

**YOUTH DEVELOPMENT  
ORGANISATION  
UGANDA  
2015**



**HUMAN RESOURCE  
POLICY MANUAL**

## **HUMAN RESOURCE POLICY MANUAL**

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## **HUMAN RESOURCE MANUAL**

### **Recruitment, Retrenchment, Retirement Policy**

1.1. Policy objective is to guide YDO-UG management in carrying out recruitment, retrenchment, retirement and general human resource issues to enhance:

- a) Recruitment of right people in terms of number, qualification and placement at the right time and places to manage resources
- b) Orderliness, transparency, democracy and mutually supportive
- c) Promotion of equity especially giving consideration to gender perspective
- d) Maximisation of productivity and motivation of employees
- e) Employees to securely maintain their jobs and also facilitates the termination of their services to be in an orderly and predictable manner

### **Recruitment Process**

For any recruitment to take place there shall be an existing vacancy or justifiable created vacancy. The job can be advertised internally or externally. The organisation love to provide opportunities for staff growth / development, all vacant posts will only be filled externally if there are no suitable candidates internally before any vacancy is advertised, there should be a comprehensive job description

2.1. All jobs to be filled shall be advertised both internally and externally in a precise and exhaustive manner stating:

- a) Job titles
- b) Purpose
- c) Responsibilities

- d) Person specification i.e. Required skills, maximum qualifications, plus personality e.g. Flexibility, adaptability to team work
- e) Condition of services like; contract, probation periods, pay attached to the post, age, sex, handwritten applications, attaching copies of certificates and testimonials and updated CV curriculum vitae
- f) State closing date
- g) Three (3) referees one of whom must be the present employer or last employer. It is not applicable if unemployed or first employment being applied for.
- h) Contact address to include telephone, fax, postal address, and physical address e-mail etc.

For gender equity, female candidates should always be encouraged to apply, though this in itself does not qualify a candidate for the job.

### **Short listing**

All applications shall be received and filled together. Depending on the job, specific committee shall be appointed by the management, human resource manager to carry out short listing of potential candidates.

### ***Appearance for interview***

All short listed candidates shall be informed through the addresses indicated on their applications or CV to appear for interview. YDO-UG Management should ensure that candidates receive these invitations.

### **Interviewing**

The board or management committee shall appoint the panels to carry out the interviews of the selected candidates, depending on nature and level of the job. External support may be sought where needs arises

### **Conflict of interest:**

In case any of the applicants is personally known to any of the people in the panel, this should be revealed to the whole panel prior to the interview in order to avoid bias and subscribe to YDO-UG principles and value. The appointing authority will only do recruitment of employee on the recommendation of the appointed panel.

### **Selection:**

- A] selection of the best candidates shall be made on the basis of the criteria set by the panel and according to YDO-UG principles and values and in conformity with international selection guidelines
  
- B] All candidates that participated at interviews shall receive letters informing them about the outcome, within two weeks' time after the interview in the event that the panel fails to get a suitable candidate for the advertised post, the post shall be re-advertised.

### **Appointment**

The Lea Pastor shall appoint shall appoint all the heads of departments and ministers in consultation of the Board of Directors.

[I] Board committee and management where applicable shall take part in the recruitment and dismissal of all staff.

[II] The selected candidates shall be given a letter to which he/ she will be required to respond within two weeks, indicating his / her acceptance of the offer or otherwise.

[III] On the receipt of the letter of acceptance, a formal appointment letter and contract shall be prepared and both shall be signed by the appropriate appointing authority prior to the commencement of duty or on the first day the employee report for duty. The appointee must provide management with a medical and criminal report from a recognised medical practitioner.

[IV] The employee is to liberate himself / herself of all previous contractual or professional obligations on taking up the employment with YDO-UG

[V] To inform the employer of all obligations that he could still have to a third party at the signature of this agreement

## **Induction**

Each new employee shall be fully inducted to YDO-UG by the relevant Organisation department and respective supervisors. The induction will include, but will not be restricted to:

1. Take him /her round the project introducing him/her to staff, while emphasizing teamwork.
2. Providing the employee with a set of all organisation policies/induction packages.



