, bi-colour Inside: black & white Audience: Primary: Researchers, students, policy makers Secondary: Development institutions Tertiary: Development partners Copy: 200 Web-version: www.bdresearch.org.bd and www.dnet.org.bd Source of finance: Core or project, where budget for printing is available</p> <p>5. Research Notes Series: The main objective of publishing Research Notes is to protect the authorship of any new ideas. It is an idea which, if put to practice, has huge possibilities of success.</p> <p>Key Features: Language: English and Bangla Frequency: occasional Size: 8.5”x11”</p>	
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	<p>Forma: 4 pages Paper: offset Cover page: offset, bi-colour Inside: one colour Audience: Primary: Researchers, students, policy makers Secondary: Development institutions Tertiary: Development partners Copy: 200 Web-version: www.bdresearch.org.bd and www.dnet.org.bd Source of finance: Core or project, where budget for printing is available</p> <p>6. Innovative Solutions Series: It is a new type of publication of D.Net's, introduced in 2007. Innovative Solutions Series will offer new ideas, which have been invented or coined within D.Net for experimenting by any development practitioners. Key Features: Language: English and Bangla Frequency: occasional Size: 8.5"x11" Forma: 4 pages Paper: offset Cover page: offset, bi-colour Inside: one colour Audience: Primary: Researchers, students, policy makers Secondary: Development institutions Tertiary: Development partners Copy: 200 Web-version: www.bdresearch.org.bd and www.dnet.org.bd Source of finance: Core or project, where budget for printing is available</p> <p>7. Introduction of new series: A proposal justifying the need for the publication of a new series should be made to the Editorial Board of D.Net Publications. The Editorial Board should be unanimous for introduction of a new series. The recommendation of the Editorial Board should be placed to the Executive Committee for final approval.</p>	
III.4.3	Editorial Board of D.Net Publications	
	<p>The Editorial Board will work for only research publications. Any publication should be approved by the Editorial Board of D.Net Publications. A writer of a paper should submit the paper to the Head of Publications. The Head of Publications will send the paper to the Chairperson of the Editorial Board with a top sheet. The Chairperson of the Editorial Board will send the paper for review to a member for evaluation and editing.</p> <p>The member will go through the paper and decide whether it is publishable or not. The judgment may be according to the following categories:</p>	

	<p>a. Publishable in current form.</p> <p>b. publishable in current form with minor editing. The member should mention where the editing is required, or s/he will do the editing her/himself.</p> <p>c. Publishable with major revision. The member will mention the editing requirements in tracking mode with hints.</p> <p>d. Not publishable.</p> <p>e. Category of publication: research papers, occasional paper, working paper etc.</p> <p>The members of the Editorial Board for English content are:</p> <ul style="list-style-type: none"> • Dr. Taufic Ahmed Choudhury • Dr. Ananya Raihan • Dr. Md. Ahsan Habib • Mr. Md. Jahirul Islam <p>The members of the Editorial Board for Bangla content are:</p> <ul style="list-style-type: none"> • Urmi Lohani • Fatema Begum Labony • Afrina Tanzin 								
III.4.4	Publication Procedures	Appendix -1							
	<p>Publication will coordinate the whole publication activities. The Editorial Board will decide the category and ensure the quality of the content. The following steps will be taken for publications:</p> <ul style="list-style-type: none"> • Step 1: An author will submit the paper to the Head of Publications • Step 2: The Head of Publications will send the paper to the Head of Editorial Board immediately with a top sheet [see Annex A] • Step 3: The Head of Editorial Board will identify a suitable reviewer from the board and send it to that reviewer • Step 4: The reviewer will review the paper, fill-up the top sheet and send it with edits in tracking mode to the Head of Publications • Step 5: The Head of Publications will send the paper to the Copy editor • Step 6: The Copy editor will copy-edit and send it to the Head of Publications • Step 7: The Head of Publications after page make up, cover design, where required, and other formalities will send the paper to a listed press. 								
III.4.5	Process Flow for Publication								
	<table border="1"> <tr> <td>Author</td> <td>Publication Department</td> <td>Head of Editorial Board</td> <td>Reviewer</td> <td>Publication Department</td> <td>Copy Editor</td> <td>Publication Department</td> </tr> </table>	Author	Publication Department	Head of Editorial Board	Reviewer	Publication Department	Copy Editor	Publication Department	
Author	Publication Department	Head of Editorial Board	Reviewer	Publication Department	Copy Editor	Publication Department			
III.4.6	Copyright Policy								
	<p>Creative Commons Attribution 3.0 License [see www.creativecommons.org/licenses/by-nc-nd/3.0/].</p>								

<p>III.4.7</p>	<p>Printing procedure</p> <p>D.Net will select the printer according as its publication printing policy. Following points are notable for selection of printers:</p> <ol style="list-style-type: none"> 1. Based on comparative assessment of quotations, D.Net will offer work order for every single production to the printers. 2. D.Net will provide the soft copy of entire text and of illustrated documents. Printers will have to deal with graphics design and other materials. 3. For every publication, D.Net is responsible for editing, spell checking. Printers have to provide machine proof copy before final printing. 4. Before starting final printing, Printers will have to offer a laser print copy, or in some cases, color print copy to D.Net. Only after last approval of D.Net, Printers will initiate print. Printers are responsible for any technical problem and low quality. 5. Documents, page layout, graphics, design, format, etc., could be exchanged through E-mail for faster production flow. In case of any urgent correction, both parties could communicate over phone and later they must send the correction through E-mail. 6. After receiving the soft copy, printers will supply the productions within 5 to 7 working day. In case of larger productions, both parties will negotiate the delivery time. 	
<p>III.4.8</p>	<p>Pricing Policy</p> <p>The pricing policy is applicable for Research Papers, Occasional Papers, Working papers, Research Notes and Innovative Solutions series'. Pricing will be determined on case by case for other publications.</p> <p><u>Basis of the pricing:</u></p> <p>Labour cost for formatting (per forma) = BDT 500</p> <p>Printing and binding cost = BDT A</p> <p>Total labour cost (B)= BDT (500+A)</p> <p>Overhead cost (C) = BDT (20% of B)</p> <p>Total cost (D) = BDT (B+C)</p> <p>Multiplied by 100% (E) = 2* D</p> <p>Profit margin (F) = 20% of E</p> <p>Price per unit = BDT $\frac{(D + F) * 2}{Q}$</p> <p>Where, Q= Quantity of publication</p>	<p>Price per forma Appendix – 2 & 3</p>

	Discount: Generally discount at Bangla Academy Boi Mela will be as per policy of the Mela authority. Outside Mela, the discount rate will be at maximum 40%.	
III.4.9	Distribution Policy	
	<p>The main target groups of D.Net publications are –</p> <ul style="list-style-type: none"> • Researchers, students • Development activists and organizations • Policy makers, Opinion leaders, Advocacy and pressure groups • Marginalized and underprivileged rural people who cannot get information and access to information technologies • Individual entrepreneurs interested in ICT <p>Hence, D.Net will ensure that its publications will be available to the target audience.</p> <p><i>Pallitathya</i> will be distributed to Pallitathya Centres, varying non-government organizations (NGOs). It may also be distributed to the 64 district public libraries. This publication including newsletters will be distributed free of cost.</p>	
III.4.10	Publication Teams	
	<ul style="list-style-type: none"> • Fatema Begum Labony • Shahjahan Kazi • Naimul Haque Joarder 	

Section IV		Daily Rate of Meeting/Training Room Facilities				
#	Heading/Subheading (in bold)	Text			Applicability	
		The following rates will be applicable for all programmes and project in D.Net and for external institutional users, based on request. Such approval will be performed by In-charge of Logistics. In-house programme will always get priority.				
	Rent for internal use:					
		Description	Capacity (Person)	Full day rent (BDT)	Half day rent (BDT)	Remarks
		Meeting Room -1 (2 nd Floor)	12-16	2500	1500	Taka 200 will be charge per hour after 8 hours times in a day
		Meeting Room – 2 & Training – 2 (5 th Floor)	35-40	4000	2500	Taka 300 will be charge per hour after 8 hours times in a day

Training – 1 (4 th Floor)	16	2500	1500	Taka 200 will be charge per hour after 8 hours times in a day
Note: White board, Flip chart board will be available in meeting/training room free of cost				
Rent for external use:				
Description	Capacity (Person)	Full day rent (BDT)	Half day rent (BDT)	Remarks
Meeting Room -1 (2 nd Floor)	12-16	3000	2000	Taka 200 will be charge per hour after 8 hours times in a day
Meeting Room – 2 & Training – 2 (5 th Floor)	35-40	5000	4000	Taka 300 will be charge per hour after 8 hours times in a day
Training – 1 (4 th Floor)	16	3000	2000	Taka 200 will be charge per hour after 8 hours times in a day
Note: White board, Flip chart board will be available in meeting/training room. Board marker, flip chart paper will be supplied upon request and actual cost will be charged as per policy.				

Section V	Rental Policy			
#	Heading/Subheading (in bold)	Text		Applicability
	The following rates will be applicable for all programmes and project in D.Net and for external institutional users, based on request. Such approval will be performed by In-charge of Logistics. In-house programme will always get priority.			
V. 1	Multimedia Projector	Rent (Taka) 2000	Extra Costs Taka 250 will be charge per hour after 8 hours times in a day	Remarks Projector screen will be supplied free of cost
V. 2	Computer (per unit)	1000	Taka 100 will be charge per hour after 8 hours times in a day	
V. 3	HDV Camera	1500	Taka 400 will be charge per hour after 8 hours times in a day	Tripod+4 hours runtime battery will be supplied free of cost
V. 4	Photocopy (per unit)	3	-	-
V. 6	Computer Print (per page)	6		

V. 7	Computer Print Colour (per page)	20			
V. 8	Voice Recorder (per hour)	15	-	-	
Note: D.Net management has the authority to discount the rent.					

