

Policy: Pooja and Other Ceremony Expenses

PL No. 42

Issued On- 11/05/2021

Revised On- 20/09/2021

Applicability- All Employees on Company Roll

Total No. of Pages- 1

Approved Budgets

Expenses Done	BHL	193000	Annually
	ASR	236000	Annually
	GDM	193500	Annually
Total Expenses		INR 6,22,500	Annually

Instructions

- 1- The amounts mentioned are in approximate and will not be treated as either lower or upper limits for the expenses to be done.
- 2- All expenses will be approved by HR-Head only and no purchase will be done without the approval of HR-Head.
- 3- The amount shall be approved as imperest and will follow the policy of imperest, which means bills to be deposited when settling the account of advance taken.
- 4- While doing purchases for Bhandara or any other ceremony where the amount spent will be higher than 5000, one person from accounts and one from HR shall go for purchase.
- 5- The person from Accounts and HR will not be same every time.
- 6- HR Department will be responsible for smooth execution of this Policy.
- 7- HR Department will intimate every desk worker of Monthly Pooja in one day advance so all can join.

ole Approved

Written By
Head- HR

Approved

Approved By
Management

