

Salary Disbursement Procedure

To ensure proper and actual disbursement of salaries to employees on payout date, guidelines are constructed. Salaries will be paid on the basis of following norms with following due dates:

S.No.	Particular	Due Date	Responsibility
1	Attendance corrections and approvals	2nd of next month	Employee and Reporting Manager
2	Attendance processing in salary software	4th of next month	HR
3	Insertion of Date of Joining/Date of Relieving of employee in SARAL	Within 10 days of joining/relieving	HR
4	Salary pay out	10th of next month	Finance
5	Issue of Pay Slip	11th of next month	Finance
6	Issues/Arrears/ further attendance correction: communication from employee and his reporting manager to HR and Finance	15 th of the next month	Reporting Manager
7	Arrears Pay out	Following month's salary	Finance
Tax Detail (for respective Financial Year)			
	1. Investment declaration submit	Up to 24th April every year	Employees
	2. Revise investment detail submit	Up to 24th Sept every year	Employees
	3. Investment proof submit	Up to 24th Feb every year	Employees