Section VI	Policy for Food and Refreshment on Request			
#	Heading/Subheading (in bold)	Text		Applicability
	Food Menu	Price per unit (Taka)	Remarks	
VI.1	Breakfast	75		
VI.2	Lunch/Dinner (Normal)	200		
VI.3	Lunch/Dinner (Special)	350		
VI.4	Tea (per cup)	10		
VI.5	Coffee (per cup)	25		
VI.6	Soft Drinks (per bottle)	25		
VI.7	Snacks	50-75	Per time as requested	
Note: Food Menu will be fixed and changed time to time by Logistics in charge. D.Net management has the authority to discount the rent.				

Section VII	Honorarium Policy for providing training to other Organisations/Institutions		
#	Heading/Subheading (in bold)	Text	Applicability
	D.Net shall initiate for providing training to other organisations/institutions, if any person of D.Net involve in the program as a resource person/facilitator, they will be applicable for getting honorarium as per the following table :		
	Designation	Per hour amount (BDT)	
	Executive Director	700	
	Director	600	
	Join Director	500	
	Deputy Director	400	
	Senior Assistant Director	325	
	Assistant Director	250	
	Program Associate	200	
	Guest		
	From Pallitathya Kendra / Trainer / Infomediary / Centre Manager	200-500	
	Guest Resource Person	500-1500	

Section VIII	Donation Policy		
#	Heading/Subheading (in bold)	Text	Applicability
		Any person in D.Net can donate his/her consultancy fee to D.Net. If any person in D.Net donates his/her consultancy fee to D.Net and if it is	

	taxable, D.Net shall pay the taxes amount on behalf of donor. D.Net shall provide a certificate/challan of taxes amount to donor for their record. A record of donation amount to kept his/her personal file.	
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Section IX		Information Disclosure Policy	
#	Heading/Subheading (in bold)	Text	Applicability
		<ul style="list-style-type: none"> ✚ D.Net believes that information, which is generated and obtained using public money, should be fully disclosed for all for ensuring people's access to that information and for ensuring transparency and accountability as well as public participation in effective use of public money. D.Net has been working since its inception for prompting access to information for improvement of livelihoods of poor people, for improving good governance and for ensuring human rights. D.Net's vision and mission statement also manifest this belief. Enactment of Right to Information Act (RTIA), 2009 is a victory of people of Bangladesh towards that end. The unique feature of Bangladesh's Act, despite its limitations, is that it brings under jurisdiction not only the government, but also the non-government organisations, which works with public money for full information disclosure with some exemption. As the culture of disclosure develops, D.Net believes that the exemption list will be reduced. D.Net also believes that for-profit organisations, whose activities affect peoples life, should also be brought under the law. ✚ In according to the section 2(2) (5) of RTIA 2009, D.Net is an institution, which is bound to disclose all information related to its activities with public money. As a promoter of people's right to know, D.Net's board and management felt that it is the responsibility of the institution to comply with the provisions of the law and set a mechanism to disclose its information to the public and set example to other non-government and government institutions. ✚ In the process of developing mechanism of information disclosure, D.Net also wishes to collaborate with Information Commission, government entities and like-minded non-government institutions for creating an environment, where discloser will serve the ultimate purpose of making Bangladesh poverty-free. 	Detail is in Annex – M / Part - III

Section X		Modification	
#	Heading/Subheading (in bold)	Text	Applicability
XIV		D.Net will improve this Institutional Management Policy as and when necessary. Any required modification to this manual will be done by the Executive Committee and approved by the Governing Body.	



Performance Evaluation Report (PER) Form
Assistant Director and below level

[Employee Supervisor Executive Director]

Name : Present Designation :
 Date of Joining : Type of Employee :
 Present Gross Salary : Present Basic Pay :
 Last Date of Increment: Contract Expiry Date:
 Probable Date for Next Increment:

Leave taken during the period under review			Attendance		
Casual Leave	:	No. of Days	Total Working Day	:	No. of Days
Medical Leave	:	No. of Days	Attendance (with Duty Leave in working day)	:	No. of Days
Earned Leave	:	No. of Days	Duty Leave (in off day)	:	No. of Days
Compensatory Leave	:	No. of Days	Late	:	No. of Days
Extraordinary Leave	:	No. of Days	Absent without Prior Permission (except ML)	:	No. of Days

Assessment Table

(Remarks: Excellent = 91 to 100, Very Good = 81 to 90, Good = 71 to 80, Ordinary = 51 to 70, Unsatisfactory = 31 to 50)

Sl. No	Particulars	Points	Score	Remarks
1	Quality of Work (Related to Annex: A)	20		
2	Volume of output (Related to Annex: A)	20		
3	Attitude of work (<i>show initiative towards completing the assigned work in time, accepts additional work willingly or does not show much initiative</i>)	10		
4	Sense of responsibility	10		
5	Participation in lessons learnt capturing & knowledge management	10		
6	Professional relationship with subordinates, colleagues and supervisors	10		
7	Maintenance of D.Net Records & Equipments	10		
8	Skills improvement drive (Reading and Writing on relevant issues, participation in relevant off-line and on-line groups/ meetings)	10		
9	Total	100		
10	Honesty and integrity (Yes/ No/Not Sure, in case of No/Not sure remarks/ reasons to be specified)			
Additional Comments:				

Annex: A

Assessment of Quality of Work & Volume of output (SI No 1 & 2)

SI No	Job Description/Additional Involvement	Achievements
1.		
2.		
3.		
4.		
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6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
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17.		
18.		
19.		
20.		

Signature & Date:



Performance Evaluation Report (PER) Form
Senior Assistant Director and above level

[Employee Supervisor Executive Director]

Name : Present Designation :
 Date of Joining : Type of Employee :
 Present Gross Salary : Present Basic Pay :
 Last Date of Increment: Contract Expiry Date:
 Probable Date for Next Increment:

Leave taken during the period under review			Attendance		
Casual Leave	:	No. of Days	Total Working Day	:	No. of Days
Medical Leave	:	No. of Days	Attendance (with Duty Leave in working day)	:	No. of Days
Earned Leave	:	No. of Days	Duty Leave (in off day)	:	No. of Days
Compensatory Leave	:	No. of Days	Late	:	No. of Days
Extraordinary Leave	:	No. of Days	Absent without Prior Permission (except ML)	:	No. of Days

Assessment Table

(Remarks: Excellent = 91 to 100, Very Good = 81 to 90, Good = 71 to 80, Ordinary = 51 to 70, Unsatisfactory = 31 to 50)

Sl. No	Particulars	Points	Score	Remarks
1	Quality of Work (Related to Annex: A)	15		
2	Volume of output (Related to Annex: A)	10		
3	Attitude of work (<i>show initiative towards completing the assigned work in time, accepts additional work willingly or does not show much initiative</i>)	10		
4	Sense of responsibility	10		
5	Participation in lessons learnt capturing & knowledge management	10		
6	Professional relationship with subordinates, colleagues and supervisors	10		
7	Maintenance of D.Net Records & Equipments	10		
8	Skills improvement drive (Reading and Writing on relevant issues, participation in relevant off-line and on-line groups/ meetings)	15		
9	Resource Mobilization	10		
9	Total	100		
10	Honesty and integrity (Yes/ No/Not Sure, in case of No/Not sure remarks/ reasons to be specified)			
Additional Comments:				

Annex: A

Assessment of Quality of Work & Volume of output (SI No 1 & 2)

SI No	Job Description/Additional Involvement	Achievements
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Signature & Date:

D.Net

Development Research Network
6/8 Humayun Road Block: B
Mohammadpur Dhaka-1207 Bangladesh.
E-mail: info@dnet.org.bd, Website: www.dnet.org.bd

Leave Application Form

A. Name of the Employee: _____

B. Designation: _____

C. Division/ Programme/ Project: _____

D. Application for:

Earn Leave	Casual Leave	Medical Leave	Compensatory Leave	Other Leave
------------	--------------	---------------	--------------------	-------------

E. Purpose of leave: _____

F. Number of Days _____ G. Effective from (Date): _____

H. Detail Address during leave with contact phone no: _____

I. Supporting Attachment (e.g. Medical Certificate): _____

J. Leave Reliever:

Name	Designation	Programme/Project	Signature

K. Signature and date of Applicant: _____

This Part to be Filled by HR

L. Last leave availed on: _____

M. Leave Status: With Pay Without Pay

Type of Leave	Available	Enjoyed	Balance	Remarks	HR Department
Earned Leave					
Casual Leave					
Medical Leave					
Compensatory Leave					
Other Leave					

Additional Comments (If any): _____

Remarks of Approving Authority

a) **Supervisor:** Recommended / Not Recommended _____

b) **Division In Charge:** Approved / Not Approved _____

c) **Executive Director:** Approved / Not Approved _____
(For Deputy Director and above) _____

D.Net

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Advance Request Form

A. Name of Employee: _____

B. Designation: _____

C. Division/ Program/ Project: _____

D. Purpose (Please tick appropriate box):

- | | |
|----------------------------|----------------------------|
| 1. TA/DA Advance | 3. Expense Advance |
| 2. Deposits with suppliers | 4. Others (Specify): _____ |

E. Details (If Applicable):

F. Place: _____

G. Period covered: From _____ to _____

H. Request amount Taka: _____

In words: BDT _____

G. Break down of the above amount: **BDT**

1.	
2.	
3.	
4.	
5.	
Total	

Signatures & Date:

- a) Applicant:
- b) Executive Director /Division Head / Program/ Project Chief:
- c) Recipient :

(Signature of Accounts Department)

D.Net

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6/8 Humayun Road Block: B
Mohammadpur Dhaka-1207 Bangladesh.
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Travel Expenses and Daily Allowance Bill Form

Please submit travel expense immediately after the completion of a trip. Enclose receipt or vouchers (if any) with this form.

