



NAV BHARAT JAGRITI KENDRA

COMMON CHARGING POLICY (CCP)

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COMMON CHARGING POLICY (CCP)

AN INTRODUCTION TO COMMON CHARGING POLICY AT NBJK

NBJK (Nav Bharat Jagriti Kendra) has been working since year 1971 for the integrated development of marginalized community in Bihar & Jharkhand. In those 43 years assets and infrastructure has got mobilized/ created (such as vehicles, training centres buildings, office buildings, canteen, kitchen, guest rooms, computers and LCD projectors, cameras etc.) under different projects, which are utilized for smooth implementation of the running programmes too. Regular maintenance costs are incurred to keep these assets in order and in good working condition or for replacement. Also there are many staffs who are not working only for one project but whose services are utilized in many projects and their salary & benefits are shared in different projects. Such staffs are Secretary, Executive Director, Treasurer (these present board members are giving full time to NBJK and doing no other job), Accountants, Manager Finance, Assistant Manager Finance or Accounts in Charge in different branches, Guards, Peons, Drivers, Doctors, Engineers etc.

As hiring & maintenance of equipments, infrastructure and services are becoming costly day by day and there is no operational flexibility in hiring, own assets creation and their proper utilization become inevitable to run the institution smoothly. To streamline the services generated through available resources and for continuation of the process, NBJK needs a CCP or Common Charging Policy that stresses over quality, economy and monitoring of the practice for judicious allocation, regular updating and finally the contribution it provides to enrich the programme in favor of beneficiaries. NBJK has preferred a uniform CCP to avoid any confusion within and misinterpretation of the instructions issued by the management.

The CCP deals with the charges and their proper allocation to meet up the facilities NBJK makes available to people come under the ambit of its programmes. These facilities are related to food, staying, conveyance, vehicle, generator, projector, mobile phone, training hall, workshop/ seminar venue, photo copy, computer, internet, camera and documentation etc. to facilitate a hurdle free working environment for trainees, visitors, monitors, guests, donors, faculties, government officials and all who come to NBJK officially. This has a set of rules introduced for the provisions offered with a result oriented mechanism for division of time, personnel, their competence and a rate chart subjected for revision from time to time.

The CCP of NBJK works upon the line of hierarchical communication that filters the message right from the first point of information by the Programme Manager to office and ensures involvement of rest of the key persons in a work chain evolved for facilities going to be disbursed against the charges decided by NBJK management. This provides a clear picture for decision making and add for an efficient work culture as needed always.


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PROCEDURE :

As per accounting guideline, Branch Manager (BM) / Programme Manager (PM) & Finance Manager (FM) prepare annual budget for their Project or Department and take approval from Executive Director. After that, monthly budget also prepared by BM / PM and FM according to month need and take approval from Executive Director.

After getting approval of budget, BM / PM and FM will inform office, regarding office requirement of following CCP heads. Office Manager issues a bill/ receipt after completion of activity and at the same time the Office Manager takes advance against the concerned persons bill/ receipts. BM / PM and FM will settle this advance by charging the activity from concerned Project.

CHARGING RATES

LODING RATE CHART :

S.No.	PLACE	PARTICULARS	CONTRIBUTION RATE (in Rs.)
1.1	HAZARIBAG	HALL NO. 1	Rs. 1,500/- per day
1.2	HAZARIBAG	HALL NO.2	Rs. 2,000/- per day
1.3	HAZARIBAG	BED CHARGE	Rs. 150/- per day per person
1.4	HAZARIBAG	GUEST ROOM (Double Bed)	Rs. 400/- per day
2.1	RANCHI	NON AC HALL	Rs. 3,000/- per day
2.2	RANCHI	AC HALL	Rs. 5,000/- per day
2.3	RANCHI	BED CHARGES	Rs. 200/- per day per person per bed
3.1	DUMKA	MEETING HALL CHARGE	Rs. 5,000/- per day
3.2	DUMKA	PROJECTOR	Rs. 1,500/- per day
3.3	DUMKA	LAPTOP	Rs. 500/- per day
3.4	DUMKA	FOODING (SNACKS & LUNCH)	Rs. 150/- per day
3.5	DUMKA	ACCOMODATION	Rs. 500/- per day
3.6	DUMKA	BIKE HIRING CHARGE	Rs. 1,200/- per month (Excluding maintenance and servicing)
3.7	DUMKA	BIKE HIRING CHARGE	Rs.2,000/- (Including maintenance and service charge)
3.8	DUMKA	VEHICLE HIRING (STAR BUS INCLUDING FUEL)	Rs. 10,000/- per day upto 300 km and above 300 km Rs. 30/- per km extra
4.1	Bodh Gaya	MEETING HALL CHARGE	Rs. 5,000/- per day

Note : Concession can be made with approval of Executive Director

If any changes are required in lodging charges it should be duly approved by Executive Director.

