



Nav Bharat Jagriti Kendra

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Letter No. _____

Date _____

This policy is approved in AGM meeting , which held on 14.12.2023

Policy on Purchase/ Sale of Assets

The Executive Committee of the organization unanimously constitutes the Assets Management Committee to handle the purchase and sale of the assets owned by the organization. The said committee shall be comprised of

1. The Executive Director
2. The Branch Head / Project Coordinator
3. The Manager Finance / Account Officer of the Branch
4. The Administrative In charge and
5. Field / Technical Expert

The Executive Committee assigns the power of this Assets Management Committee (AMC) to purchase any asset but prior to any such purchase worth more the fifty thousand rupees, quotations of the assets to be invited from three different sellers or traders and the assets having the committee's recommendation shall be purchased .

The asset below fifty thousand may be purchased without quotation but with prior approval of Executive Director / Secretary.

The Asset Management Committee will recommend the Executive Committee to sell any unusable assets which present cost above fifty thousand only. The asset costing less than fifty thousand can be sold with the approval of Executive Director/Secretary.

GIRIJA NANDAN "GIRIJA SATISH"

President – NBJK

President
NAV BHARAT JAGRITI KENDRA