

The Approval Process in the Sales Force Management System

Form Name	Prepared By	Checked By	Authorized By	Approved By	Audited By	Approved By
Visit Plan	Zonal Manager (ZM)			Divisional Manager (DM)		
	Divisional Manager (DM)			Regional Sales Manager (RSM)		
	Regional Sales Manager (RSM)			National Sales Manager (NSM)		
TA	Zonal Manager (ZM)			Divisional Manager (DM)	Audited By	Financial Transaction will occurred after Audited
	Divisional Manager (DM)			Regional Sales Manager (RSM)	Audited By	
	Regional Sales Manager (RSM)			National Sales Manager (NSM)	Audited By	
	National Sales Manager (NSM)			AGM (M & S)	Audited By	
DA	Zonal Manager (ZM)			Divisional Manager (DM)	Audited By	Financial Transaction will occurred after Audited
	Divisional Manager (DM)			Regional Sales Manager (RSM)	Audited By	
	Regional Sales Manager (RSM)			National Sales Manager (NSM)	Audited By	
	National Sales Manager (NSM)			AGM (M & S)	Audited By	
Teacher's Entertainment	Zonal Manager (ZM)			Divisional Manager (DM)	Audited By	Financial Transaction will occurred after Audited
	Divisional Manager (DM)			Regional Sales Manager (RSM)	Audited By	
	Regional Sales Manager (RSM)			National Sales Manager (NSM)	Audited By	
	National Sales Manager (NSM)			AGM (M & S)	Audited By	
Business Development Expenses	Zonal Manager (ZM)	Divisional Manager (DM)	Regional Sales Manager (RSM)	National Sales Manager (NSM)	Financial Transaction will Not occurred before Audited	
Business Development Expenses (Financial Transaction)	Financial Transaction will occurred after Audited & Approval				Audited By	AGM (M & S)
Fuel & Lubricant Exp.	Zonal Manager (ZM)			Divisional Manager (DM)	Audited By	Financial Transaction will occurred after Audited
	Divisional Manager (DM)			Regional Sales Manager (RSM)	Audited By	
	Regional Sales Manager (RSM)			National Sales Manager (NSM)	Audited By	
	National Sales Manager (NSM)			AGM (M & S)	Audited By	
Hotel Rent	Zonal Manager (ZM)			Divisional Manager (DM)	Audited By	
	Divisional Manager (DM)			Regional Sales Manager (RSM)	Audited By	
	Regional Sales Manager (RSM)			National Sales Manager (NSM)	Audited By	
Gift & Tips-Party	Zonal Manager (ZM)	Divisional Manager (DM)	Regional Sales Manager (RSM)	National Sales Manager (NSM)	Audited By	Financial Transaction will occurred after Audited
Mobile Bill	Zonal Manager (ZM)			Divisional Manager (DM)	Audited By	Financial Transaction will occurred after Audited
	Divisional Manager (DM)			Regional Sales Manager (RSM)	Audited By	
	Regional Sales Manager (RSM)			National Sales Manager (NSM)	Audited By	
Repair and Maintenance	Zonal Manager (ZM)			Divisional Manager (DM)	Audited By	Financial Transaction will occurred after Audited
	Divisional Manager (DM)			Regional Sales Manager (RSM)	Audited By	
	Regional Sales Manager (RSM)			National Sales Manager (NSM)	Audited By	
	National Sales Manager (NSM)			AGM (M & S)	Audited By	
Specimen Requisition	Zonal Manager (ZM)			Divisional Manager (DM)	Store will delevere the books	

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Specimen Distribution	Zonal Manager (ZM)			Divisional Manager (DM)	DM will approve with teacher's database & check by call center.	
Miscellaneous Expenses	Zonal Manager (ZM)	Divisional Manager (DM)	Regional Sales Manager (RSM)	National Sales Manager (NSM)	Audited By	Financial Transaction will occurred after Audited
Sales Order	Zonal Manager (ZM)		Divisional Manager (DM)	Regional Sales Manager (RSM)		
	Divisional Manager (DM)		Regional Sales Manager (RSM)	National Sales Manager (NSM)		
Invoice/Bill & Delivery Challan	Generated By Store & Distribution Dept. (Name & Designation)			Printed By Billing Department (Name & Designation)	Left Side Printed By & Right Side generated by	
Money Receipt	Divisional Manager (DM)	Regional Sales Manager (RSM)	Authorised By (Name, Designation & Department)	Approved By (Name) Head of Accounts & Finance	Automatic Money Receipt will be generated after approval.	
Damage Product	Damaged By Name Store & Distribution Dept.			Ordered By Nani Gopal General Manager	Audited By Name Designation	After Damage Audit Department will confirm the quantity
Inventory Transfer	Zonal Manager (ZM)	Store & Distribution Dept.	Divisional Manager (DM)	Store & Distribution Dept.	Financial Transaction will occurred after Approval	

Notification

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes