

# Policy: Purchase of New/Non Routine Items

PL No. – 33

Updated On – 19/10/2020

Revised On – 19/01/2023

Applicability – All Employees on Company Roll

Total Number of Pages – 1

Any purchases which are not done regularly in routine or if done regularly there is an increase in prices/frequency of the purchase or that is a completely new item/service being purchased, then it will only be done after the approval of Management upon proper recommendation of HOD with highlighting the necessity of it.

No such purchases shall be done by any staff or HODs. If they did, the purchase liability shall be borne by them and the company shall not bear the liability to pay for any such purchases.

*Ok Approved*

Written By

Head – HR



*Ok Approved*

Approved By

Management