Name: _____ Designation: _____

Division/ Programme/ Project: Advance receipt date:

Purpose of travel: _____ Period covered: _____ to _____

1. A. Transportation Cost (Itinerary should be completed below, whether the fares are paid by you or not. Please attach ticket stubs and receipt from, if any, with this form)

Departure		Arrival		Transportation			
Station	Date & Time	Station	Date & Time	Means	Class	Fare Amount	Remarks
Sub-total (A)							

B. Daily allowance for _____ X _____ days Taka _____

C. Other expenses (if any) Taka _____
(Aggregate amount and provide details on **Annex-1**)

D. Total Expenses (A+B+C) Taka _____

2. Less cash advance Taka _____

3. Balance Due (1-2) Taka _____

4. Signatures and Date:

a) **Applicant:**

b) Executive Director / Division Head / Programme/ Project chief:

c) Recipient of Balance Amount (Applicant/Accounts):

(Signature of Accounts Department)

Other expenses:

SI	Particulars	Quantity	Rate (BDT)	Total (BDT.)	Remarks

D.Net

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***Approval Form for Bill
(Without pacca receipt)***

1. Name of the Employee:
2. Designation
3. Division/ Programme/ Project:
4. Purpose of Expenditure:

Date	Description	Unit	Unit cost (Taka)	Total cost (Taka)	Remarks
Total:					

5. Comments

Note: This form is applicable where supplier/seller is unable to provide any pacca receipt/ receipt.

Signatures & Date:

- d) Applicant:
- e) Executive Director /Division Head / Programme/ Project Chief:
- f) Recipient:

D.Net

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Itinerary Form

1. Name of Employee: _____

2. Designation: _____ 3. Division/ Programme/ Project: _____

4. Purpose of Travel: _____

5. Place of Visit: _____

6. Period Covered: _____

7. Main Mode of Transport: _____

8. Duties will be carried out during leave by:

Name & Designation: _____ Signature _____

Signatures & Date:

D.Net

Development Research Network

6/8 Humayun Road Block: B

Mohammadpur Dhaka-1207 Bangladesh.

Telephone: 8124976, 9131424, 8156772

E-mail: info@dnet.org.bd . Website: www.dnet.org.bd

Day Off Duty Form

1. Name of Employee: _____

2. Designation: _____

3. Division/ Programme/ Project: _____

4. Purpose of Duty: _____

5. Place of Duty: _____

6. Period Covered: _____

Signatures & Date:

g) Applicant:

h) Executive Director /Division Head / Programme/ Project Chief:

D.Net

Development Research Network

6/8 Humayun Road Block: B

Mohammadpur Dhaka-1207 Bangladesh.

Telephone: 8124976, 9131424, 8156772

E-mail: info@dnet.org.bd, Website: www.dnet.org.bd

Terms of Reference for Theme Leader and Project Leader

A. Background

D.Net is a not-for-profit research organization envisaging mainstreaming information and communication technology (ICT) in poverty alleviation and economic development of Bangladesh. D.Net mainly generating and sharing knowledge for broader constituency thriving to play a visible role in ICT and development policy Sharing Best practices in South Asia and beyond. During initial years, D.Net main focus was ICT for Development. As a research institution, it needs important transition in terms of focusing on general economic and social development. The whole organisation felt the need for a direction for the next five years. As a result, a process of development of strategy for the period of 2006-07 to 2010 -11 was started in 2005. The process of formulation strategy included staff consultation and consultation with civil society. The five year strategy has been coined as Mission 2010. For the next five years (2006-07 to 2010-11), six themes have been identified for research and action:

- **Theme 1: Access to Information and Knowledge:** Understanding impact of ICTs on poverty and Piloting appropriate ICTs for improving livelihood and employment generation
- **Theme 2: Enhancing Business Competitiveness for Economic Growth:** Understanding role of information in business competitiveness; Analysis of markets for promoting domestic business and export; Promoting SMEs for economic development and Hold dialogue with industry stakeholders
- **Theme 3: Governance and Human Rights:** Promoting good governance state, local government and enterprise levels; Promoting human rights through establishment of rights to information for all citizens including poor and marginalised
- **Theme 4: Human capacity building:** Promoting capacity building at the grassroots level particularly for the youth and women; promoting capacity building for advanced research; Promoting skills development for contributing to national development
- **Theme 5: Institutional Capacity Development:** Promoting access to information at the grassroots level through support towards mainstream institutions; develop institutional capacity of the organizations willing to focus research on various issues including on ICD4D issues
- **Theme 6: Economic and Development Policy Research:** Contributing to economic and development policy making through research

B. Purpose

D.Net has planned to decentralise the responsibility among staffs. New leadership will be grown and the workload will be well distributed by effective implementation of decentralisation policy. In relation to the issue, 6 themes will be lead by 6 thematic leader who basically accountable of the specific theme's actions and activities.

C. Terms of references

C.1 Main responsibilities of Theme Leader

In a theme there are several programmes and projects: The responsibilities of the theme leader will be:

1. Facilitate different actions for achieving theme objectives
2. Maintain separate file (including one pager, project concept note, MoU, team members, budget, work plan, FD 6 and FD 2 (if necessary) or any government approval) for each project under the theme.
3. Guide the project leader for team formation.
4. Guide the project leader for developing plan and strategies for effective implementation of the project.
5. Theme leader will assign a person (in consultation with project leader) from the specific project team who will take charge of the project during the absence (leave or on duty leave) of project leader.
6. Theme leader will arrange and conduct a monthly meeting with all the project leaders (under the theme) where specific project activities, progress and challenges will be discussed and relevant issues will be finalised through open discussion.
7. Theme leader will produce a concise report (monthly) for Executive Committee (EC) meeting which will be submitted to the Head of Institutional Affairs before the timeline.
8. Division Head/Executive Director will inform responsible theme leader if generate any new project concept from any staff/person then theme leader will select a Project Leader (in consultation with Division Head) for processing.

C.2 General Clauses

9. The work provided in this contract is unsatisfactory or fails to conform to the conditions set out above, D.Net (Division Head in consultation with Executive Director) reserves the right, as appropriate, to request theme leader for improvement or refuse to accept it.
10. D.Net reserves the right to propose alterations, change the way and technique of the operation.
11. Any dispute arising out of the application or interpretation of this contract shall be attempted to resolve on the basis of mutual negotiations.

C.3 Special clauses

12. Theme leader will get support from Operations Division and Knowledge Management Division for running the theme activities effectively.
13. Time limits: The ToR for each thematic head is initially applicable for twelve (12) months from January to December 2008. The time will be renewed/or new Theme Leader will be assigned by Division Head in consultation with Executive Director.
14. Each theme will have an anchor person who will be guided by theme leader for documentation and any other relevant support services.
15. Budget allocation (if/when needed): Project leaders will submit the budget requirement to the theme leader. Theme leader will share the issue with Division Head and will ensure the allocation/approval.
16. Relationship between Executive Director (ED), Division Head (DH), Theme Leader (TL) and Project Leader (PL)
 - a) Relation between Theme Leader and Division Head
 - Share progress and challenges of ongoing projects
 - Discuss policy issue for project implementation
 - Discuss and ensure fund allocation if/when needed
 - b) Relation between Thematic Head and KMD & OD
 - Request necessary support required

c) Relation between Project Leader (PL) and Theme Leader

- Share project progress and challenges
- Discuss policy issue
- Discuss for fund allocation
- Share necessary input for project implementation
- Project implementation strategy formulation
- Project planning
- Share team feedback and team status

Theme leader for the theme of _____ Division head for the division of _____

Signature: _____ Signature: _____

Date: _____ Date: _____

D.Net

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Budget Format

Version	D	M	Y
First			
Second			
Third			
Fourth			

Project Budget Form

Project

D	M	Y
---	---	---

 Project Year Project Number

TH	PGPR
----	------

Approval Date

--	--	--	--	--

Project Title

Division

Theme

Date of Initiation

D	M	Y
---	---	---

 Date of Completion

D	M	Y
---	---	---

 Budget Period

D	M	Y
---	---	---

 to

D	M	Y
---	---	---

Sponsoring Agency

Agreement Number

Collaborating Institution (If any)

Total Budget BDT Foreign Currency Conversion Rate (if foreign Currency) FC 1 = BDT

Current Period Budget BDT Foreign Currency Conversion Rate (if foreign Currency) FC 1 = BDT

Account Name

Account Number Bank Name: Branch

Division Head Designation

Theme Leader Designation

Project Leader Designation

Opening Balance for the Project

A. 1.3.06 Cash at Bank as of

B. 1.3.07 Cash in Hand as of

C. 1.3.02 Accounts Receivable

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (1.3.02)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

