

DIGITALIZATION OF OFFICIAL DOCUMENTS

The documents, photographs and all relevant vital records of Dhurmus Suntali Foundation (DSF) will be digitalized on google drive with authorization provided to a select number of personnel allowing the staff to access the documents as per required at any time, any location. The data digitalized in google drive will be arranged in the format presented below:

TITLE	DESCRIPTION
DSF_B1: Board Meeting Minutes	DSF_B1_01: 2072/73
	DSF_B1_02: 2073/74
	DSF_B1_03: 2074/75
	DSF_B1_04: 2075/76
	DSF_B1_05: 2076/77
DSF_F1: Financial Records	At discretion of the Finance Officer(s).
DSF_O1: Official Documents	DSF_O1_01: Official
	DSF_O1_01.1: Registration
	DSF_O1_01.2: Renewal
	DSF_O1_01.3: Tax Clearance
	DSF_O1_01.4: Constitution and Policies
	DSF_O1_02: Brochures
	DSF_O1_03: Flexes and Banners
	DSF_O1_04: Audits
	DSF_O1_05: Reports
	DSF_O1_05.1: Asset Records
Document Records	
DSF_O1_05.2: Reports	
DSF_O1_06: Application & Forms Format	
DSF_P1: Partnership Documents	DSF_P1_01: Partner 1
	DSF_P1_02: Partner 2
	DSF_P1_n: Partner n
DSF_P2: Project &	DSF_P2_01: Pahari
	DSF_P2_02: Giranchhaur

Program Documents	DSF_P2_03: Musahar
	DSF_P2_04: Santapur
	DSF_P2_05: GBICS
	DSF_P2_06: Others
DSF_P3: Photographs	DSF_P3_01: 2072/73
	DSF_P3_02: 2073/74
	DSF_P3_03: 2074/75
	DSF_P3_04: 2075/76
	DSF_P3_05: 2076/77
DSF-Q1: Quotations:	DSF_Q1_01: Stationaries
	DSF_Q1_02: IT
	DSF_Q1_03: Repairs & Maintenance
	DSF_Q1_04: Project Materials
	DSF_Q1_05: Others
DSF_S1: Staff Documents	DSF_S1_01: Old Staff
	DSF_S1_02: Program Staff
	DSF_S1_03: Project Staff
	DSF_S1_04: Executive Committee