



## Inter Office Correspondence

Submitting for Approval

Target Due Date : 31-OCT-2019

Date : 21/10/2019

Process Priority : **AP-3**

Branch : **HO** | Approval Mode : **G PRE-APPROVAL** | Approval Type : **EXPENSE**  
 Project : **10 - HO** [ REGULAR PROCESS APPROVAL ]  
 Subject : **STAFF SETTLEMENT SALARY PAYMENT APPROVAL**  
 Details : **LEFT OUTSTAFF PENDING SALARY PAYMENT APPROVAL**  
 Exp. Head / Department : SALARY & BONUS / SALARY EXPENSES  
 Master Approval Nos :  
 Budget Mode : **RESERVED BUDGET / STAFF SALARY** [ Target NO - 9304 - SALARY EXPENSES ]

Good Day Sir,

DEAR SIR , HEREWITH I HAVE ATTACHED LEFT OUT STAFF (35654 - MARIAPPAN ) AMOUNT : RS 4815/-

SUPPLIER : **3694 - THE CHENNAI SILKS**; ( Delivery Duration : 3 Days ) ( Due Date : 21-OCT-2019 - 31-OCT-2019 ) ( LEFT OUT STAFF PENDING SALARY PAYMENT APPROVAL )

#	PRODUCT / SUB PRODUCT	PER PIECE RATE ₹	TAX ₹	DISCOUNT %	QTY.	NET AMOUNT
1	GGT - SALARY / 1 - SALARY ACCOUNT PAYMENT ( LEFT OUT STAFF PENDING SALARY PAYMENT APPROVAL ) ( <b>PRODUCT USAGE : LEFT OUT STAFF PENDING SALARY PAYMENT APPROVAL</b> )	FINAL RATE : <b>4,815</b> GIVEN RATE : 4,815 DIFF. % : 0 % ↔			1	4,815 ADV. AMT. : 0

No. of Attachment



Work Finish Target Date : 21-OCT-2019

Agreement Expiry Date : 05-NOV-2019

Agreement Advance Amount : -

Approved Value

₹ **4,815**

Branch Yearly Exp. % :

**1.24 %**

(Rs:- Four Thousand Eight Hundred And Fifteen Only)

Rate Finalized By User

₹ **30559 - GAYATHRI R**

Department Title	Branch			Department		
	Yearly Budget %	Yearly Exp %	Monthly Exp %	Yearly Budget %	Yearly Exp %	Monthly Exp %
SALARY EXPENSES [ SALARY & BONUS ]	<b>1.72 %</b>	<b>1.24 %</b>	--	--	<b>1.00 %</b>	--

## ATTACHMENTS

**1 2**

## COMMENTS HISTORY

- ✓ S KAARTHI Comments : ( 24-NOV-2019 04:53:33 PM ) : APPROVED
- ✓ 1986 - KUMARAN K Comments : ( 23-NOV-2019 05:15:34 PM ) : APPROVED
- ✓ 14659 - RAMAKRISHNAN V Comments : ( 23-NOV-2019 03:14:55 PM ) : APPROVED FOR LEFT OUTSTAFF PENDING SALARY PAYMENT UNDER RESERVED BUDGET SINCE ONE TIME PAYMENT.
- ✓ 568 - M.SUGUMAR Comments : ( 23-NOV-2019 03:04:06 PM ) : APPROVED

- ✓ 10289 - SENTHILKUMAR A Comments : ( 23-NOV-2019 02:40:07 PM ) : APPROVED
- 1133 - V.ANGURAJ Comments : ( 23-NOV-2019 02:16:02 PM ) : APPROVAL - AUTO FORWARD
- ✓ 30559 - GAYATHRI R Comments : ( 23-NOV-2019 12:11:04 PM ) ₹ : APPROVED
- ✓ 1999 - JOHN BRITTO P Comments : ( 23-NOV-2019 12:04:31 PM ) : MADAM, STAFF SETTLEMENT FORM ATTACHED
- ↺ 30559 - GAYATHRI R Comments : ( 21-OCT-2019 02:12:12 PM ) ₹ : NEED SETTLEMENT COPY

Thanks & Regards

1999 - JOHN BRITTO P - ATTENDANCE

Work Initiate Person : 1999 - JOHN BRITTO P

Responsible Person : 30559 - GAYATHRI R

*The Chennai Silks* - HO

30559 - GAYATHRI R

23-NOV-2019

HR DEPT

TRAINEE

10289 - SENTHILKUMAR A

23-NOV-2019

AUDIT

MANAGER

APPROVAL NO : ADMIN / HR DEPT 4008988 / 21-10-2019 / 8988 / 12:38 PM



23-NOV-2019

RAMAKRISHNAN V

COST CONTROL

HOD



23-NOV-2019

V.ANGURAJ

ACCOUNTS DEPT

HOD



23-NOV-2019

KUMARAN K

S TEAM GM



24-NOV-2019

S KAARTHI

DIRECTOR

ADMIN / HR DEPT 4008988 / 21-10-2019 / 8988 / 12:38 PM

ATTACHED USER : 1999 - JOHN BRITTO P; 

Attachment Sr. No : 1 / 2 Page on : 2/3

Print on : 26/11/2019 05:25 PM.()

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## CWH - The Chennai Silks

## Staff Settlement Data Form


DATE: 16/10/2019

EC.NO : 35654  
 NAME : MARIAPPAN  
 SECTION : 35 S SECURITY  
 DESIGNATION : SECURITY  
 BASIC : 10000  
 DATE OF JOIN : 25/07/2019  
 REASON : MISBEHAVIOR  
 PRESENT DAYS : 13  
 ABSENT DAYS : 18  
 ADV.BALANCE : NIL  
 ESI & PF : NO  
 TOTAL SALARY : 4815



HR Comment :

HR Signature : R. Lti.

P.   
 16/10  
 JOHN BRITTO P

Prepared By

  
 23/11  
 DGM/HOD

  
 23/11  
 ADMIN-GM

Sr.GM

S KAARTHI

Dept Head comments:- இவர் திரிவாகத்தின் விதி முறைகளை  
 மதிக்க வில்லை, செக்யூரிட்டி வணக்க  
 கருதியற்றவர்.

  
 16/10/19