Budget Income

3.1. Income

3.1.01 Foreign Grants / Donation/Contribution

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (1.3.01)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

3.1.02 Local Grants / Donation/ Contribution

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (1.3.02)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

3.1.03 Service Income

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (1.3.03)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

3.1.04 Sales

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (1.3.04)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

3.1.05 Registration & Subscription fees

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (1.3.05)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

3.1.06 Levy

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (1.3.06)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

3.1.07 Bank Interest

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (1.3.07)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

3.1.08 Miscellaneous (Income)

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (1.3.08)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

D. Total Income (1.3.01-1.3.08)

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (D)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

E. Grand Total (A+B+C+D)

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

A. 1.1 Assets

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (1.1)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

B. 4.1 Expenses

4.1.01 Salaries/Allowances

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.01)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.02 Salaries/Allowances (PNGO)

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.02)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.03 Honorarium

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.03)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.04 Office Rent/Space Rent

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.04)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.05 Printing & Publication

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.05)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.06 Stationery

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.06)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.07 Internet & Communications

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.07)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.08 Postal Charge and Others

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.08)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.09 Repair & Maintenance

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.09)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.10 Conveyance

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.10)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.11 Traveling Allowance/Daily Allowances

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.11)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.12 Seminars, Workshops, Meetings & Cultural Function

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.12)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.13 Research Expenses

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.13)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.14 Training Expenses

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.14)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.15 Staff Training and Development

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.15)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.16 Contribution/Donation

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.16)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.17 Registration & Subscription Fees

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.17)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.18 Entertainment/Refreshment

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.18)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.19 Utilities

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.19)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.20 Fuel Cost

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.20)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.21 Advertisement

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.21)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.22 Office General Expenses

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.22)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.23 Audio Visual Materials

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.23)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.24 Overhead

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.24)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.25 Medical Support to Staff

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.25)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.26 Retreat/Picnic

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.26)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.27 News Paper & Periodicals

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.27)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.28 Bank Charges

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.28)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.29 Insurance Premium

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.29)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.30 Audit Fees

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.30)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.31 Legal Fees

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.31)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.32 Depreciation

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.32)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.33 Computer & Peripherals (Applicable for specific Project)

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.33)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.34 Office Equipment (Applicable for specific Project)

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.34)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.35 Furniture & Fixture (Applicable for specific Project)

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.35)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.36 Books (Applicable for specific Project)

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.36)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

4.1.37 Miscellaneous (Expenses)

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.37)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

C. Total Expenses

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.37)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

D. 2.2.01 Accounts Payable

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (2.2.01)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

Grand Total (C+D+E+F)

Account Code	Description	Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Remaining Balance
Total (4.1.37)		-	-	-	-	-	-	-	-	-	-	-	-	-	-

Note:

1. This form will be filled by Project Head and Accounts in Charge/Accountant or his authorized representative
2. Any changes/correction on any page of this project budget approval form should be made under full signature of Project Head, Accounts in Charge/Accountant, Treasures and Executive Director
3. Honorarium man month for Researcher should not be changed
4. Under the foreign component expenditure shall apply only to the project which will have provision for foreign expenditure involving D.Net financial management.
5. If fully reimbursable, expenditures on all line items will change with change in the exchange rate.

D.Net

Development Research Network

6/8 Humayun Road, Block: B

Mohammadpur Dhaka-1207 Bangladesh.

Telephone: 8124976, 9131424, 8156772

E-mail: info@dnet.org.bd, Website: www.dnet.org.bd

Chart of Accounts

Assets

1.1 Fixed Assets

- 1.1.01 Land & Building
 - Building
 - Land
- 1.1.02 Vehicle
 - Vehicle
- 1.1.03 Computer Peripherals
 - Computer & Peripherals
- 1.1.04 Office Equipment
 - Office Equipment
- 1.1.05 Furniture Fixtures
 - Furniture & Fixtures
- 1.1.06 Resource Materials
 - Resource Materials

1.2 Intangible Assets

- 1.2.01 Software
 - Software

1.3 Current Assets

- 1.3.01 Advance to Staff
 - Advance To Staff
- 1.3.02 Accounts Receivable
 - Accounts Receivable
- 1.3.03 Security Deposit
 - Security Deposit
- 1.3.04 Loan & Advance
 - Advance Income Tax
 - Fund Advance-PNGO
 - Loan & Advance (Assets)
 - Staff Loan & Advance
- 1.3.05 Inter Project Loan
 - Inter Project Loan (Assets)
- 1.3.06 Cash at Bank
- 1.3.07 Cash in Hand

Liabilities

2.1 Loan Accounts

- 2.1.01 Bank Loan
 - Southeast Bank Limited (Loan)

2.2 Current Liabilities

- 2.2.01 Accounts Payable
 - Accounts Payable
 - Audit Fees Payable

- Salaries/Allowances Payable
- Tax Payable
- VAT Payable
- 2.2.02 Loan & Advance
 - Loan & Advance (Liabilities)
- 2.2.03 Provident Fund
 - Provident Fund
- 2.2.04 Gratuity Fund
 - Gratuity Fund
- 2.2.05 Earn leaves Encashment Fund
 - Earn leave Encashment Fund
- 2.2.06 Health Insurance Fund
 - Health Insurance Fund
- 2.2.07 Inter Project Loan
 - Inter Project Loan (Liabilities)
- 2.2.08 Accumulated Depreciation
 - Accumulated Depreciation on Computer & Peripherals
 - Accumulated Depreciation on Furniture & Fixture
 - Accumulated Depreciation on Office Equipment
 - Accumulated Depreciation on Resource Materials

2.3 Fund Account

Fund Account

2.4 Income & Expenditure Account

Balance of Income & Expenditure Account

Income

3.1 Income

- 3.1.01 Foreign Grant/Donation
 - Foreign Grant/ Donation
- 3.1.02 Local Grant/Donation
 - Local Grant/Donation
- 3.1.03 Contribution/Overhead
 - Contribution (Income)
 - Overhead (Income)
- 3.1.04 Service Income
 - Service Income
- 3.1.05 Sales
 - Sales
- 3.1.06 Registration & Subscription fees
 - Registration & Subscription fee (Income)
- 3.1.07 Levy
 - Levy
- 3.1.08 Bank Interest
 - Bank Interest
- 3.1.09 Miscellaneous
 - Miscellaneous Income

Expenses

4.1 Expenses

- 4.1.01 Salaries/Allowances
 - Assistant Director
 - Deputy Director
 - Executive Director
 - Program Associate

- Program Director
- Project Coordinator
- Salaries/Allowances
- Senior Assistant Director
- Support Staff
- 4.1.02 Salaries/Allowances (PNGO)
 - Salaries/Allowances (PNGO)
- 4.1.03 Honorarium
 - Honorarium
- 4.1.04 Office Rent
 - Office Rent
- 4.1.05 Printing & Publication
 - Printing & Publication
- 4.1.06 Stationery
 - Stationery
- 4.1.07 Internet & Communication
 - Internet & Communication
- 4.1.08 Postal Charge & Courier
 - Postal Charge & Courier
- 4.1.09 Repair & Maintenance
 - Repair & Maintenance
 - TNT Connection
- 4.1.10 Conveyance
 - Conveyance
- 4.1.11 Traveling Allowances/Daily Allowances
 - Domestic Traveling/Daily Allowances
 - International Traveling/Daily Allowances
- 4.1.12 Seminar, Workshop, Meeting & Cultural
 - Seminar, Workshop, Meeting & Cultural Function
- 4.1.13 Research Expense
 - Research Expense
- 4.1.14 Training Expenses
 - Training Expenses
- 4.1.15 Staff Training & Development
 - Staff Training & Development
- 4.1.16 Contribution/Donation/Overhead
 - Contribution (Expenses)
 - Overhead (Expenses)
- 4.1.17 Registration & Subscription fees
 - Registration & Subscriptions fee (Expenses)
- 4.1.18 Entertainment/Refreshment
 - Entertainment/Refreshment
- 4.1.19 Utilities
 - Electricity, Water, Gas
 - Utilities
- 4.1.20 Generator Fuel
 - Generator Fuel
- 4.1.21 Advertisement
 - Advertisement
- 4.1.22 Miscellaneous
 - Contingencies
 - Miscellaneous Expenses
 - Office General Expense
- 4.1.23 Audio Visual Materials
 - Audio Visual Materials

- 4.1.24 Website Development & Management
 - Domain Registration fees
 - Web Hosting
 - Web Site Development
- 4.1.25 Medical Support to Staff
 - Medical Support to Staff
- 4.1.26 Retreat/Picnic
 - Retreat/Picnic
- 4.1.27 Newspaper & Periodicals
 - Newspaper & Periodicals
- 4.1.28 Bank Charges
 - Bank Charges
- 4.1.29 Insurance Premium
 - Insurance Premium
- 4.1.30 Audit Fee
 - Audit Fees
- 4.1.31 Legal fee
- 4.1.32 Depreciation
 - Depreciation on Computer & Peripherals
 - Depreciation on Furniture & Fixture
 - Depreciation on Office Equipment
 - Depreciation on Resource Materials
- 4.1.33 Computer & Peripherals
 - Computer & Peripherals (Expenses)
- 4.1.34 Office Equipment
 - Office Equipment (Expenses)
- 4.1.35 Furniture & Fixtures
 - Furniture & Fixtures (Expenses)
- 4.1.36 Resource Materials
 - Resource Materials (Expenses)

FLOW CHART FOR PROCUREMENT (GOODS & SERVICE)

Aim of Logistic Department

The aim of logistic department is to procure the items/equipments at right time, at right place and in right condition for smooth functioning of core and all projects.

