

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
RSM & Above	25000
ASM	17500
TSM	17500
TSE	10000
MANAGEMENT TRAINEE	10000

Note: Approval From concerned HOD and Head HR is Necessary

Head HR