FOODING RATE CHART :

Fooding rate charges in NBJK mess/ canteen is as follows as per the menu / food item served :


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Rate 1 : Rs. 350/- per person per day details as follows :

Breakfast	:	Rs. 60/-
Lunch	:	Rs. 150/-
Evening Snacks	:	Rs. 30/-
Dinner	:	Rs. 110/-

Rate 2 : Rs. 300/- per person per day details as follows :

Breakfast	:	Rs. 50/-
Lunch	:	Rs. 125/-
Evening Snacks	:	Rs. 25/-
Dinner	:	Rs. 100/-

Rate 3 : Rs. 250/- per person per day details as follows :

Breakfast	:	Rs. 45/-
Lunch	:	Rs. 125/-
Evening Snacks	:	Rs. 20/-
Dinner	:	Rs. 60/-

Rate 4 : Rs. 150/- per person per day details as follows :

Breakfast	:	Rs. 30/-
Lunch	:	Rs. 65/-
Evening Snacks	:	Rs. 15/-
Dinner	:	Rs. 40/-

If any changes are required in lodging charges it should be duly approved by Executive Director.

GENERATOR CHARGES FOR TRAINING / MEETING / WORKSHOP ETC. :

NBJK charges Generator hiring @ Rs. 300/- per hour including fuel from project for 25 KVA. The rates will be increased for higher KVA generators.

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XEROX (Photocopy) CHARGES :

NBJK charges photocopy @ Rs. 2/- per page from project.

LCD WITH LAPTOP & DESKTOP CHARGES

NBJK charges LCD with Laptop hiring charge @ Rs. 2,000/- per day for training , meeting and workshop from project.

NBJK charges Desktop Computer hiring charge @ Rs. 2,000/- per month for project purpose.

VEHICLE CHARGES FRO : FOUR AND TWO WHEELER :

FOUR WHEELER :

01. If any project personnel hires organizational vehicle for project related requirement , then NBJKK charges the same at the rate of Rs. 19/- per km & Rs. 22/- per km of INNOVA including fuel & driver cost and Rs. 1,000/- per day for staying every extra day. This rate is applicable on CIAZ, BOLERO, XYLO and VICTA (all AC four wheeler). The rate is also applicable for outside from our Branch Office i.e. Hazaribag to Ranchi, Bodh Gaya, Dumka, Khunti, Deoghar, Pakur,, Simdega etc.
02. If any project personnel hiring organizational vehicle for Hazaribag Local area (i.e. Churchu, Daru, Katkamdag, Tati Jharia, Katkamsandi, PADma, Ichak etc.) visit the hiring charge is Rs. 3,500/- per day and Rs. 1,000/- per day for staying.
03. If any project personnel hiring organizational vehicle for Hazaribag to Koderma, Chouparan, Bagodar, Bishnugarh, Badkagoan, Barhi etc. visit the hiring charge is Rs. 3,000/- per day and Rs. 1,000/- per day for staying.

TWO WHEELER :

NBJK will charge @ Rs. 1,000/- per month, for each two wheeler for project purpose. Vehicle maintenance & fuel charges will be charged from project itself.

If any changes are required in vehicle hiring rate should be duly approved by Executive Director.

SALARY OF MANAGEMENT, OFFICE AND ACCOUNTS PERSONNEL :

Salary allocation depends upon salary budget in the project for Management, Office and Accounts , Personnel Manager, Finance / Branch Manager prepare annual budget for Administrative Staff. They prepare the list of staff wise salary and sanctioned budget of different project. After that staff salary is allocated, according to project wise sanctioned budget and it is discussed with Executive Director for approval.

The salary of Management, Office and Accounts personnel budget will be reviewed on regular interval and if any changes are required then the salary will be prepared with the prior approval of Executive


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Director. Any such staff may get his/ her salary in part from different projects as per the provision of budget for such post or administrative budget in that project.

OFFICE EXPENSES ALLOCATION FROM PROJECT :

Manager Finance and Branch Manager will prepare Annual Budget for Office, Documentation, Administration and Accounts in the beginning of any financial year. A fresh list will be prepared adding all budgetary expected expenditure of coming year, after reviewing approval expenditure of last year. After which Office, Administration and Accounts will be allocated budget according to project wise sanctioned budget and it will be discussed with Executive Director for approval, Necessary changes will be made after getting approval from Executive Director as and when required.

The CCP will be approved by Executive Committee and if any changes occurs, it will be done by the Executive Director.

(GIRIJA NANDAN "GIRIJA SATISH")

President
President
NAV BHARAT JAGRITI KENDRA

(SATISH KUMAR "SATISH GIRIJA")

Secretary
SECRETARY
NAV BHARAT JAGRITI KENDRA

Adopted by NBJK as per its General Body decision of 14th December, 2023 and accordingly Executive Committee resolution no. 8 as on 14th December, 2023.