3. Giving him / her all relevant documents in the respective Organisation / department to read and understand how the organisation functions and how it relates to other service providers and the government
4. Holding weekly reviews with him /her to discuss his /her employee's findings and questions.
5. Must agree with the organisation policies by signing the contractual form. All the induction period will not exceed three [3] months

### **Probation**

- a) Casual worker                      three [3] months
- b) Heads of Departments      six [6] months
- c) Leadership Position                      twelve [12] months

### **Retrenchment**

A] This refers to termination of one's contract due to:

[I] Cessation of funding or specific project

[II] Inadequate need to sustain the position in YDO-UG structure

[III] Downsizing exercise

[IV] Completion of one's contract where continued service may no longer be required

B] In all cases, the need for retrenchment shall be discussed by management and if need be, seek the support of board. Subsequently, all staff shall be informed and in a manner that does not arouse anxiety. Individual staff affected shall be intensively supported through counselling

C] Staff to be retrenched shall receive in addition to the last salary to be earned:

[I] Payment for all outstanding due

[II] Two months package

#### **4.0: Retirement**

a) The retirement age for all categories of staff is as follows;

[I] 65 sixty five years of age for voluntary retirement

[II] 70 seventy years of age for compulsory retirement

b) The retirement package is broken into three components

[I] Retirement package equivalent to one year's package.

[II] Retirement incentive package of six months' pay for staff who retire at 65 years, 4 months' pay for staff who retire at 66 years, 2 months for staff who retire at 67 years, 0 months' pay for staff who retires thereafter.

[III] A long term service award amounting to 3% of the individual's annual pay accumulated for each of the year served. This award will be paid only to staff that have worked in YDO-UG for a minimum of ten [10] years.

c) Calculation of this benefit stops when an individual clocks 65 years of age

d) All the calculations will be based on the officer's current / latest monthly salary except for those who resign on their own. Where taxes are due, they are to be recovered at the source.

#### **4.1: Dismissals** – as per staff code of conduct policy

#### **5.0: Transfers**

All staffs are eligible for transfers either from one post to another or from one station to another or both.

a) Reasons for transfers

[I] Where the skills of the particular officer are needed elsewhere

[II] For the good of both the organisation and the individual e.g.

- Unfavourable working conditions;
- Excess of human resources and shortages in another area;

- On request

b) Facilitation –staff transferred from one station to another shall be facilitated by:

[I] Resettlement allowance equivalent to one month gross salary.

[II] Actual cost of transporting his / her property to the new station.

[III] Staff on probation shall not be considered for transfer apart from transfer on promotion

[IV] Staffs that decline to be transferred will have three months to seek for alternative employment and leave the organisation.

## **CODE OF CONDUCT**

The code of conduct is to instil and maintain discipline among **YOUTH DEVELOPMENT ORGANIZATION UGANDA (YDO-UG)** members.

### **A. Our Values- Expectations for all Organisation team members**

Considering the vision and nature of work the Organisation is involved in, the Organisation requires the staff members to be discipline and committed to the vision and reflecting integrity, dedication, loyalty and accountability. In belief the Organisation expects its staff to reflect the best moral and professional standards, the following code of conduct and ethics should therefore be strictly followed to achieve these expectations.

#### **[a] *Morning Devotion prayer***

Prayer is the foundation of YDO-UG and all staff will be required to attend Morning Prayer. Devotion Prayer gatherings are compulsory and not just a matter of choice and the Organisation will apply the same disciplinary action for not being a part of these, as for any other offence.

#### **[b] *Discipline:***

A Staff of YDO-UG is in a position of trust both in his/her Organisation position and personally and thus, he/she is requested to have the highest standards of self-discipline while serving in the Organisation.

This places a heavy responsibility on the authorities within the service to ensure that the enforcement of discipline upholds the rights of the individual whilst at the same time it protects the society from incompetence, loose talk and corruption.

#### **[c] *Integrity:***

- The staff member is required to observe absolute honesty in all his or her actions. This value is to extend beyond financial considerations to include all areas of life.
- Be individuals of high integrity, honesty and sincerity.

**[d] Dedication:**

The staff of YDO-UG contracts with all the people in the Organisation and the communities we serve to deliver services with all devotion and consistency to the best of his/her ability; to seek at all times to improve his/her performance by increasing the scope of his/her knowledge and skill; and to avoid delay, poor work or discrimination while serving.

Respect, protect and uphold the vision of the Organisation and everything as laid down in the Organisation constitution, policies and procedures.

**[e] Loyalty:**

Every staff member is expected to be loyal to the Organisation and to the vision. In his/her position, he/she must continue to advance and develop. Loyalty extends to all colleagues and ministers of the gospel.

