

Sarvodaya Ashram: Authority Matrix

Sikanderpur, Tandiyawan, District Hardoi, Uttar Pradesh, India

1. Introduction

This Authority Matrix outlines the levels of authority and responsibility for key decisions, actions, and approvals within Sarvodaya Ashram. Its purpose is to ensure clear accountability, efficient operations, and effective governance, while promoting transparency and minimizing ambiguities in decision-making processes. By clearly defining who is responsible for what, the Ashram aims to streamline its operations, empower its staff, and maintain robust internal controls.

2. Key Roles and Levels of Authority

For the purpose of this matrix, the following key roles within Sarvodaya Ashram are defined:

- **Governing Body (GB):** The highest decision-making and oversight body (e.g., Board of Trustees, Managing Committee). Responsible for strategic direction, policy approval, and overall governance.
- **Director/ Secretary:** The chief executive and operational head of the Ashram. Responsible for day-to-day management, implementation of policies, and overall program delivery.
- **Program Manager (PM):** Responsible for the planning, implementation, and monitoring of specific programs or projects. Manages program-specific teams and budgets.
- **Finance & Admin Officer (FAO):** Responsible for financial management, accounting, human resources administration, and general administrative support.
- **Field Staff/Project Assistant (FS/PA):** Responsible for on-ground implementation of program activities, direct engagement with beneficiaries, and data collection.

3. Action Codes

The following codes are used in the matrix to indicate the level of authority or involvement for each role:

- **A: Approve** (Final Authority) - This role has the ultimate authority to make the decision or grant approval.
- **R: Recommend** (Propose for Approval) - This role is responsible for evaluating, proposing, and recommending a course of action to the next higher authority for final approval.
- **I: Inform** (To Be Informed) - This role must be informed about the decision or action after it has been made/taken.
- **C: Consult** (To Be Consulted) - This role must be consulted before a decision is made, providing input or expertise.
- **P: Prepare/Initiate** (Responsible for Drafting/Initiating) - This role is responsible for preparing the necessary documents, proposals, or initiating the process.
- **E: Execute** (Responsible for Carrying Out) - This role is responsible for carrying out the approved action or task.

- **N/A:** Not Applicable - This role has no direct involvement in this particular action.

4. Authority Matrix Table

S.No.	Action/Decision Area	Description	Governing Body (GB)	Director / Secretary	Program Manager	Finance & Admin Officer (FAO)	Field Staff/Project Assistant (FS/PA)
A. Strategic & Governance							
1	Overall Organizational Strategy & Vision	Setting long-term direction and core focus of the Ashram.	A	R, I	C, I	I	I
2	Annual Budget Approval	Formal approval of the comprehensive annual financial plan.	A	R	C	P	I
3	Major Policy Formulation/Revision	Approval of new or significantly revised core organizational policies (e.g., HR, Finance, Child Protection, Grievance).	A	R	C	C, P	I
4	Appointment/Removal of Director	Selection, appointment, and termination of the Director.	A	N/A	N/A	N/A	N/A
5	External Audit Appointment	Selection and engagement of external auditors for financial review.	A	R	I	C	I
6	Legal & Statutory Compliance Oversight	Ensuring the Ashram adheres to all applicable laws and regulations.	A	E, I	I	E, I	I
B. Financial Management							
1	Annual Budget Preparation	Drafting the detailed	I	P, A	P, C	P, E	C

		annual budget for review and approval.					
2	Expenditure Approval (Petty Cash)	Approval for small, immediate expenses up to INR 5,000 per transaction.	I	A	A	A, E	N/A
3	Expenditure Approval (Minor Purchases)	Approval for purchases between INR 5,001 and INR 50,000 per transaction.	I	A	R	P, E	C
4	Expenditure Approval (Medium Purchases)	Approval for purchases between INR 50,001 and INR 2,00,000 per transaction.	C	A	R	P, E	C
5	Expenditure Approval (Major Purchases)	Approval for purchases above INR 2,00,000 per transaction.	A	R	I	P	I
6	Bank Account Operations (Signing Authority)	Authorization for bank transactions (e.g., cheque signing, fund transfers).	A	A	N/A	E	N/A
7	Fundraising Strategy Approval	Approval of overall approaches and plans for resource mobilization.	A	R	C	C, P	I
8	Donor Agreement Signing	Formal signing of agreements with major donors/funders.	A	A	I	I	I
9	Financial Report Submission (External)	Submission of audited financial reports to authorities, donors, or other external bodies.	A	R	I	P, E	I

