



NATURE TRUST
leading towards a better future

ASSET MANAGEMENT POLICY



NATURE TRUST
FEBRUARY 10, 2026
naturetrust.org.in

This **Asset Management Policy (Purchase & Sale)** for **Nature Trust** ensures that all physical and digital assets—from therapy equipment to office infrastructure—are managed with transparency and fiscal responsibility. It aligns with the **Income Tax Act, 1961**, and the **Tamil Nadu Trust/Societies regulations**.

Asset Management Policy (Purchase & Sale)

Organization: Nature Trust

Effective Date: February 10, 2026

Core Goal: To optimize the use of Trust resources to support children with disabilities and promote sustainable living.

1. Objective and Scope

Nature Trust manages assets ranging from specialized wheelchairs and "Drama Therapy" equipment to land and digital assets. This policy ensures:

- **Integrity:** Procurement is free from personal bias or corruption.
- **Constitutional Alignment:** Assets are used to fulfill the **Right to Education (Article 21A)** and the **Rights of Persons with Disabilities**.
- **Sustainability:** Preference is given to eco-friendly and long-lasting products.

2. Asset Acquisition (Purchase)

All purchases must follow a "Value for Money" approach. The Trust prioritizes local vendors in Tamil Nadu to support the regional economy.

Purchase Value	Process Required	Authority
Below ₹5,000	Direct Purchase (Bills mandatory)	Program Coordinator
₹5,001 – ₹50,000	Minimum 3 competitive quotes	Treasurer
Above ₹50,000	Formal Tendering + Board Resolution	Managing Trustee & Board

Key Criteria for Purchase:

- **Accessibility:** Any infrastructure (furniture/ramps) must meet **Harmonized Guidelines** for accessibility.
- **Non-Toxic:** Educational materials must be child-safe and eco-friendly.

3. Asset Registration and Tracking

To maintain accountability, every asset valued over **₹2,000** must be recorded in the **Fixed Asset Register (FAR)**.

- **Tagging:** Each item (e.g., "NT-CHE-2026-001") must have a unique ID tag.
- **Verification:** A physical audit of all assets will be conducted annually every March.

4. Maintenance and Insurance

- **Preventive Care:** Specialized equipment (sensory tools/therapy machines) must have a maintenance schedule.
- **Insurance:** High-value assets like vehicles or buildings must be insured against fire, theft, and natural disasters as per **Government of India** norms.

5. Asset Disposal (Sale & Scrap)

Assets that are obsolete, damaged beyond repair, or no longer required must be disposed of ethically.

- **Redistribution:** Assets still in working condition (like older wheelchairs) should first be considered for donation to lower-income beneficiaries before being sold.
- **Sale Process:** If an asset has residual value, it should be sold through a transparent "Best Offer" or "Auction" process.
- **E-Waste:** Electronics must be disposed of through **Tamil Nadu Pollution Control Board (TNPCB)** authorized recyclers.

6. Conflict of Interest

No Trustee or employee of Nature Trust, nor their immediate family members, shall purchase assets being sold by the Trust, nor shall they act as vendors for the Trust without unanimous Board approval and full disclosure in the Annual Report.

7. Constitutional & Legal Compliance

- **Article 14:** Ensures fair treatment of all vendors during the bidding process.
- **Section 11(1)(a) of IT Act:** Assets must be used strictly for charitable purposes.
- **Tamil Nadu Transparency in Tenders Act:** Principles applied for high-value procurement to ensure public trust.