

Date: 01st Nov 2019

CASH EXPENSE POLICY

1. Food money for Maintenance team.

- 1.1 Team member consist of 4+1 (One Supervisor +Three RAS) is authorize for ration money.
- 1.2 On 1st day of the month, Maintenance team head shall provide list of team members to Manager (HR & Admin).
- 1.3 Ration money for 15 days shall transfer to Supervisor's bank account on 1st of the current month. After submitting 15 days attendance, on 16th of the current month, next 15 days ration money will be transferred to supervisor's Bank account.
- 1.4 Ration money shall compensate for Rs.43/- per day/per person in PAN India level. Ration money will be paid for working days, Holidays, Weekly off and Medical leave only. No amount will be paid for suspend days and unauthorise absent. Extra amount can be paid as decided by management depend on project to project. Excess expenditure will be beard by the individual/team.
- 1.5 Supervisor is responsible to submit ration expense detail for the current month before 3rd of next month. If bill not submitted within stipulated time period, the total ration money will be deducted from his Salary. No excess expenditure will be entertained.

2. Vehicle expenses

- 2.1 Company bike/scooty is issued to individual as per requirement basis as decided by management. Vehicle issued to the employee is fully responsible to maintain all valid and legal documents like driving license, RC Book, Insurance, Pollution test certificate and as implemented by Government from time to time. Vehicle must be used strictly for company job only.
- 2.2 Employee shall maintain log book for the vehicle. He will enter meter reading from/to, petrol consumption receipt details and repair of vehicle on daily basis.
- 2.3 Employee shall submitted all expenditure with meter reading detail, petrol consumption receipt and repair & maintenance bill(if any) in original for the current month along with his conveyance bill before 3rd of the next month for reimburse. Any advance received shall adjust on bill payment.
- 2.4 Expense amount shall reimburse only on production of log book for meter reading, petrol consumption receipt and expense bill. Expenditure on personal use, non-production of supporting receipt/bill, meter reading or fine/penalty charged by traffic police/RTO will not be entertained. Conveyance by Bus/Auto is strictly not allowed for company bike holders.

- 2.5 Log book to be maintained for ECCO by driver on daily basis. Meter reading from/to, repair expense detail and fuel consumption receipt to be entered on daily basis in log book. Driver is fully responsible for keeping vehicle in clean and serviceable/running condition. In-charge is also responsible to keep records of all valid and legal documents like driving license, RC Book, Insurance, Pollution test certificate and as implemented by Government from time to time. Vehicle must be used strictly for company job only.
- 2.6 ECCO in-charge shall take advance from accounts department to keep running of the vehicle. He will demand advance from 5:30 pm to 6:30 pm only. He will pay driver as per requirement arises time to time. In-charge will submit his expenditure claim on mentioning meter reading from/to, total kilometer, purpose and supporting fuel consumption receipt/bill of repair and maintenance along separately for ECCO vehicle only for the current month on or before 3rd of next month. Expenditure on personal use, non-production of supporting receipt/bill, meter reading or fine/penalty charged by traffic police/RTO will not be entertained.
- 2.7 Claim shall reimburse to the ECCO in-charge after deduction of advance paid for this purpose.

3. Room rent

- 3.1 Company hired rooms at various sites of fixed sites in different places. Records like name of the site, name of room owner, mobile number and his bank account details and original copy of room agreement shall kept in accounts department.
- 3.2 Room agreement shall prepare and signed by site in-charge as authorized person on behalf of M/S. Duos Brain Management Support Services Pvt Ltd.
- 3.3 Security deposit money shall pay to room owner in his account after receipt of original room agreement from site in-charge. On vacation of room, security amount will be refunded to M/S. Duos Brain Management Support Services Pvt Ltd. current account after deduction as per terms and conditions agreed upon rent agreement.
- 3.4 Room rent as per agreement shall pay on or before 3rd of current month in room owner's account by means of NEFT/RTGS/IMPS. No cash payment shall be entertained.
- 3.5 Site in-charge and employees occupying room shall fully responsible of any damage/loss of room. Any charge imposed by room owner for damage/loss shall bear by the occupying member only.
- 3.6 Room rent shall pay to site in-charge as advance in cash only for short term projects received time to time one day prior to start the project. Site in-charge is fully responsible to obtained receipt of cash voucher duly signed by room owner along with name, address and mobile number. On submission of cash receipt next day to accounts department, same will be booked under Room rent for Project with clearance of advance against him.
- 3.7 Electric bill or water bill will be bear by occupant. Same can be reimbursing as decided by management along with project final claim/bill.