Procedure/System of procurement

The following procedure/system is to be followed for procurement:

1. Raising the Demand/Memo/Requisition:

Individual user will raise/prepare the Demand/Memo/Requisition of required item/equipment and forward it to Division Head/Project Head for approval.

2. Action by Division Head/Project Head:

Divisions Head/Project Head will clarify the Demand/Memo/Requisition, determine the need for procurement and make sure that essential budget/fund are available. If budget /fund is available, Division Head/Project Head will give approval and sent the Demand /Memo/Requisition to logistic in-charge for make necessary procurement.

3. Action by Logistic In-charge:

On receipt of approved Demand/Memo/Requisition by Division Head/Project Head Logistic In-charge is to take the following actions:

- a) If the procurement is within BDT.500/-:
 - Get the approval from Head of Operations and make the procurement.

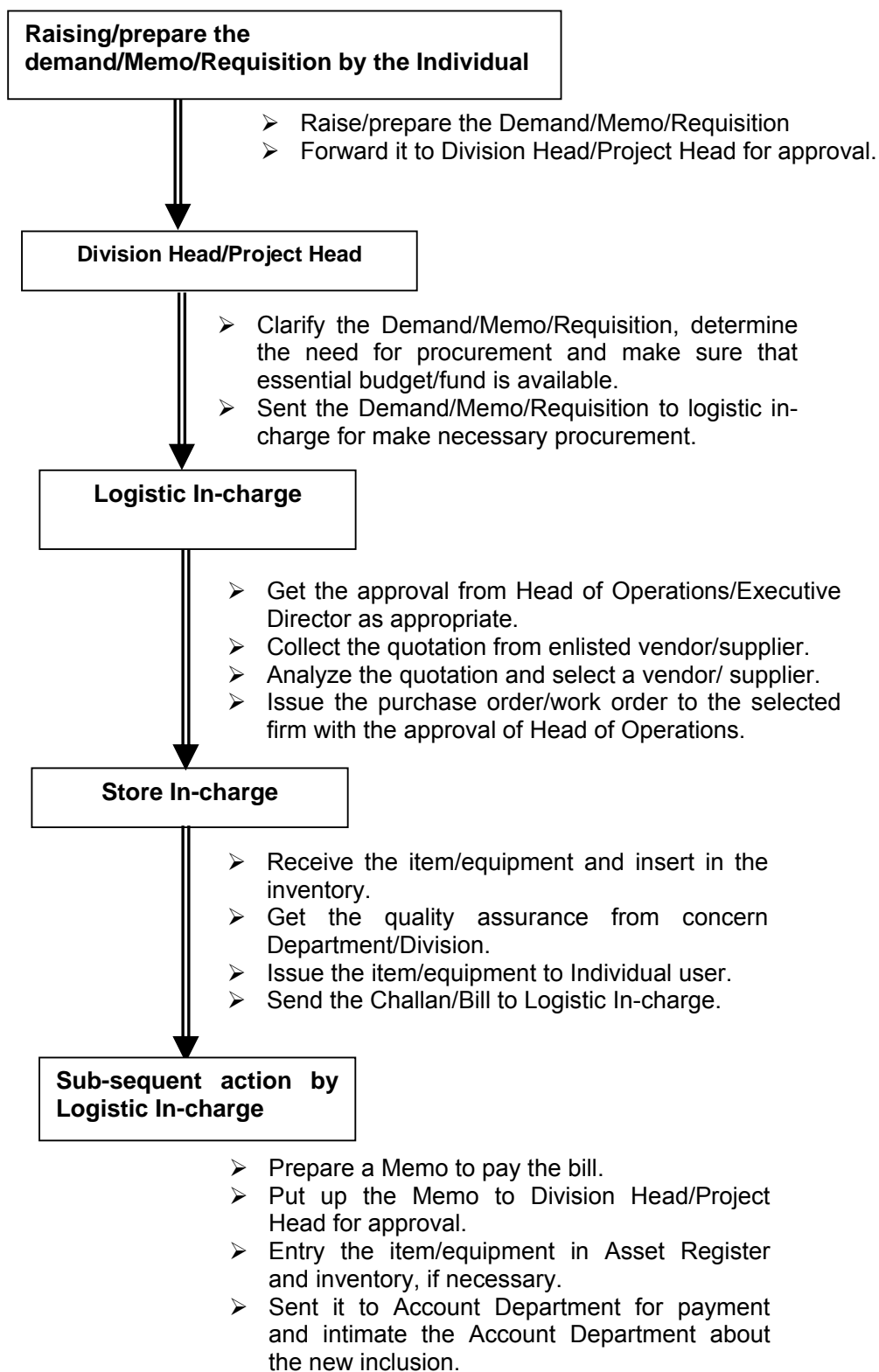
- b) If the procurement is between BDT.500/- to 10,000/-:
 - Get the approval from Head of Operations.
 - Collect the spot quotation from enlisted vendor/supplier and make the procurement.

- c) If the procurement is between BDT.10,001/- to 50,000/-:
 - Get the approval from Head of Operations/Executive Director as appropriate.
 - Collect the quotation from at least three enlisted vendor/supplier.
 - Analyze the quotation and select a vendor/ supplier.
 - Issue the purchase order/work order to the selected firm with the approval of Head of Operations.

- b) If the procurement is between BDT .50, 000/- to BDT 300,000/:
- Forward to Executive Director through Head of Operations for formation of a procurement committee.
 - Collect the quotation from enlisted vendor/ supplier.
 - The procurement committee will analyze the quotation and select a vendor/ supplier.
 - The chairperson of procurement committee will inform the committee's decision to Executive Director. There after Logistic in-charge will issue the purchase order/work order.
- c) If the procurement is above BDT 300,000/-:
- Forward to Executive Director through Head of Operations for formation of a procurement committee.
 - Advertise in the newspaper or as per donor requirement for tender.
 - The procurement committee will analyze the quotation and select a vendor/ supplier following the practiced procedure.
 - The chairperson of procurement committee will inform the committee's decision to Executive Director. There after Logistic in-charge will issue the purchase order/work order.
4. Action by Store In-charge:
- Receive the item/equipment from vendor/ supplier.
 - Get the quality assurance from concern Department/Division and get the functional test satisfactory report from specialist incase the item/equipment is of IT related or in technical nature.
 - Issue the item/equipment to Individual user.
 - Send the Challan/Bill to Logistic In-charge along with the quality assurance certificate/functional test satisfactory report.
5. Sub-subsequent action by Logistic In-charge:

On receipt of Challan/Bill along with the quality assurance certificate/functional test satisfactory report, Logistic In-charge is to take the following actions:

- Prepare a Memo to pay the bill.
- Put up the Memo to Division Head/Project Head for approval.
- Entry the item/equipment in Asset Register and inventory, if necessary.
- Sent it to Account Department for payment and intimate the Account Department about the new inclusion.



Terms of Reference (ToR) of Audit Committee of the Governing Body of D.Net

1. Introduction

The Audit Committee of the Governing Body of D.Net hereinafter, referred to as “Audit Committee” or “Committee”, is a committee formed by the Governing Body of D.Net as independent from the Executive Committee of D.Net. The primary purpose of the Audit Committee is to assist the Governing Body in the proper discharge of its responsibilities with regard to the fairness of financial reporting and in providing assurance towards the effectiveness of internal control.

2. Scope

The Audit Committee will have the explicit authority to evaluate Financial Statements as to its fairness of presentations and adequacy of disclosures. All the activities of D.Net, funded from whatever source, will fall within the scope of the Audit Committee as to its financial reporting and related internal control matters. The Internal Control activities of D.Net as a whole will fall under the purview of the Audit Committee. The “Financial Statements” referred to as above will mean the Financial Statements required as per statutory requirements of the country where it operates. The definition and scope of “Internal Control” will be the same as has been defined in the “Internal Control –Integrated Framework” of the Committee for Sponsoring Organizations of the Treadway Commission of USA commonly known as COSO.

3. Specific Responsibilities

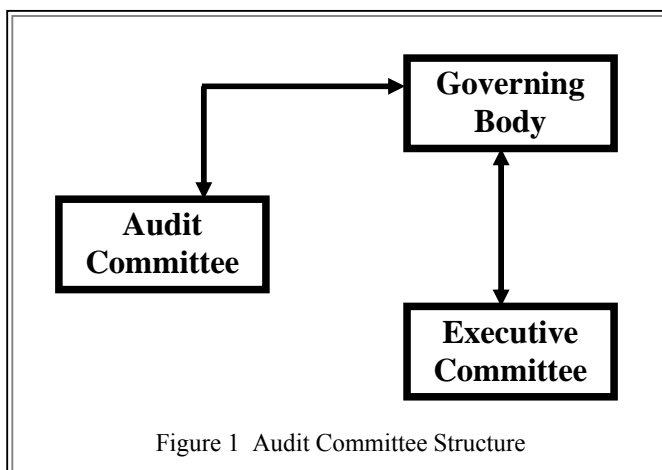
- 3.1 The Audit Committee will review the Financial Statements and provide opinion to the Governing Body with special reference to:
 - a. Fairness of presentations and adequacy of disclosures;
 - b. Completeness of accounting policies and procedures followed;
 - c. Qualifications of Audit Report if any;
 - d. Adjustments/ passed as per the recommendations of the auditor;
 - e. Compliance with the relevant accounting and reporting standard; and
 - f. Any other matters considered material by the Committee.
- 3.2 Recommend the appointment of External and Internal Auditors and their terms of references.
- 3.3 Review the Internal and External Auditors’ reports/ views on Internal Control systems and follow-up actions.
- 3.4 Evaluate Internal Control Systems of D.Net from time to time and recommend improvement actions where the Committee considers appropriate and report the material deficiency to the Governing Body.

