



Payment Policy & Rules for employees

Payment by CFO:

- ☐ Advance payment, auditor payment, inter branch transfer, supplier payment, Admin expenses payment and it will be approved by Managing Director, accounts department will initiate the payment, CFO will make payment through NEFT
- ☐ Tally entry for these payments will be recorded in tally within 24 hours after the payment
- ☐ EB bill will be paid through Cheque or cash

Note: Payments should not be paid without the approval of Managing Director

Petty cash:

- ☐ Upto 5000 Petty cash will be approved by HR manager
- ☐ Above 5000 will be approved by Managing Director
- ☐ Transport expenses (cash) will be approved by Vimal
- ☐ Petty cash should be issued only when there is invoice copy with sign and seal
- ☐ Should get sign off in salary sheet when issuing of salary to workers