

HO: 1001, Tower 2, Montreal Business Centre, Baner, Pune - 411045, Maharashtra, India Works: 965/2, Sanaswadi, Tal: Shirur, Dist: Pune - 412208, Maharashtra, India ♣91 (0) 20 6600 0408✓ info@spanpump.com♦ www.spanpumpsindia.com

Organizational Circular

Circular No	Circular Date	Event	Issued By	Approved By	Effective Date	For
002/2017-18	12.03.2018	Advance Amount Settlement	HR Department	HR Manager	12.03.2018	All SPAN Employees

Event Description – Advance amount settlement taken against various expenses.

Target Employees - All SPAN Employees.

Process Description -

- 1. Employee Has to submit the bills against advances taken.
- 2. Every settlement has to be closed within 30 days of advance taken.
- 3. No Approval will be made for bills against Advance payments which are older than 30 days.

Effective Date of Circular - 12.03.2018

Sanctioning Authority - Director/HOD

Prepared By	HR Department	Pargetaist Onbal Addharth
Checked & Approved	Director	No-f