10	Staff Salary/Stipend Payment	Processing and disbursement of approved salaries/stipends to staff.	I	A	I	P, E	N/A
C. Human Resources							
1	Staff Recruitment (New Position Creation)	Approval to create a new permanent or long-term staff position.	A	R	C	C	I
2	Staff Recruitment (Final Approval - Senior Roles)	Final decision on hiring new staff for Director, Program Manager, Finance & Admin Officer roles.	A	A	N/A	P, C	N/A
3	Staff Recruitment (Final Approval - Field Staff/Project Assistant)	Final decision on hiring Field Staff/Project Assistants.	I	A	R	P, C	N/A
4	Staff Recruitment (Interview/Selection)	Participation in the interview panel and selection process for various roles.	C	A	A	C	N/A
5	Leave Approval (Director)	Approval of the Director's leave requests.	A	N/A	N/A	N/A	N/A
6	Leave Approval (Staff)	Approval of leave for Program Managers, Finance & Admin Officers, and Field Staff/Project Assistants.	I	A	A	P, E	N/A
7	Performance Appraisal (Director)	Formal appraisal of the Director's annual performance.	A	N/A	N/A	N/A	N/A
8	Performance Appraisal (Staff)	Formal appraisal of Program Managers,	I	A	A	P, C	N/A

		Finance & Admin Officers, and Field Staff/Project Assistants.					
9	Disciplinary Action (Minor - Verbal/Written Warning)	For minor policy breaches or performance issues.	I	A	A	C	N/A
10	Disciplinary Action (Major - Suspension/Termination)	For serious misconduct, repeated breaches, or termination of employment.	A	R	C	C	N/A
11	Volunteer Engagement Policy	Approval of the policy governing the engagement and management of volunteers.	A	R	C	C, P	I
12	Volunteer Onboarding & Management	Day-to-day management, orientation, and supervision of volunteers.	I	A	A	C	E
D. Program Management							
1	New Program Concept Approval	Approval of new program ideas or significant initiatives.	A	R	P, C	C	I
2	Program Design & Planning	Detailed planning of program activities, budget allocation, and expected outcomes.	I	A	P, E	C	C
3	Beneficiary Selection Criteria Approval	Approval of the criteria used for selecting program beneficiaries.	A	R	P, C	I	I
4	Beneficiary Selection (Individual/Group)	Final selection of individual or groups of beneficiaries	I	A	P, E	C	E

		based on approved criteria.					
5	Program Monitoring & Evaluation Framework	Approval of the methodology and tools for monitoring and evaluating program effectiveness.	A	R	P, C	C	I
6	Program Progress Reports (Internal)	Submission of regular reports on program status, achievements, and challenges.	I	A	P, E	I	E
7	Partnership Agreement (Major - Strategic)	Formal agreements with key strategic partners for long-term collaboration.	A	R	C	C	I
8	Partnership Agreement (Operational - Project Specific)	Agreements for specific project collaborations or operational partnerships.	I	A	P, C	C	I
E. Administrative & Operations							
1	Asset Procurement (Minor - up to INR 50,000)	Purchase of small equipment, office furniture, or routine supplies.	I	A	A	P, E	C
2	Asset Procurement (Major - above INR 50,000)	Purchase of vehicles, significant infrastructure, or high-value equipment.	C	A	C	P, E	I
3	Asset Disposal	Approval for disposing of old, damaged, or obsolete assets.	I	A	C	P, E	I

4	Official Travel Approval (Director)	Approval for the Director's official travel within or outside the district/state.	A	N/A	N/A	N/A	N/A
5	Official Travel Approval (Staff)	Approval for staff (PM, FAO, FS/PA) official travel for program or administrative purposes.	I	A	A	P, E	N/A
6	External Communication (Press Release/Official Statement)	Releasing official statements to media, public, or external organizations.	A	A	C	C	I
7	Website/Social Media Content Approval	Approval of content to be published on the Ashram's official website or social media channels.	I	A	A	P, E	C
8	Maintenance of Premises & Infrastructure	Approval for significant repairs, renovations, or upgrades to Ashram premises and infrastructure.	I	A	C	P, E	C

5. General Guidelines

- **Clarity and Documentation:** All decisions and approvals should be clearly documented, especially for significant actions.
- **Delegation:** Authority may be temporarily delegated in the absence of the primary authority holder, but such delegation must be in writing and communicated to all relevant parties. The delegating authority remains accountable.
- **Escalation:** If a decision cannot be made at a lower level due to complexity, conflict of interest, or exceeding defined limits, it must be escalated to the next higher authority as per this matrix.
- **Review:** This Authority Matrix will be reviewed periodically (e.g., annually) by the Governing Body to ensure its continued relevance, effectiveness, and alignment with the Ashram's operational needs and growth.
- **Flexibility:** While this matrix provides a clear framework, there may be exceptional circumstances requiring deviations. Any such deviation must be justified and

approved by the next higher authority than typically required, or by the Governing Body if it involves a significant departure.

- **Monetary Limits:** The monetary limits specified (e.g., for expenditure approvals) are illustrative and should be adjusted by the Governing Body based on the Ashram's actual budget, scale of operations, and financial policies.

This Authority Matrix serves as a living document and will be communicated to all staff and relevant stakeholders to ensure a shared understanding of roles and responsibilities within Sarvodaya Ashram.

