

Policy & Process Warehouse Expenses

ORIGINAL
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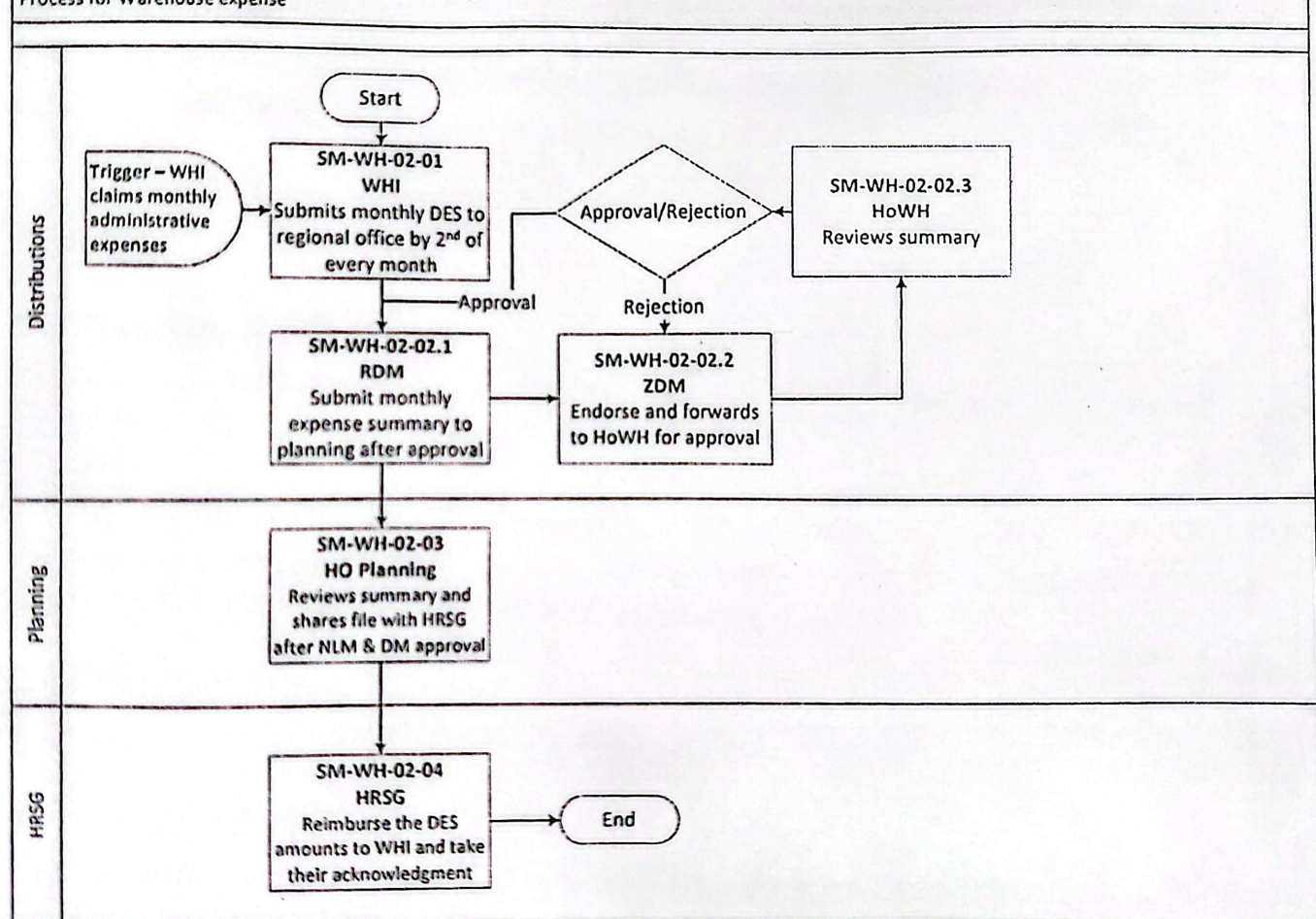
ISSUE DATE	
EFFECTIVE DATE	
DOCUMENT NUMBER	SM-WH-02/00/2024



GL ACCOUNT #	HEAD OF ACCOUNT	DESCRIPTION	LIMIT	REMARKS
72530002	ELECTRICITY-WAPDA	WH Electric Bill Payment	5000	Approval for above 5000 as per authority limit
72521001	LOCAL TRAVELING	WH's TA/DA, Meal Charges in case of Temp Duty at other WH	As per policy	
72527001	MEETINGS & CONFERENCES	BA Entertainment	1000	
72527010	OFFICE & OTHER BUSINESS MEETINGS	WH's Entertainment (Tea)	1000	
72540099	MISCELLANEOUS EXPENSES WH	WH Misc Expenses (Housekeeping, cleaning items, Ice / Water/ WASA Bill), Printing of Panaflexes for HSE	2000	Approval for above 2000 as per authority limit
72530015	MISCELLANEOUS REPAIR AND MAINT	WH Misc Repairing charges (Fire Extinguisher re-filling & repairing, electric work, Bitties of goods received at WH etc.)	-	After Approval as per authority limit
72515003	MOBILE EXPENSES	WH's monthly mobile expense	1000	
72525001	PRINTING & STATIONERY	WH Office stationery (papers, files, photo copies etc.)	As per Actual	
72530001	SUI GAS	WH Sui Gas bill payment for Winter season low temperature area (like Quetta)	As per actual	
72515006	INTERNET USAGE CHARGES OFFICIAL	Internet Charges other than Zong Device	-	Based on approval
72530006	COMPUTER & ACCESSORIES	Tablet Charger/Cable & Computer accessories	-	
72550003	STAMPS LICENSE & FEES	WH Rubber Stamps/Lease & Handling Agreement Attestation by Oath Commissioner	As per actual	
72515001	POSTAGE TELEGRAM AIR FREIGHT	Postage Charges	As per actual	
72550002	REGISTRATION & TAXES - FIELD FORM C	WH Registration Form C / Weighing Scale Calibration / Bank Charges	As per actual	

5.2 Process

Process for Warehouse expense



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DOCUMENT CODE	MKT-WH-02	REV. #	00	REV. DATE		PAGE	7 of 13
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Narration

Sr #	Task	Responsibility
SM-WH-02-1	WHI's shall submit their monthly DES to regional office by 2 nd of every month (Annexure-I-III)	WHI
SM-WH-02-2	RDM will ensure to submit monthly expense summary (with original receipts & verification) till 5 th of every month to Head Office Planning desk after endorsement of ZDM and email approval from HoWH	RDM
SM-WH-02-3	After necessary review by HO planning desk and approvals from NLM and DM on DES summary (national), DES file shall be submitted to M/s HRSG for reimbursement	HO Planning
SM-WH-02-4	M/s HRSG shall reimbursement the DES amounts into bank account of respective WHI so that an advance of PKR 25 K is maintained with WHI every month. HRSG will take the acknowledgements from the respective WHI's for their record.	HRSG