

## HIGHBAR TECHNOCRAT - APPROVAL AUTHORITY MATRIX - 2018

Sl. #	Document Name	Approval Authority (Primary)	Approval Authority (Secondary)	Remarks
1	T.E. Forms (For Delivery Team including Shared Services resources for the respective projects)	Delivery Head	NA	Respective Delivery Head shall approve the Forms
2	T.E. Forms (Delivery Heads)	Delivery Head (Self)	NA	
3	T.E. Forms (All other Depts.)	CEO	NA	
4	T.E. Forms (Pvt sales team)	Pvt Sales Head (R.B. Shanbhag)	NA	
5	T.E. Forms (Pvt sales head)	Pvt Sales Head (Self)	NA	
6	T.E. Forms (Presale & Govt sales team)	Presale & Govt Sales Head	NA	
7	T.E. Forms (Presale & Govt sales head)	Presale & Govt sales Head (self)	NA	
8	Rent Aggrements - Projects	Delivery Head	EA to CEO	In absence of Delivery Head and after email approval from him Only
9	Rent Aggrements - All others	CEO	NA	
10	Project Related Subcontracting/ OEM Licenses/ Manpower contracting/ Deliverable Based Contracts - Upto Rs. 5,00,000/-	Delivery Head	NA	
11	Project Related Subcontracting/ OEM Licenses/ Manpower contracting/ Deliverable Based Contracts - Above Rs. 5,00,000/-	CEO	NA	
12	All Other Subcontracting Agreements	CEO	NA	
13	Project Expenses (Set-up of accomodation etc.)	Delivery Head	NA	
14	Project Expenses (Any operational/ specific requirements)	Delivery Head	NA	
15	All Other Expense (HO) POs/ SOs/ Agreements	CEO	NA	
16	Manpower Requisition (Delivery)	Delivery Head	NA	
17	Manpower Requisition (All other Departments)	CEO	NA	
18	Offer Approval (Delivery) - within Respective Band limits	Delivery Head	NA	
19	Offer Approval (Delivery) - any exceptions	CEO	NA	
20	Offer Approval (All other Departments)	CEO	NA	
21	Highbar Policy Documents	HR Head	NA	
22	Appointment Letters	HR Head	NA	
23	Experience Letters	HR Head	NA	
24	Relieving Letters	HR Head	NA	
25	Accomodation - initial joining	HR Head	NA	
26	Accomodation - initial joining - beyoud 15 days (Delivery)	Delivery Head	NA	
27	Accomodation - initial joining - beyoud 15 days (Other Depts)	HOD + CEO	NA	
28	Accomodation - (except initial joining) - Delivery	Delivery Head	NA	
29	Accomodation - (except initial joining) - Other Departments	HOD + CEO	NA	
30	Manpower related P.O. (Delivery only)	Delivery Head	HR Head	In absence of Delivery Head and after email approval from him Only
31	Manpower related P.O. (All other Departments)	CEO	NA	
32	Extension of Contracts (Manpower) - Delivery	Delivery Head	HR Head	In absence of Delivery Head and after email approval from him Only
33	Extension of Contracts (Manpower) - All other Departments	CEO	HR Head	In absence of CEO and after email approval from him Only
34	All kind of Advance Requests	CEO		All advance requests are to be treated as exceptions & email approval from the CEO is mandetory
35	CEO - Car & Fuel voucher	PA to CEO + HR Head	HR Head	In absence of CEO and after email approval from him Only

### NOTE:

- 1 THE CEO SHALL BE THE SUPREME APPROVING AUTHORITY FOR ANY AND ALL PURPOSES
- 2 THE APPROVAL OF THE SECONDARY APPROVER SHALL BE VALID ONLY IF THE PRIMARY APPROVER IS NOT AVAILABLE PHYSICALLY TO SIGN AND HAS GIVEN EMAIL APPROVAL INSTEAD
- 3 WITHOUT THE EMAIL APPROVAL OF THE PRIMARY APPROVER, THE SECONDARY APPROVER SHALL NOT SIGN ANY OF THE DOCUMENTS
- 4 FOR ANY EXCEPTIONS (EXCEPTIONAL CASES), ONLY THE CEO SHALL BE THE APPROVING AUTHORITY
- 5 APPROVAL SIGNING PROCESS OF ALL OTHER DOCUMENTS (NOT COVERED IN THE ABOVE LIST) SHALL REMAIN SAME AS THE EXISTING PRACTICE
- 6 THE ABOVE AUTHORITY MATRIX WILL BE IN EFFECT FROM 12TH MARCH, 2018

For Highbar Technocrat Ltd.

  
Arijit Dey  
HR Head

Highbar Technocrat Limited

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