In particular, a staff member has a duty to defend the Organisation, fellow staff members and the communities we serve against unfair or discriminatory actions.

**[f] Impartiality:**

In the execution of his or her duties, a member of staff must exercise scrupulous impartiality and demonstrate professional and spiritual objectivity.

Be courteous and respectful of all.

**[g] Professionalism:**

Any staff at any level should always remember that they are serving the Lord when working with YDO-Uganda and therefore should exercise a high level of professionalism.

He/she should behave in such a way as to enhance the image of the Organisation.  
Keep Organisation related information confidential.

**[h] Accountability:**

The staff member is at all times personally accountable for his/ her actions. This accountability embraces all levels of life and responsibility.

**[i] Dress Code:**

The manner of dress is important because YDO-UG is a Christian Organization and we expect all employees to appear well groomed and decent. Every employee should maintain a high standard of cleanliness around their work place and office as a whole.

At all times maintain the honour and dignity of the Organisation and dress in the manner befitting for a God fearing person.

We ask that no tight trousers be worn, undergarments be worn, no low cut blouses, and no tank tops or string shoulder dresses or blouses, or any other indecent clothing.

Make sure your dress code reflects Godly character, and is fitting for the type of work you are assigned to.

***Establishment, Functions and meeting of council of presidents***

1. The Executive Director shall appoint 5 five senior members of management of whom two shall be women / ladies to be known as staff disciplinary committee.
2. The committee shall elect among themselves a suitable persons to the position of a chairperson.
3. The secretary to staff disciplinary committee shall be the officer in-charge of human resource.

[a] in a situation where the officer in-charge of human resource is the one to face disciplinary, the person second in rank in the organisation is the one to perform the duty of the secretary to the committee.

4. A member of staff in keeping with the constitution and this code of conduct of the organisation shall cease being a member if;

[a] He / She die

[b] He / She resign from the organisation by giving one month notice in writing to the officer in-charge of human resources.

[c] He / She is medically established to be of unsound mind.

[d] He / She is declared bankrupt

f] He /She is dismissed from YDO-UG provided that a member who ceases to be a member as herein stated may be re-admitted by the Board of Directors upon such terms as the organisation shall stipulate. Provided further that, any member who ceased to be a member shall remain liable for all subscriptions due from up to date when he / she shall cease to be a member

[g] He / she is convicted of a criminal offence(s) involving moral turpitude

**[a]** Members of staff and Board disciplinary committee shall hold appointed position for a period of two [2] Years commencing from the date of his / her appointment, thereafter he /she shall be eligible for re-appointment for another one term.



**[b]** Meetings of staff and board disciplinary committees shall be chaired by a chairperson elected from among the members themselves and shall co-opt a staff from any department in the absence of the two recommended portfolios

**[c]** Decision at any committee shall be by consensus. Where there is no consensus voting by a secret ballot shall be invoked and in case of a tie the chairperson shall have a casting vote.

**[d]** The disciplinary committee shall meet at least once in a quarter; the quorum for the committee shall be three quarter  $\frac{3}{4}$ . In the absence of the designated substantive chairperson, the members present shall elect from among themselves a chair.

## **[2] *Disciplinary offences***

Disciplinary offences under this code shall include the following

### ***Minor offences***

#### ***[a] Reporting late for work and / or unauthorised absence.***

**[b]** Refusal to obey clear and reasonable official instructions

**[c]** Lack of cooperation with other staff and/or members

**[d]** Dressing in a manner prejudicial to the organisation

**[e]** Failure to report or take appropriate action in any matter for information coming to His / her knowledge. Prejudicial to the interests of the organisation

[f] Discreditable conduct like verbal abuse or appearing or behaving in public in a disorderly manner or in any way prejudicial to the name of the organisation.

### ***Serious offences***

[a] Persistent occurrences of minor offences or more serious breaches e.g. Unauthorised absence for two or more days and violent confrontation

[b] Drunkardness and drug abuse

[c] Offences against morality e.g. sexual harassment, illegitimate sexual relationship such as adultery, fornication and pre-marital sexual affairs between staff members and organisation client.

[d] Misuse of or causing damage to property of the organisation through negligence

[e] Consistent Lying

[f] Disrespect of those in authority, insubordination or disobedience whether alone or in combination with others of any lawful or reasonable order of any person lawfully placed in authority or any provision of these terms and conditions of employment.

