

Draft

Internal memo no. 903-57 - Accts Division

Date: 10-09-2025

Subject: SOP for approval of bills and request for payment.

Keywords: Approval, Bills, Request for payment.

Credit to suppliers, contractors and others cannot be given by accountants unless the bill is approved by relevant manager. The details of approval for different kinds of documents, bills, vouchers is as under:

S No.	Document description	To be approved by
1.	Weekly vouchers for payment to contractors	Project managers/senior engineers & Admin - Audit
2.	Bills for purchase of material	Advice for credit to supplier to be approved by Admin-audit through M-codex.
3.	Janitorial & Support Services - Housekeeping management - Security staff coordination - Gardening & landscaping services	Mr. Jai Kumar
4.	Utility & Office Services - All utility bills. - Electricity (bill payments, service issues) - Coffee machines and pantry services	Mr. Jai Kumar
5.	Staff - Salary statements - Staff allowances - Salary advances of employees - Managing drivers' allowances - Staff conveyance reimbursements	Mr. Jai Kumar
6.	Transport & Fuel Management - Issuance & monitoring of Petro cards - Approval of diesel for generators	Mr. Jai Kumar
7.	Repairs & Maintenance - Minor repairs & maintenance of office & equipment (EPABX, water filter, ACs, etc.) - Repairs & maintenance of all cars & commercial vehicles	Mr. Jai Kumar
8.	All Insurance renewals for vehicles, Staff & Companies FASTag recharges & management	Mr. Jai Kumar
9.	Minor repairs and maintenance of office and office equipment line Epbax, water filter , AC's etc Repairs and maintenance of all cars and commercial vehicles	Mr. Jai Kumar
10.	Local Purchase across all sites	Admin-Audit
11.	Expenses Cards related to Admin Expenses	Mr. Jai Kumar
12.	Manual ACS	Admin-Audit

13.	Supplier & Contractors Reconciliation	Admin - Audit
14.	Vendor Registration Form	Mr. Prabhakar
15.	Contractor Registration Form	Admin-Audit
16.	Weekly online payments	Mr. Sambasiva Rao
17.	Material Requirement site report	Project Manager / Senior Engineer
18.	Stock Statement	Admin-Audit
19.	Transit Invoices	Admin-Audit
20.	Open PO Closure Form	Admin-Audit
21.	TDS & ETDS Statement	Mr. Sambasiva Rao
22.	BRS 1 st half & 2 nd half	Mr. Sambasiva Rao
23.	GST filling	Nirisha
24.	Rera Report	G. Kanaka Rao

Soham Modi