4 Material Purchase

- 4.1 Material to be procured strictly by central inventory team only in terms of Procurement policy. No purchase bill shall entertain along with monthly conveyance expenditure bill.
- 4.2 Inventory team shall project amount as advance to procure material. For urgent requirement, inventory team shall take advance on behalf to procure material. No advance shall entertain to any person not authorised by inventory team.
- 4.3 Proper Bill/Invoice in the name of M/S.Duos Brain Management Support Services Pvt Ltd with GST Number to be obtained and submitted to accounts department for payment. If no purchase is done, amount to be returned to accounts department in same day. Hand bill shall accept if purchase made under Rs.100 from unregistered dealers only.
- 4.4 Regular procurement of material shall pay in the dealer's account through NEFT/ RTGS/IMPS on production of original Tax invoice to accounts department.
- 4.5 Receipt and Despatch of material shall fully responsible of inventory team and they shall keep record of all material.
- 4.6 On emergency requirement, material shall procure not more than Rs10,000/- per transaction/per person/dealer in cash payment in terms of IT Rule. Cash purchase to be cleared on daily basis during evening hour i.e. 5:00 pm to 6:30 pm.
- 4.7 Out of Delhi, material can be purchased on urgent basis for any project by taking advance by inventory team only. Same will be cleared on production of original bill/tax invoice.
- 4.8 Out of Delhi, site in-charge can purchase material for project only on prior permission of inventory team. Bill/tax invoice shall clear on production of original bill/tax invoice.

5 Conveyance expenditure

- 5.1 Conveyance amount shall reimburse in terms of conveyance policy as amended time to time.
- 5.2 Conveyance amount shall claim for the current month on or before 3rd of the next month. After 5th no claim shall entertain.
- 5.3 Employee using personal vehicle will submit his expenditure claim on mentioning meter reading from/to, total kilometer, purpose and supporting fuel consumption receipt/bill of repair and maintenance along with his conveyance expenditure bill for the current month on or before 3rd of next month. Per KM rate as per conveyance policy will be reimbursed to the individual. Expenditure on personal use, non-production of supporting receipt/bill, meter reading or fine/penalty charged by traffic police/RTO will not be entertained.
- 5.4 Hotel bills and shall procure in the name of M/S.Duos Brain Management Support Services Pvt Ltd with GST number and attach along with conveyance bill for reimbursement.
- 5.5 The conveyance bill shall reimburse on 10th of every month in the individual's bank account. No cash payment shall entertain.

- 5.6 If any conveyance advance required for travel, demand shall put accounts department through respective Head of Department during prior to journey between 5:00 pm to 6:30 pm. Amount will transfer to individual bank account. If cash required, cash voucher to be filled up and counter signed by head of the department and cash will provide on EOD by accounts department.
- 5.7 On completion of tour or travel, expenditure to be submitted separately along with monthly conveyance bill.

6 Training Expense

- 6.1 Candidates shall come to office from various places to join this establishment and attend training. Site in-charge or the person responsible must intimate training team before sending the candidates only on authorised days only.
- 6.2 First time candidate is entitled for to & fro conveyance with lunch facility.
- 6.3 Training department shall entitle to claim cash for all the candidates after completion of training for the day from accounts department.
- 6.4 No expenditure shall paid to the candidate who do not attain training and filling up new joining form.

This policy is implemented with effect from **01st Nov 2019**. All are to adhere the policy with later and sprit.