### ***Grave offences / Gross misconduct***

[a] Breach of confidence e.g. disclosing in any way, without proper authority and confidential or secret matter pertaining to the organisation.

[b] Fraud or intend to defraud by falsely claiming sickness or other benefits or giving incorrect information to the organisation in order to receive additional benefits.

[c] Collecting money from the public on behalf of the organisation, other than in official duties without written permission of management.

[d] Misappropriations of the organisation's funds through false receipts or expenditure statements or other means like forgery, embezzlements or failure to account for monies or property received in official capacity.

[d] Theft of any kind or proven physical attack on a colleague or member of the public

[e] Fighting and assault or engaging in riotous disorderly behaviour

[f] Tribalism or racism

### ***Disciplinary procedure***

#### ***[a] Minor offences***

[1] If an employee commit a minor offence for the first time, the head of department/ management will give the employee verbal warning.

[2] If the employee fails to react positively to the verbal warning; management will invite the employee for a discussion regarding the offence. Here, written warning will be issued explaining the nature and seriousness of the offence.

#### ***[b] Serious offences***

It concerns re-occurrence of a minor offence after issuing warning letter, disciplinary committee will sit and recommend or any other disciplinary measures except dismissal.

***[c] Grave offence***

These are reported to the disciplinary committee with all the details indicating the gravity of the offence for appropriate action to be taken

***[d] Interdiction***

[1] If an employee commits offence(s) considered by management to be grave he/ She shall be interdicted by the head of management and then inform the board disciplinary committee who will investigate the case and make appropriate recommendation for disciplinary action

[2] An employee who is interdicted shall forth with cease to perform official functions and shall hand over all organisations' properties.

[3] An employee who have been interdicted shall receive half of his / her salary for the period of interdiction

[4] Where an employee who have been interdicted is reinstated, he / she will be paid in arrears the salary withheld during interdiction

***[e] Suspension based on criminal proceedings***

[1] Where an employee has been charged in court of law with criminal offences, management may, having regard to the nature of the offence and public interest, order the suspension of such employee. Management shall inform the board disciplinary committee about the suspension and the reason therefore.

[2] A suspended employee will be paid half-salary for a period up to three 3- months

[3] Where an employee who has been suspended is acquitted or discharged by a court of law, the disciplinary committee shall prepare a report for the Board to decide whether or not to reinstate the employee.

[4] Nothing shall stop the Board from dismissing the employee, if the offence committed compromises the interest and objectives of YDO-UG

[5] No employee convicted on a criminal charge, whose services are terminated in connection with this charge shall be entitled to receive any emoluments from the date of his conviction.

### ***Disciplinary committee***

#### **There shall be two categories of disciplinary committees**

[a] staff disciplinary committee that will handle all the minor and serious offences in YDO-UG.

[b] Board disciplinary committee will handle all grave offences in the YDO-UG

Disciplinary committee shall comprise of five (5) members and is a special committee of the organisation

[1] Three members of the committee shall form a quorum at each meeting.

[2] The committee can co-opt members for technical reasons but they shall not propose and vote in the meeting

[3] The committee shall have the chairperson and the secretary. One of the senior staff members can be asked to take minutes after prayer for keeping secrecy.

### ***Functions of the disciplinary committee***

[1] To carefully consider the situation, considering the disciplinary actions on how to proceed with disciplinary matters in such a way that both the staff member and the organization will benefit.

[2] To investigate any accusation of breach of the code of conduct by a member or staff be it reported or instituted by committee on suspect that a breach has been committed

[3] To receive all documents and all relevant evidence for the hearing of the misconduct referred to it

[4] To conduct disciplinary proceedings including the serving of due notice and Service of documents, if any to the accused members of staff

[5] To make a comprehensive written report on the disciplinary proceedings in accordance with the code: the report should contain.

[I] The nature of the offence

[ii] Findings of the investigations

[iii] Recommendation of the committee for appropriate action

[iv] Any other relevant and necessary information

[5] To keep a confidential registry of all the disciplinary proceedings, reports and related documents and information.

[6] To carry out any such functions as may be required of it by Youth Development Organization Uganda (YDO-UG) under this code.

***Disciplinary measures***

[1] Verbal warning

[2] Written warning

[3] Denial of consideration for promotion for a defined period of time from the date of judgement.

