

# Policy: Freights Approval

PL No. – 48

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

We have following types of different freights in our everyday process (except shipping & export freights):

1. Materials moving internally (paddy, rice & other material moving to and fro from Godowns).
2. Materials sold for domestic division to its distributors and dispatched from own factory/Godowns.
3. Materials purchased from mandi/market (rice/paddy).
4. Materials processed & packed in outside facility (not rented or leased but only material is purchased from the party) and dispatched directly from there to the Domestic Clients.

For point 1 and 2, the Warehouse Head of the local station shall be the approving authority. For point 3 and 4, Paddy & Rice Purchase Head shall be responsible for approvals.

Cases where there is a facilitating party such as discounters etc. paying for company and then getting reimbursed from the company, They will also be subject to this approval system and will be disbursed money only upon following this mechanism.

However in their case accounts personal must get it approved by the approving authority as assigned in this Policy before making the payment.

Any other freights will be considered purchase and shall be approved by management only.

*Ok Approved*

Written By  
Head- HR

*Approved*

Approved By  
Management