The Committee will conduct an exit meeting with the auditors at the end of each statutory audit and provide its opinion to the Governing Body on independence of Auditors, Financial Statements and related internal control matters. The Audit Committee will provide advices to resolve the audit disputes if any.

4. Committee Structure

The Audit Committee will comprise maximum five members including a Chairperson and a Member Secretary. Beside the Chairperson, there will have one ‘independent member’ from outside the management of D.Net (two if total members of the Committee are five) and one ‘internal member’ from the Governing Body of D.Net. The Member Secretary to the Audit Committee will be deputed by the Governing Body of D.Net.

The Chairperson will be a person from outside the management of D.Net who have no or did not have any 'office of profit' or any business relations with D.Net. The Chairperson needs to be financially literate person having minimum ten years' practical experience in financial management, accounting and financial reporting with at least three years in senior management positions in any prominent organization(s). The independent member(s) also need(s) to be financially literate person having minimum ten years' practical experience in financial management, accounting and financial reporting.



The Audit Committee will be appointed for two years and will be considered for renewal by the Governing Body at least six months before the expiry of the tenure.

In order to ensure the independence of the Audit Committee, the Governing Body of D.Net reserves the right to appoint and terminate any member of the Audit Committee. Any changes to the constitution and ToR of the Committee shall be done through formal approval of the Governing Body by passing resolution in its meeting.

5. Access

The Audit Committee members have rights of access to all of the D.Net records, and information which it considers necessary to fulfill its responsibilities. The Chairperson of the Audit Committee has right to contact the Chairperson of the Governing Body and the Executive Director.

The Chairperson of the Audit Committee has right to communicate external auditors regarding any matters related to risk management, control and governance. In turn, the external auditors may directly communicate the Audit Committee with requests for any information or records needed to discharge their responsibilities or may share their observations.

6. Responsibilities of D.Net Management

The D.Net Management will provide all records and information to the Committee as and when necessary and will provide responses/explanations to the queries of the Committee within 7 days or within the days as the Committee may extend. The D.Net Management will facilitate the Committee with adequate resources necessary to fulfill its responsibilities.

7. Special Reviews or Investigations

The Audit Committee may conduct special reviews or investigations as it may decide from time to time or in response to request by the Governing Body or the Executive Committee, provided they are not in conflict with the objective of the Committee. The D.Net management will provide necessary resources to perform the special reviews or investigations.

8. Reporting

The Committee will present an “Audit Committee Report” annually to the Governing Body of D.Net expressing its opinion on its evaluation of financial statements, internal control practices and any other matters the Committee may think fit to inform.

9. Meeting

The Audit Committee will meet quarterly, preferably fifteen (15) days before the commencement of the quarterly Governing Body Meeting. In addition, the Chairperson may call special meeting any time as he/she may considers necessary from time to time or in response to any request by any Member of the Committee or the Governing Body. The Chairperson can delegate his/her role as Chairperson to any of its independent members to act on his/her behalf for the purpose of accomplishing the activities of the Committee. The Member Secretary will serve at least 15 day’s notice in consultation with the Chairperson. The Chairperson can call an urgent meeting on short notice as and when necessary.

10. Effective Date

The Terms of Reference (ToR) will come in to force with retrospective effect from 18th October 2008. The existing Audit Committee (1st Audit Committee) will be considered as deemed to have been constituted under this Terms of Reference.

11. Audit Committee – proposing the ToR

Chairperson	Mr. Gopal Chandra Ghosh FCA, CMA Finance Controller Lafarage Surma Cement Ltd.	-----
Member	Mr. M. Shafiqul Islam Additional Director, CPD	-----
Member	Dr. Sarwar Uddin Ahmed Treasurer, D.Net	-----
Member Secretary	Mr. Ajoy Kumar Bose Head, Institutional Affairs D. Net	-----

12. Approval of ToR

SIGNED ON BEHALF OF THE GOVERNING BODY

Chairperson	Mr. Toufic Ahmad Choudhury D.Net	----- -----
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INFORMATION DISCLOSURE POLICY

Of

D.Net

First Version

Approved by Governing Body on July 04, 2009

Content

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The policy

A. Preamble

1. D.Net believes that information, which is generated and obtained using public money, should be fully disclosed for all for ensuring people's access to that information and for ensuring transparency and accountability as well as public participation in effective use of public money. D.Net has been working since its inception for prompting access to information for improvement of livelihoods of poor people, for improving good governance and for ensuring human rights. D.Net's vision and mission statement also manifest this belief. Enactment of Right to Information Act (RTIA), 2009 is a victory of people of Bangladesh towards that end. The unique feature of Bangladesh's Act, despite its limitations, is that it brings under jurisdiction not only the government, but also the non-government organisations, which works with public money for full information disclosure with some exemption. As the culture of disclosure develops, D.Net believes that the exemption list will be reduced. D.Net also believes that for-profit organisations, whose activities affect people,s life, should also be brought under the law.
2. In according to the section 2(2) (5) of RTIA 2009, D.Net is an institution, which is bound to disclose all information related to its activities with public money. As a promoter of people's right to know, D.Net's board and management felt that it is the responsibility of the institution to comply with the provisions of the law and set a mechanism to disclose its information to the public and set example to other non-government and government institutions.
3. In the process of developing mechanism of information disclosure, D.Net also wishes to collaborate with Information Commission, government entities and like-minded non-government institutions for creating an environment, where discloser will serve the ultimate purpose of making Bangladesh poverty-free.

B. Definition:

4. In this Information Disclosure policy, the following words and expression have the following meanings, unless a different intention appears from the subject or context :
 - a) Information: For the purpose of this policy, information is defined as printed or electronic materials that provide knowledge about D.Net's activities, including programmes and operations and knowledge products produced by D.Net.
 - b) Information officer (IO): A person, who shall be appointed by Operations Division's Human Resource Management Wing of D.Net, and responsible to implement Information Disclosure Policy and shall work as it is mentioned in section 23 of this policy. Depending on the requirement there shall be more than one information officer.
 - c) Information Seeker (IS): A person (both natural and juridical), who is a citizen of Bangladesh, regardless of her/his relationship with D.Net, shall seek information which belongs to authority of D.Net.
 - d) Information Disclosure Unit (IDU): The place, within D.Net premises, where IO will conduct activities.
 - e) Appeal Authority (AA): Executive Director of D.Net shall act as Appeal Authority.
 - f) Working Committee (WC): A committee created as per Section M of this policy, which is responsible to facilitate implementation of this policy.
 - g) Executive Committee (EC): A management committee of D.Net, established by the governing body as per Article 10.3 of the Memorandum of Association (MOA) and Rules and Regulations of D.Net.
 - h) Governing Body (GB) : The highest decision making body of D.Net (as per Article 6.2 of the MOA) between two bi-annual general meeting for providing strategic guideline to D.Net executive team.

- i) Information Commission (IC): IC is an independent statutory institution which is formed by section 11 of RTIA 2009.
- j) RTIA, 2009: Right To Information Act 2009 as it is published in Bangladesh Gazette on May 6, 2009.
- k) Application Form (AF): A prescribed format, developed by D.Net as per guideline provided in Article 8 of the RTI Act, 2009 for seeking a particular information.
- l) Appeal Application Form (AAF): A prescribed format, developed by D.Net as per guideline provided in Article 8 of the Act, for seeking remedy for a grievance in the process of seeking information from the IO(s).

C. Declaration of Policy

- 5. D.Net's Information Disclosure Policy (hereinafter referred to as the policy) is intended to ensure that information, concerning D.Net's programmes and operations, is available to the public except for limited information that is deemed confidential as set out in this policy in the light of RTIA 2009. Public access to comprehensive and timely information generated by D.Net, will continue to facilitate good governance, at the same time create example to other institutions. As a champion of people's right to know D.Net's proactive information disclosure is very extensive, through its corporate website and individual programmes' websites. However, those disclosure is now being streamlined under RTIA 2009. Therefore, this policy codifies principles, practices and procedures concerning with Information Disclosure by D.Net.
- 6. This policy has been developed taking into account RTIA 2009. The policy has been modified by D.Net staff members, members of the Executive Committee and the Governing Body. Appropriate approval has been taken for implementation of the policy from the Governing Body in its Annual meeting held on July 04, 2009.
- 7. This policy shall be applied to D.Net and to those associated Programmes administered by D.Net. This policy shall be available on the D.Net corporate website as well as on the websites of various programmes of D.Net.

D. Categories of Information

- 8. The information generated by D.Net will be classified according to the following matrix:

	Proactively disclosed Information (category 1)		Information to be provided on request (category 2)				Information to be kept undisclosed until further notification (category 3)
	Get copy		See and take note		Get copy		
	Priced	Free	Priced	Free	Priced	Free	
Web							
Print							
CD							
Other							

Information for each category will be published under three divisions of D.Net: Operations, Knowledge Management Division (KMD) and Research and Programme Division (RPD).

