

Expenses and Advance Payments Policy -2018

1- Payment shall be made only for expenses which have been approved on Form Zero Portal on or before 20th. After 20th any expenses approved on Form Zero Portal, payment shall be made on 27th next month .

2- TAT Period for receiving expenses is 15th every Month . Any Expense beyond this date will Require Director's Approval.

3- Local conveyance sheet submission to Anand Sir_ Every month_ 17th _ Mandatory_ Routine process .If you fail to submit the details to Anand Sir, expenses will be on hold without prior intimation / information.

S.No.	Expenses Due Month	Expenses Submission Cycle	Expenses Payment Cycle	Remarks
1	Last Month expenses	1 st to 15 th of the current month	27 th of current month	No approval required for processing expenses if 15 th is a holiday then for documents received on 16 th no approval is required
2	Last Month expenses	16 th to 20 th of the current month	27 th of current Month	Late approval required from ED on or before 25 th of current month for processing expenses
3	Last Month expenses	After 20 th of the current month Remaining (not approved by ED) from 16 th to 20 th of current month	27 th of next month	Late approval required from ED for processing expenses <i>(If approval not taken by ED the advance amount will be deducted from his salary)</i>

The above mentioned process should be follow for both **hard copy expenses submission** as well as **expenses punched and approved in AryaPro Portal** . Failure of same can be result in Salary Deduction.

Condition :

1. If hardcopy (with approval of reporting boss) received on time to HO but failed to punch in AryaPro Portal – ED approval required for further process.
2. If expenses punched on time but failed to send to HO – ED approval

required for further process.

3. Local conveyance sheet submission to Anand Sir_ Every month_ 17th_ Mandatory_ Routine process .If you fail to submit the details to Anand Sir, expenses will be on hold without prior intimation / information.

Advance Payments Policy -2018

1-Advances which shall be punched by 3pm, shall only be processed that day. Rest shall be processed the next working day. If there is any urgency then drop the mail on immediate basis before 5 pm the same day.

Mr. Rahul Goyal at accounts@aryacma.co.in 0120-4859310