

Sub.: Local purchases.

Local purchases by site can be made only for such items that cannot be purchased by PO/WO or in cases where there is an unacceptable delay in purchase of small items that are immediately required.

The following items can be purchased locally by sites:

- a. Tea/coffee and refreshments
- b. Cookies and cold drinks
- c. Water bottles or cans.
- d. Petrol/diesel – upto 10 ltrs*.
- e. Material required for construction – upto a value of Rs. 2,000/-*
- f. (list to be expanded on recommendation of project managers).

Items marked with * above must be purchased from local suppliers by collecting pucca bill with TIN or VAT no. exemption of upto Rs. 1,000/- per site per week shall be given for local purchases without pucca bill. Beyond that accountants shall accept petty cash accounts from each site and automatically debit 50% of such purchases made without pucca bill to the respective project manager or admin manager.

All project managers are advised to make requisitions wherever possible rather than purchasing these items locally. Sales, promotions and admin at sites and HO is advised to purchase items like cookies, cool drinks, etc., from super markets like Reliance/More so that pucca bills can be submitted for clearing petty cash accounts.

Exemption for clearing petty cash payments without pucca bills shall be given for the following expenditure:

- a. Transportation charges – not exceeding Rs. 3,500/- per trip.
- b. Paper inserts
- c. Auto charges not exceeding Rs. 500/-
- d. Purchase of second hand items like MS drums, etc (only after approval from purchase division) –not exceeding Rs. 5,000/- in value.
- e. Purchase of locally manufactured goods or building material like CC rings, debris, agricultural products, etc., (only after approval from purchase division) –not exceeding Rs. 10,000/- in value.

For all other purchases without pucca bills prior approval of MD is required.

Soham Modi.