- 9. List of information, which will be proactively disclosed (category 1), will be determined by the working committee on Information Disclosure Policy and approved by the Executive

- Committee. The list will be updated every six months. The list will be published separately (not as a part of the policy) on the corporate website.
10. List of information, which will be provided on request (category 2), will be determined by the working committee on Information Disclosure Policy and approved by the Executive Committee. The list will be updated every six months. The list will be published separately (not as a part of the policy) on the corporate website.
 11. List of information, which will be kept undisclosed until further notification (category 3), will be determined by the working committee on Information Disclosure Policy and approved by the Executive Committee and subsequently by the Governing Body. The list will be updated every six months. The list will be kept unpublished.

E. Place and Person for Getting Information

12. On the corporate website of D.Net (www.dnet.org.bd), there will be a link titled “Your Right to Know”, where the following sub links will be available:
 - a. Basic information on Right to Information
 - b. Information Disclosure Policy
 - c. Information Available under Pro-active Disclosure Policy (free of cost)
 - d. Information Available under Pro-active Disclosure Policy (priced)
 - e. Information Available on Request (free of cost and priced)
 - f. Appeal Process
13. If the required information is not available on the D.Net website, a person can contact to the IO (Information Officer) in the Information Disclosure Unit of D.Net, holding address – 6/8 Humayun Road, Block – B, Mohammadpur, Dhaka 1207, Bangladesh physically and submit an application form available in the office.
14. Other means of seeking information:
 - a. Through filling application form available on the web by on-line submission
 - b. By sending an email to the information officer using the application format available on the web. The email address is: iofficer@dnet.org.bd

F. Language and Form of the Information

15. The information mentioned in section D is available in at least one of the two working language of D.Net (English and Bangla), depending on the official or working language of project or Programme publishing the information. D.Net shall provide or disclose the information as it is published, printed or stored in soft form. Hence D.Net shall not be responsible to translate or convert the requested information from one language to another. Any sort of conversion, if possible, will be subject to additional price.

G. Confidential Information

16. D.Net recognises that in certain situations, sensitive information relative to the political/economical/social/research and/or other relative context will remain confidential. In these instances, there are usually other documents/frameworks relating to the D.Net’s Programme that shall not be available to the public as per Section 7 of RTIA, 2009.
17. While D.Net is committed to have an open and transparent Information Disclosure System in a place, there are legal, operational and practical consideration that are necessary to preserve the organisation’s interests as well as those of its staff and its various partners.
18. As therefore, information, which has direct link with section 7 of RTIA 2009, under the following categories is deemed confidential and hence not available to the public :
 - (a) Information received from and sent to the third party under the

- expectation of confidentiality (Article 7, nha (Y), RTIA, 2009).
- (b) Information whose disclosure is likely to endanger the safety or security of any individual, violates his or her rights, or invades his or her privacy (Article 7, ja (R) and jha(S), RTIA, 2009).
- (e) Internal inter-office or intra-office document, including emails and draft documents (Article 7, nha(b), RTIA, 2009).
- (f) Information where disclosure would harm either the financial interests of D.Net or those of other parties involved (Article 7, unga(0), RTIA, 2009).
- (g) Information related with third party whose disclosure is likely to endanger the Intellectual Property thus may occur financial or commercial lose (Article 7, gha (N), RTIA, 2009).
- (j) Information relating with incomplete or undone procurement (Article 7, ta (U), RTIA, 2009).
- (k) Prior information relating question papers and result with recruitment process of D.Net (Article 7, dha(a), RTIA, 2009).
- (l) Any matter under internal investigation whether it is for disciplinary measures or for any other purposes (Article 7, thha(_), RTIA, 2009).
- (m) Any other information, deemed subject to any other sub-article of RTIA, 2009, which are not mentioned above.

H. Application Procedures for Seeking Information

19. This policy contains one standard Application Form (AF) (Given in the annex 1)for general application procedures and one Appeal Application Form (AAF) (Given in the annex 2).
20. Application forms shall be available at the corporate website free of cost as well as at the Information Disclosure Unit for a nominal price.
21. IS shall buy application form paying BDT 2 each from IDU.
22. IS shall fill up the application form and then submit to the IO on the working day of D.Net, otherwise IO shall not be responsible to accept the application of Information seeker.
23. Each IS will be given a receipt of application form which will contain a date of providing of requested information, subject to provision under Section G of the policy and Article 7 of the RTIA, 2009.
24. Every Information Seeker will be acknowledged and entitled to get response from either IO or ED within 10 days of submitting application about the status of delivery.
25. Each information request will be entertained as per provision of the article 9 of RTIA, 2009

I. Price of the Information and Payment Procedure

26. If the price of the information is mentioned in the list as of section D of the IDP, IO shall provide the information as immediate as the price of the information is paid on or before 5th day of the request.
27. If the price of the information is not mentioned, then IO, in consultation with the head of KMD, shall inform the Information Seeker on or before 5th day of the request and the Information Seeker shall deliver the mentioned or informed price of information on or before 20th day of the request, otherwise or unless application shall be denied.

28. For pricing of information on request following guideline shall be followed by the IO:
- a. Processing charge: BDT 10-100/page (Depending on processing time and resource involved)
 - b. Printing charge: BDT 5/page
 - c. Photocopy charge: BDT 3/page
29. As the online payment system is not available in Bangladesh at the moment of publication of this policy, for any information priced, the payment should be made physically in cash at the address mentioned in the article 13 of the policy. Online payment is only applicable for the knowledge products of D.Net sold through www.bdresearch.org.bd. No bank draft, pay order or bank transfer will be accepted due to low volume of transfer, which is loss incurring for the organisation.

J. Timeline of providing information

30. If the information is only related with D.Net, IO shall provide it on or before 20th day of the request.
31. If the information is related with third party or parties, then IO shall provide it on or before 30th day of the request.
32. If the information is related with life or death, arrest and free from imprisonment of any individual of D.Net, then IO shall provide it within 24 hours.
33. If required information is related with third party or parties, IO shall communicate with third party or parties within 5 days of submission of application and then within immediate next 5 days IO shall communicate with the IS whether the information would be provided or not.

K. Refusal of Providing Information

34. If the refusal of providing information is caused due to confidentiality of the information, as it is mentioned in section G of the policy, IO shall contact with IC to get proper authorisation of refusal. And then provide the causes of refusal to the IS.
35. Otherwise IO cannot refuse IS to provide information without the permission of IC by providing proper reason.

L. Appeal Authority and Process

36. If an IS is not satisfied with the reason of refusal to provide information requested by the IO, s/he can appeal to the Executive Director of D.Net.
37. ED shall act as Appeal Authority of D.Net who shall be responsible to answer appeal application within or before 15 days.
38. This policy contains one Appeal Application Form (AAF) (Given in the annex 2).
39. Appeal application forms shall be available at the corporate website free of cost as well as at the Information Disclosure Unit for a nominal price.
40. IS shall buy an appeal application form paying BDT 2 each from IDU.

41. IS shall fill up the appeal application form and then submit to the AA on the working day of D.Net, otherwise AA shall not be responsible to accept the application of Information seeker on that day.
42. Each IS will be given a receipt of appeal application form which will contain a date of reply on the appeal, subject to provision under Section G of the policy and Article 2 and 7 of the RTIA, 2009.
43. Every Information Seeker will be acknowledged and entitled to get response from AA within 20 days of submitting application about the status of appeal.
44. Each information request will be entertained as per provision of the Section 7 of the RTIA, 2009 (Article 24 – 29).
45. In the context of implementing of this IDP, ED or Appeal Authority shall have following responsibilities
 - To provide necessary assistance to the head of KMD
 - To mitigate the dispute between IDU (Information Disclosure Unite) and IS, IC and other relevant body or bodies.
46. The decision of the AA, who shall be considered as the final verdict from the D.Net, any aggrieved IS can complain to the IC. IO shall inform the address and person whom to complain.

M. Working Committee

47. The mandate of the working committee is to observe the implementation of the Information Disclosure Policy and to provide suggestions to the IO(s) relating to information disclosure. It shall also rectify any inconsistency between FIG of D.Net and IDP. It shall also rectify inconsistency between the IDP and RTIA, 2009 and its rules.
48. The WC's primary function is to determine whether D.Net's Information Disclosure Policy has been properly applied.
49. The WC may also develop, as appropriate, more detail mechanism and procedures for the review the implementation of the Policy and provide recommendation to the EC on changes which should be made, as well as re-examine the policy every six months in the light of operational and other changes within D.Net in connection with provision of IC and RTIA 2009.
50. The WC will prepare a half yearly report to the EC, thereafter EC will consider the report to finally submit to the GB of D.Net.
51. The WC shall consist of five members, all appointed by the Executive Committee of D.Net: ED, Head of KMD, IO, one member of GB, one member of general staff members.
52. The chair of the WC shall be member of Governing Body of D.Net, who will be invited by EC of D.Net.
53. Members will serve for a term of one year, which may be extended for another term at the discretion of the EC of D.Net. Appointments will be made at the expiry of the term of a member any time during the course of the year or when a vacancy arises.

54. Members will be selected on the basis of the following criteria

- Keen understanding of RTIA 2009
- Keen understanding of D.Net's policies, structures, programmes and operations at all levels
- Thorough knowledge of and familiarity with information disclosure policy and access to information polices.
- Proven ability to work with D.Net's partners.

