

Subject:- Certification of weekly vouchers for payments.

Accounts Managers (Sambasiva Rao & Jayaprakash) shall certify all vouchers including vouchers received from sites for weekly payments. The guidelines for approval are as follows:-

1. Labour payments from site must be accompanied by details of attendance irrespective of the type of payment i.e. on account, job work or hire charges. In case of improper swipe attendance may not tally with recommended payment. In such cases a separate note of detailed explanation must be given in the voucher. Payment may be approved if explanation is satisfactory. Or else it may be sent to MD for approval. In case of job work related to only labour attendance must be atleast 60% of job work value and in case of job work involving equipment or material attendance must be atleast 40% of job work value.
2. Other labour payments being issued to labour without details of attendance, that may be in the nature of advance, loan, miscellaneous on account payments, allowance for material / equipment/ tools, etc. must be accompanied by a duly signed form from the project manager as per format enclosed.
3. Payment towards loan must mention the nature of deduction.
4. Hire payments for equipment hire must have details of timing.
5. Payments for building material must be accompanied by photograph and weighment details where ever required.
6. Payments for electricity bills of flats / villas of customers must be accompanied with details so that such payments can be debited to respective customers.
7. Utility bills like electricity, telephone, water, internet etc., must be approved by Admin.
8. Salary payments, house keeping services, security services, monthly car hire, petrol / diesel payments, vehicle maintenance, salary advances and loans, etc., must be approved by Admin.
9. Taxi hire, advertisement expense, etc., must be approved by Promotions.
10. Supplier payments and bills, advance or PDC's for material supply, etc. must be approved by Purchase. Authorization for approval of bills is specified circular no. 301(f) of purchase division. It must be strictly followed.
11. Payment of PF, ESI, Property tax, etc must be approved by Admin.
12. Payment of VAT, Service tax, income tax, professional tax, etc must be approved by accounts managers.
13. All other payments that are not related to income tax must be approved by managers of appropriate divisions.
14. Cash books including petty cash payments must be approved by Kanaka Rao once a week.
15. Any extraordinary payments not covered above must be made only after approval of MD. Explicit approval must be taken.

Soham Modi.

Payment Request Form - Other labour payments

Company		Project / Phase	
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Sl. No.	Contractor Name	Work Type	Nature of Payment	Amount	Remarks	Payment Approved	Amount Approved
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Prepared by (Project Manager):		Approved by (MD):	
Sign		Sign	
Date		Date	

Notes: 1. Nature of payments can be on account, job work, loan or advance. 2. All labour payments made without attendance details must be mentioned in this form. 3. Vouchers can be made for these payments. 3. Accountants to make payment of these amounts only on MD's approval. 4. Project Managers to provide full details in remarks. 5. Mention weekly deduction or other deductions for loan.

Other labour payment request form

Company	Project / Phase	Prepared by	Approved by	Date	Sign

Sl. No.	Contractor Name	Work Type	Nature of Payment	Amount	Remarks	Payment Approved	Amount Approved

- Notes:
1. Nature of payments can be on account, job work, loan or advance.
 2. All labour payments made without attendance details must be mentioned in this form.
 3. Vouchers should be made for these payments.
 4. Accountants to make payment of these amounts only on MD's approval.
 5. Project Managers to provide full details in remarks.
 6. Mention weekly deduction or other deductions for loan.

Soham Modi.