

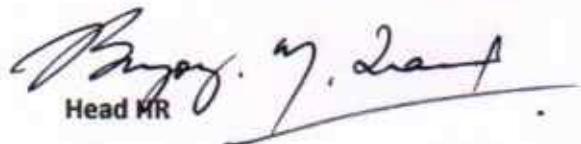
1. IMPREST CASH POLICY – SALES

REF NO: HR/CIR/27/SEP/2023

The imprest amount is given to all new joinees in the sales team from TSE upwards. Differential amount is given for different levels of Sales Staff.

Category	IMPREST Amount
GM SALES	50000
RSM & Sr. RSM	25000
ASM	17500
TSM	17500
TSE	10000
MANAGEMENT TRAINEE	10000

Note: Approval From concerned HOD and Head HR is Necessary



Head HR

A handwritten signature in black ink, appearing to read "Brijesh J. Patel". Below the signature, the title "Head HR" is written in a smaller, printed font.