

Form 1
01/03

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01/03/21

RAD (D/F)

27.02.2021

JINDAL ALUMINIUM LIMITED (D/F)

7th Amendment to General Procedure dated 20.4.2020

1. Under Part I "PROCEDURE FOR PREPARATION OF REQUISITION/INDENT, APPROVAL OF OFS etc." on page 11, under point no. "7", "PHYSICAL CHECKING & PASSING OF BILLS (all bills including canteen and vehicles)", shall be substituted as follows:

"7. PHYSICAL CHECKING & PASSING OF BILLS (all bills including canteen and vehicles)

i. **Physical verification:**

Sl. No.	Limit	Checked & Passed by
(a)	Up to Rs. 1,00,000/-	SM + Asst. Manager/Deputy Manager/Sr. Deputy Manager Accounts (2 persons)
(b)	Above Rs.1,00,000/-	As in (a) above + Manager Accounts+ SKJ (4 persons)

Note: "Physical checking in respect of material transferred from JAL – BF and received at JAL- DF will be done by AM/DM/ Manager (A/C) (any one person), irrespective of value".

ii. **Bill passing (cash/credit bills/JVs/bank vouchers/debit/credit notes involving revenue expenditure):**

Sl. No	Amount	Passed by
(a)	Up to Rs.25,000/-	Asst. Manager Accounts + Deputy Manager/Sr. Deputy Manager Accounts (2 persons)
(b)	Above Rs.25,000/- to 50,000/-	As in (a) above + Manager Accounts (3 persons)
(c)	Above Rs.50,000/- to 1,00,000/-	As in (b) above + SKJ/SKP (4 persons)
(d)	Above Rs.1,00,000/- and up to 2,00,000/-	As in (c)above + Mgr.Taxation/DCS (5 persons)
(e)	Above Rs.2,00,000/-	As in (d) above + CS/CFO (6 persons)

Note: Bill passing of Sl. No. (a) & (b) shall be done online and Sl. No. (c) to (e) shall be done on hard copy. And also cash/ JVs/ debit/ credit notes shall be passed manually by hard copy.

iii. **Cash vouchers:**

Sl. No.	Amount	Approved by
(a)	Up to Rs.2,500/-	Deputy. Manager Accounts + Sr. Deputy Manager/ Manager Accounts (2 persons)
(b)	Above Rs.2,500/-and up to Rs.10,000/-	As in (a) above + SKP+ HG/SKJ (4 persons)

(c)	Passing of vouchers of all Executives & for person of Accounts Dept.	As per above limit
(d)	Passing of vouchers of Sr. Executives + passing of vouchers of all SMEs	As per above limit + CFO + VCMD

A.K. (Signature)

Ashok Kumar Agarwal
DGM - Finance & Taxation