[4] Part payment of salary for a defined period of time

[5] Stoppage of increment of salary for a defined period of time

[6] Reduction of pay in scale / steps

[7] Demotion in ranks

[8] Denial of all or some of the privileges under the terms of service for a specified period of time

[9] Recovery of the cost or any part of the cost of any loss, damage, or breakage caused by the default, or negligence or misconduct

- [10] Replacement of property as that lost or damaged due to the misconduct of the convicted member of staff
- [11] Suspension without pay
- [12] Extension of the probationary period for a defined period
- [13] Interdiction
- [14] Dismissal
- [15] Dismissal with disgrace



## ***STAFF DEVELOPMENT AND TRAINING POLICY***

1.0: There shall be staff development committee with decisions on staff development

1.1: Youth Development Organization Uganda members shall be eligible for training on the basis of identified needs. Long-term training lasting for more than six (6) months is for staff who have served Youth Development Organization Uganda for a minimum of twenty four [24] months any exception shall be with the approval of the committee.

1.2: Youth Development Organization Uganda will utilise many types of training and development strategies including short courses such as:

- a) Induction courses
- b) Refresher courses
- c) Short in-country courses (2 -8 weeks)
- d) Short out-country courses (2—8 weeks)
- e) Workshops, conferences and seminars in—country and out—country if on the job line training

2.0: Youth Development Organization Uganda shall meet 75% of the cost of courses depending on availability of funds. The staff shall contribute 25% of the cost but after the bonding receive reimbursement of the 25%.

3.0: Staff or volunteer sponsored by Youth Development Organization Uganda or their donors for long term courses shall be required to sign an agreement with Youth Development Organization Uganda to serve for a minimum of three (3) years. If he/she decides to leave before expiry of the agreement, he/ she shall pay back full cost of the course.

3.1: study leave is a permission given to a staff to be away from work for purposes of undertaking further study/course. Study leave is granted on condition that the officer/employee would come back to the organisation after the training.

3.2: The staff will earn his/her full pay and should be made to sign training bond agreement.

4.0: Youth Development Organization Uganda will commit 2% of its annual budget to staff development. No individual shall be sponsored for a course whose cost exceeds UGX 1,000,000 from Youth Development Organization Uganda annual operational budget. Any cost above this shall be sought from prospective donors with the approval of the management.

4.1: Expenditure related to training such as fees, visa, insurance, travelled allowance shall be determined by the committee.

5.0. Study leaves shall be a privilege to staff undertaking courses approved by the management. Youth Development Organization Uganda's staffs on study leave exceeding six (6) months shall forfeit their leaves accrued to them during the time of the training on return to work.

## **TRANSPORT POLICY**

1.0: Vehicle in the context of this policy means: Lorry, pick-ups, Cars, Minibus and Motorcycles.

1.1: All vehicle received by YDO-UG through donations and purchases, unless the donors decide otherwise.

### **2.0: Assignment of use**

The transport officers will coordinate transport and be in charge of management of Vehicle to ensure proper use and to address the needs according to priorities.

2.1: Every vehicle shall have a movement logbook in which details and refuelling are recorded and properly signed by the driver.

2.2: The organisation is liable for transportation of staff/volunteers and members on official journeys. Where organisation cannot provide transport the organisation shall provide reimbursement cash at a ruling bus, taxi, and Boda Boda fares. Vehicle hire shall not be reimbursed unless approved in writing by the head of management.

2.3: Staff who has taken the vehicle for private use meets per diem and safari day allowance for the driver, washing of the vehicle, parking and guarding.

2.4: Travel outside area of operation shall be approved by Finance / Administration in consultation with Executive Director based on sound reasons. Travel outside Uganda shall require written permission of the Executive Director in consultation with the

Executive Director United Kingdom. The privilege of taking vehicle for private use is exclusively for the transportation of staff, his / her immediate family members and board members. It should therefore **NOT** be used for commercial purposes.

2.5: The finance /administration on recommendation of senior driver can authorise a staff to drive organisation vehicles within the distance of five (5) Kilometres only away from the organisation office. Possession of valid driving permit does not warrant access to the vehicle. The authority to drive may be withdrawn anytime of one's conduct on the road if deemed prejudicial to the objective / Image of the organisation.

2.6. If a staff member is involved in an accident and it is proved beyond reasonable doubt that he/she is on the wrong. He/she shall be held responsible for part of the accident costs determined by management.

