

# **Remuneration Policy for Chief Functionary/ Executive Council Members**

**(w.e.f. 01/04/2022)**



**ASSOCIATION FOR DEVELOPMENT INITIATIVE (ADI)**

**GA-94, GA Colony, Bharatpur, Bhubaneswar, Pin - 751029**

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**Association for Development Initiative (ADI)**  
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## **1. Introduction**

Association for Development Initiative (ADI) is a registered not-for-profit organization working towards inclusive and sustainable development in underserved communities. In accordance with the values of transparency, accountability, and ethical governance, this policy outlines the provisions regarding remuneration or compensation to Chief Functionary and Executive Council Members of ADI.

## **2. Policy Statement**

ADI's governance is built on the principle of voluntary service. Hence, no remuneration shall be paid to Chief Functionary or any Executive Council Member for services rendered in their official capacity.

## **3. Reimbursement of Expenses**

Reasonable expenses incurred by Chief Functionary/Executive Council Members while performing official duties (such as travel, lodging, per diem, or other approved project-related costs) may be reimbursed, provided:

- Expenses are pre-approved by the competent authority.
- Proper documentation and receipts are submitted.
- The purpose is aligned with ADI's mission and objectives.

## **4. Honorarium or Professional Services**

If an Executive Council Member or Chief Functionary provides professional services (distinct from their governance role), the following conditions must be met:

- Prior approval must be obtained from the Council.
- The service must be essential and not otherwise available.
- The remuneration must be reasonable and aligned with prevailing market standards.
- A written contract must be executed.
- Such payments must be disclosed in financial reports.

## **5. Compliance**

This policy is framed in compliance with:

- Income Tax Act, 1961
- Foreign Contribution Regulation Act (FCRA), 2010
- Societies Registration Act, 1860
- Guidelines issued by funding agencies and donors.

## **6. Conflict of Interest**

Any Executive Council Member/Chief Functionary with a personal or financial interest in any matter under consideration must disclose such interest and refrain from participating in related decisions.

## **7. Review and Amendment**

This policy shall be reviewed periodically and may be amended by the Members of Executive Council to ensure continued legal compliance and alignment with ADI's values.