55. The WC will meet minimum once in every three months. But ED shall request the chair of WC to call a meeting if any crises arise.

N. IO (Information Officer) and other Important Responsible Body of IDP

56. IO (Information Officer) shall be one regular employee of D.Net who has entitled regular status for last six months with following qualifications :

- Keen understanding with RTIA 2009
- Keen understanding with all the official activates and information regarding the all programmes and projects of D.Net
- Precise knowledge of "Information Disclosure Policy" of D.Net and its implementation action plan

57. IO shall be obliged to maintain following responsibilities :

- To communicate with IS
- To submit weekly, monthly and annual report to the head of KMD (Knowledge Management Division)
- To communicate with IC (Information Commission) as and when necessary
- To communicate with third party or parties regarding the application requirement of the Information seeker
- To keep record of all the information transactions through a register
- To inform aggrieved IS, if any, the address and person whom to complain
- To work for implementing IDP precisely.

58. The head of the KMD shall be responsible for providing all necessary assistance to the IO.

59. In the context of implementing of IDP, the head of the KMD shall have following responsibilities:

- To provide necessary assistance to the IO and other head executives of different projects and programmes of D.Net in relation with storing, maintaining and updating their own database.
- To submit half yearly and annual report to the ED or Appeal authority and WC.

60. In the context of the implementing of IDP, The Working Committee shall provide six-month report to the EC of D.Net and provide necessary assistance to the all related bodies of IDP; hence thereafter EC will submit the annual report to the GB of the D.Net.

61. In case of failure of the responsibilities of any body of IDP, each body shall entertain the penalty as it is guided by FIG .

O. Inconsistency

62. If any inconsistency takes place between IDP and FIG, the IDP shall be prevailed. If any inconsistency takes place between any provision of IC, RTIA 2009 and IDP, provision of IC and RTIA 2009 shall be prevailed. The identified inconsistency will be rectified by the WC.

P. Accountability

63. In the context of implementation of IDP,
- IO shall be accountable to the head of KMD through the FIG and IDP
 - Head of KMD shall be accountable to the ED and WC through FIG and IDP
 - ED or Appeal Authority shall be accountable to the EC and IC, and
 - WC shall be accountable to the EC and
 - Finally EC shall be accountable to the GB of D.Net.

Annexes: Forms

Annex 2.1 Application Form for Information Request

Application Form for Information Request

1	Date of Application								
2	Last Name*								
3	First Name								
4	Name of organisation (where applicable)								
5	Address*								
6	Tele-phone*:		Fixed		Cell				
7	E-mail		official		personal				
8	Description of the required Information								
9	Mode of Getting Information		<input type="checkbox"/> See and take note						
			<input type="checkbox"/> Get copy**>>	<input type="checkbox"/> Email	<input type="checkbox"/> Printed copy	<input type="checkbox"/> Photocopy			
10	Signature of the Applicant								
For official Use Only									
1	Type of information [Put √ in appropriate cell]								
		Proactively disclosed Information (category 1)		Information to be provided on request (category 2)			Information to be kept undisclosed until further notification (category 3)		
		Get copy		See and take note		Get copy			
		Priced	Free	Priced	Free	Priced			Free
	Web								
	Print								
	CD								
	Other								
2	Involvement of Third party	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Name of the Third party					

3	Status of Exemption	<input type="checkbox"/> Exempted	No of Article of IDP/RTIA, 2009	
4	Status of application	<input type="checkbox"/> Accepted for delivery		<input type="checkbox"/> Accepted for refusal
		Reason for refusal		No of relevant article of IDP/RTIA
5	Date of delivery [as per RTIA, 2009]	<input type="checkbox"/> To be collected physically	<input type="checkbox"/> To be seen and noted	
6	Mode of delivery	<input type="checkbox"/> To be sent via email	Email	
7	Name of IO			Signature of IO

Annex 2.2 Application Form for Appeal

Application Form for Appeal

1	Date of Application			
2	Last Name*			
3	First Name			
4	Name of organisation (where applicable)			
5	Address*			
6	Tele-phone*:	Fixed		Cell
7	E-mail	official		personal
8	Description of the requested Information			
9	Mode of Getting Information	<input type="checkbox"/> See and take note		
		<input type="checkbox"/> Get copy**>>	<input type="checkbox"/> Email	<input type="checkbox"/> Printed copy
				<input type="checkbox"/> Photocopy
10	Type of Grievance	<input type="checkbox"/> Refusal to receive application	<input type="checkbox"/> Refusal to provide information	
		<input type="checkbox"/> Unrealistic price of information	<input type="checkbox"/> Received incomplete information	
		<input type="checkbox"/> Received wrong or misguided information	<input type="checkbox"/> Other (please specify)	
11	Description of grievance			
10	Signature of the Applicant			

For official Use Only

1	Status of Exemption	<input type="checkbox"/> Exempted	No of Article of IDP/RTIA, 2009	
2	Status of application	<input type="checkbox"/> Accepted		<input type="checkbox"/> Not accepted
		Reason for refusal		No of relevant article of IDP/RTIA
3	Report on Investigation			
4	Decision and instruction to the IO			
7	Name of Appeal Authority (AA)			Signature of AA

Top sheet for Approval of a Paper

[to be filled in by Author]		
Name of the paper		
Author's Name		
Author's contact		
[to be filled in by the Head of the Publications]		
Date of receipt		
Date of sending to Head of Editorial Board		
To be filled in by Head of Editorial Board		
Date of sending to the Reviewer		
Name of the Reviewer		
Contacts of the Reviewer		
To be filled in by Reviewer		
Publishable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, in what form?	publishable in current form	<input type="checkbox"/>
	publishable in current form with minor editing. (Edits mentioned or done by Reviewer)	<input type="checkbox"/>
Editing Requirements [if other than in the paper in tracking mode]	Publishable with major revision. (Editing requirements are mentioned in tracking mode with hints.)	<input type="checkbox"/>
	Not publishable.	<input type="checkbox"/>
Category of publication	Book/Monograph:	<input type="checkbox"/>
	Research Paper Series:	<input type="checkbox"/>
	Occasional Paper Series:	<input type="checkbox"/>
	Working Paper Series:	<input type="checkbox"/>
	Research Notes Series:	<input type="checkbox"/>
	Innovative Solutions Series:	<input type="checkbox"/>
Signature of the Reviewer		
Date of sending to the Head of Publications		

**Price per forma
applicable for the period of FY 2008**

Sl number	Number of forma	Primary Price (BDT)	Rounded up Price	Price for the web	Rounded up Price for the web
1.	1	45	45	22.5	30
2.	2	60	60	30	30
3.	3	70	70	35	35
4.	4	80	80	40	40
5.	5	95	100	50	50
6.	6	105	100	50	50
7.	7	115	120	60	60
8.	8	130	150	75	75
9.	9	140	150	75	75
10.	10	150	150	75	75
11.	11	165	200	100	100
12.	12	175	200	100	100
13.	13	185	200	100	100
14.	14	200	200	100	100
15.	15	210	200	100	100
16.	16	220	200	100	100
17.	17	230	250	125	125
18.	18	245	250	125	125
19.	19	260	250	125	125
20.	20	270	300	150	150
21.	21	280	300	150	150

Detailed calculation is shown in Annex 3

Appendix - 3

Detailed calculation

Forma no	cost per Forma	Printing and Binding cost	Total labour cost	Overhead cost	Total cost	Multiplied by 100%	Profit margin	Total amount with profit for 500 unit	Per unit cost	Rounded up Price	Rounded up Price for the web
		(A)	(B)	(C)	(D)	(E)	(F)	(T)			
1	500	7500	8000	1600	9600	19200	3840	23040	46.08	45	30
2	500	9000	10000	2000	12000	24000	4800	28800	57.6	60	30
3	500	10500	12000	2400	14400	28800	5760	34560	69.12	70	35
4	500	12000	14000	2800	16800	33600	6720	40320	80.64	80	40
5	500	13500	16000	3200	19200	38400	7680	46080	92.16	100	50
6	500	15000	18000	3600	21600	43200	8640	51840	103.68	100	50
7	500	16500	20000	4000	24000	48000	9600	57600	115.2	120	60
8	500	18000	22000	4400	26400	52800	10560	63360	126.72	150	75
9	500	19500	24000	4800	28800	57600	11520	69120	138.24	150	75
10	500	21000	26000	5200	31200	62400	12480	74880	149.76	150	75
11	500	22500	28000	5600	33600	67200	13440	80640	161.28	200	100
12	500	24000	30000	6000	36000	72000	14400	86400	172.8	200	100
13	500	25500	32000	6400	38400	76800	15360	92160	184.32	200	100
14	500	27000	34000	6800	40800	81600	16320	97920	195.84	200	100
15	500	28500	36000	7200	43200	86400	17280	103680	207.36	200	100
16	500	30000	38000	7600	45600	91200	18240	109440	218.88	200	100
17	500	31500	40000	8000	48000	96000	19200	115200	230.4	250	125
18	500	33000	42000	8400	50400	100800	20160	120960	241.92	250	125
19	500	34500	44000	8800	52800	105600	21120	126720	253.44	250	125
20	500	36000	46000	9200	55200	110400	22080	132480	264.96	300	150
21	500	37500	48000	9600	57600	115200	23040	138240	276.48	300	150