2.7: Where there is shortage of vehicles or as management may approve a member of staff who owns a personal car shall be allowed to use it to execute organisation work and claim a refund at a rate per kilometre to be determined by the management. Use of personal vehicle for such purposes must receive prior written approval by the management.

### ***Responsibility of vehicle drivers***

3.1: Driver means machine operator at the time of use.

[I] Driver of the vehicle shall drive in accordance with traffic laws and regulations

[ii] Inspect the vehicle before and after each journey or stop over

[iii] Keep accurate records in the log book, kilometres travelled, fuel, point of destination and mechanical condition of the vehicle.

[iv] Submit all pertinent receipts/vouchers regarding expenses incurred during the trip.

[v] To ensure use of safety belt and take all necessary measures to avoid theft of vehicle.

[vi] It is forbidden to allow non-staff or staff not yet approved to drive YDO-UG vehicles

[vii] Unauthorised passenger shall not be allowed to be carried in any vehicle. Unauthorised passenger shall include non-staff, non-clients (beneficiaries) and non-staff family members.

[viii] Staff driven out of station must countersign for the journey covered in the log book.

[ix] Parking fee shall be paid by the driver, but shall be reimbursed by the organisation

[x] The driver shall pay traffic fines due to his/ her negligence

### ***Insurance, servicing and caring***

[I] All vehicles shall be insured and their respective policies kept up to date

[ii] The in charge of vehicles shall ensure that vehicles are serviced according to manufacturers' recommendations.

[iii] Vehicle shall not be driven when it is mechanically faulty, tyres worn out, no lights, overloaded, or in an unsound condition, when 3<sup>rd</sup> party policy or road licence is expired

[iv] All vehicle shall be parked overnight only at places approved by management with crook locks, windows and doors properly locked

[v] There shall be duly approved garages where repairs, services and general maintenance of organisation vehicles shall be done

[vi] Fuel shall be taken at specific petrol stations. The in charge of vehicles shall at least monthly examine the fuel consumption of each vehicle to determined rate of kilometres per litre which is important in assessing vehicle efficiency and anomalies related to refuelling

**3.0 A driver is liable for disciplinary action if found guilty of one of the following:**

[I] fails to abide by traffic laws and regulations

[ii] Lend the vehicle out to a non-staff or staff not approved to drive

[iii] Is negligent so as to cause damage or loss of a tool kits or a vehicle

[iv] Abuse any of the transport privileges accorded to him / her

## ***PROCUREMENT POLICY***

### ***Role of procurement functions***

- Ensuring that goods, works and services are acquired as per user unit/staff specification;
- Ensuring that goods, work and services are acquired from reputable source
- Ensure that appropriate method of procurement prescribed by this policy is used in acquiring goods, works, and services.
- Ensuring that quality products in the required quantities are acquired.
- Ensuring value for money

### ***1.0: Procurement planning***

#### **1.1: identification of the need.**

The user departments/user staff will identify their needs for supplies, works and of services. The user departments will make detailed statements of procurement requirements. User departments will cost the procurement requirements for purposes of arriving at financial inputs to the annual budget proposals.

## **PROCUREMENT COMMITMENT /AUTHORIZATION LEVELS**

<b>FINANCIAL LIMIT (UGX)</b>	<b>AUTHORITY LEVEL</b>	<b>PROCEDURE</b>
<b>Above</b> UGX 5,0000,0000	Board & procurement committee	<ul style="list-style-type: none"><li>• Use of open public advertising</li><li>• Use of contracted vendors with approved price lists.</li><li>• Use of selective bidding for a minimum of 3 pre-</li></ul>

		qualified vendors
<b>Between</b> UGX 350,000 -5,000,000	YDO-UG finance Director	<ul style="list-style-type: none"> <li>• Use of contracted vendors with approved price lists.</li> <li>• Use of selective bidding for minimum of 3 pre-qualified vendors</li> <li>• When pre-qualified suppliers are unable to supply, deputy director takes cash advances and accountability with a receipt will be done thereafter.</li> </ul>
<b>Below</b> UGX 350,000	Departmental procurement committee	<ul style="list-style-type: none"> <li>• Use of selective bidding for a minimum of 3 pre-qualified vendors.</li> <li>• When pre-qualified suppliers are unable to supply, head of department takes cash advances and accountability with a receipt will be done thereafter.</li> </ul>