

Policy: Plant Petty Maintenance Expenses

PL No – 51

Issued On – 07/07/2021

Applicability – All Employees on Company Roll

Total Number of Pages – 1

Local Production & Maintenance Heads are allowed to spend up to 1000 INR per day for daily petty maintenance/repair activities. Their approval is sufficient in such cases. This amount can be taken as advance or transferred directly to the vendor on the approval of Local Production & Maintenance Heads, However they will have to deposit the necessary bills in accounts matching their spends. Also this is not a daily advance limit, the money will be given on need basis.

This limit will not carry forward, which means if they do not use the limit someday as there is no requirement for maintenance, then this limit cannot be added to the limit of next day. Every day is limited to 1000 INR only for each location.

Cases where the expenses will cost more than 1000 INR, will require Management's approval. It is expected that one must take approvals in advance. However cases where advance approval cannot be taken as the maintenance must be done immediately, only in such cases they must get their purchase approved by Management later, only then the money will be released; after Management has given the approval.

Also it shall not happen that some maintenance was done or something was purchased by a false display of urgency, where later it was found it could be done after the approval without affecting any routine process. If so happens, it will be subjected to the Policy of Penalty.

So here are different scenario:-

1. Daily Maintenance (Up to 1000) → Maintenance Done on Local Production & Maintenance head's approval → Money released later or in advance (Depends upon payment terms) → Matching Bills submitted to accounts.
2. Daily Maintenance (Exceeding 1000) → Management Approval Taken (If the maintenance can be done after getting the approval) → Upon Approval Maintenance Done → Money released in advance or transferred later (Depends upon payment terms) → Matching Bills submitted to accounts.
3. Daily Maintenance (Exceeding 1000) → Maintenance done (Maintenance started before approval as the task cannot be delayed) → Management Approval Taken after/during the maintenance/purchase → Money transferred later (No advance payments in such cases) → Matching Bills submitted to accounts.

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Written By
HR Head



Approved
Approved By
Management