

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	 
Checked & Approved	Director	