

Policy: Payment Approval System & Authorities

PL No. – 73

Issued On – 08/07/2022

Applicability – All Employees

Total Number of Pages – 3

Following shall be the only policy which will be treated as the sole criteria of approvals of expenses/bills or advance payments. This supersedes any other policy issued before the issuance of this policy.

However, all other previous policies shall be changed as per this policy and if in future some policy is written which supersedes this policy, HR Head shall be responsible for all such amendments.

Following shall be the points to be kept in mind whenever you propose any expenses or approval or whenever you approve as per your authority.

- 1- If you have any doubts of any kind, never proceed with approval or proposing for approval.
- 2- In cases of doubts, you must investigate the matter and only proceed once you are satisfied that it is genuine.
- 3- All approving authorities will check that they are giving approvals which are backed up with enough data to determine the credibility of the approvals being asked.
- 4- Approving authority will be fully responsible for approvals done and they may be questioned if it is found doubtful during in audits done of the same at later stage.
- 5- Approving authorities may be called up and questioned for approvals done in last two years.
- 6- Approving authorities for approvals may take help of other HODs, Managers to get more data about the situation and they shall be free to do so.
- 7- Random inspections will be done to see that it is being executed smoothly & also to reduce the overall expenses.
- 8- For every such type of approval, where there is a mention of recommendation of approval, that means that the assigned person will send/recommend or give soft approval first, but the payment will be processed after the final approval is obtained from the final approving authority.
- 9- Approvals where recommendation for approval is mentioned, in such cases the first requirement is that the concern person as per this list will recommend in writing that the asked approval is checked and found genuine.
- 10- If any HOD designates their approval authority to their juniors, in that case any errors/defaults will be the sole responsibility of that HOD only.

Special Note – Apart from this system, it is expected and must that accounts department will do the transactions after they are fully satisfied about the calculations, supporting bills or any other documents. This is basically a sort of final screening to avoid any financial mishaps. This must be followed for all cases including approvals done by Management as well.

Nature of Approvals	Recommendation Approval for	Final Approval
Staff Salaries & Benefits (ESI+PF & Bonus)	HR Senior Executive	Accounts Head
All Fuel Purchase (For Vehicles, Generators Etc)	Concern HOD	Accounts Head
TA/DA of HODs Up to Rs. 25000/- in a month (within policy)	Accounts Head	HR Head



TA/DA of Accounts Head/Legal Head Up to Rs.25,000/- in a month (within policy)		HR Head
TA/DA of HR Head Up to 25000 in a month (Within Policy)		Accounts Head/Legal Head
TA/DA of Accounts Head/Legal Head/HR Head up to Rs.25,000/- in a month (beyond policy)		Management
TA/DA of Any HOD Beyond Rs.25,000/- in a month (Within policy)	Accounts Department	Management
TA/DA of Any HOD (beyond policy)	Accounts Department	Management
Courier Expenses	Concern HOD	Accounts Head
Certifications/Audits Expenses	Concern HOD	Management
First Time Sale Order to any party	Concern HOD	Management
Recurring Sale Orders for existing parties (On Valid Prices & Within Policy)		Concern HOD
Recurring Sale Orders for existing parties (Beyond Policy or Below the Price List)	Concern HOD	Management
Packaging Material PO		Concern HOD
Export Logistics (Containers, Freights, CHAs)		Export 1 Head
TA/DA Juniors (Within Policy)		Concern HODs
TA/DA Juniors (Beyond Policy)	Concern HODs	Accounts Head
Fairs & Exhibitions & Business Promotion	Concern HODs	Marketing Head + Management
Renewals of Insurances	Legal Head	HR Head
Pantry, Petty Expenses of items consumed in Office/Pantry, General Stationary, Puja Food/Refreshments Expenses of Guests/Consultants/Auditors	Local Unit In charge (For ASR & GDM)	HR Head
All Staff Loans & Advances	Concern HOD	HR Head
Security Bills	Local Unit In charge (For ASR & GDM)	HR Head
Manpower Enhancement of Up to Rs. 25000 CTC Monthly (Not beyond 2 Per Division in a year except Replacements)	Concern HOD	HR Head
Manpower Enhancement of Resources Beyond Rs. 25000 Monthly CTC	Concern HOD	Management
All Staff Replacements	Concern HOD	HR Head
All IT related Purchases	IT Manager	IT Head
Plant Related Purchase/Maintenance Up to 1000 In a day		Local Plant Production & Maintenance Head
Plant Related Purchase/Maintenance beyond 1000 In a day	Local Plant Production & Maintenance Head	Management
Paddy Purchase, Rice Purchase, Gifts/Donations, Professional Bills, Legal Bills, All foreign tours & travel plans	Concern HOD	Management
All First Time Purchases (Except petty purchases)	Concern HOD	Management
All Scrap & By-products Sale	Concern HOD	Management
Labor Bills (Fixed, Temporary, Daily Wages)	Local Warehousing Head	Warehousing Head
Bardana Purchase/Sales	Concern HODs	Management
Fumigation	Local Warehousing Head	Quality Head



Truck Freights Own Stock Movement	Local Warehousing Head	Warehousing Head
Truck Freights Purchased Material		Paddy/Rice Purchase Head
Truck Freights Local/Domestic Division Sales	Local Warehousing Head	Warehousing Head
All Vehicle Maintenance Up to 8000		IT Head
All Vehicle Maintenance beyond 8000	IT Head	Management
Routine TDS/GST/Statutory Fees		Legal Head
All Advance Tax/Income Tax/Penalties or Non-Routine Expenses of similar nature	Legal Head	Management
Training Expenses Up to 75000 per candidate in a year		HR Head
Training Expenses beyond 75000 in a year	HR Head	Management
Marketing Expenses Up to 3 Lacs in a Month		Marketing Head
Marketing Expenses beyond 3 Lacs in a Month	Marketing Head	Management
Promotional Items for buyers up to 20,000 INR Per Order		Concern HOD
Promotional Items for buyers beyond 20,000 INR Per Order	Concern HOD	Marketing Head

ok Approved

Written By
Head – HR



ok Approved

Approved By
Management