

JINDAL ALUMINIUM LIMITED
(ROLLING DIVISION)
GENERAL PROCEDURE
C O N T E N T S

	<u>Page No.</u>
<u>I. Preparation of Requisitions/Indents, Approval of OFS etc:</u>	01 - 13
1. Indent/Requisition Preparations	Page 01
2. Head of Departments	Page 01
3. Job Work	Page 03
4. Limits for Approval of Indents	Page 04
5. Preparation And Approval of OFS	Page 08
6. Flow Chart for movement of Purchase Bills	Page 10
7. Physical Checking & Passing of Bills	Page 11
<u>II. GUIDELINES FOR PROCUREMENT OF STORES ITEMS</u>	14 - 23
a. Stores Requisition/Indent	Page 14
b. ABC Analysis	Page 15
c. Issues	Page 17
d. Discarding of Spares & Store Items	Page 19
e. Standards for acceptance of material	Page 20
f. Guideline for Procurement of Wooden Planks	Page 21
g. Imported Scrap Material	Page 22
h. Steps for storage and checking of imported scrap	Page 23
i. Other imports	Page 23
j. Registers to be maintained in Import Department	Page 23
<u>III. GUIDELINES FOR PURCHASES</u>	24 – 28
(a) Local Purchases	Page 24
(b) Outstation Purchases	Page 26
(c) Purchase of items exceeding Rs.25,000/- each item	Page 27
<u>IV. GUIDELINES FOR ACCOUNTING</u>	29 - 36
A. Verification of purchase bills	Page 29
B. Physical checking of purchased items	Page 29
C. Bill Passing	Page 30
D. Guidelines for checking transactions with Banks	Page 34
E. Other Guidelines for Accounts Department	Page 34
F. Guidelines for NEFT/RTGS	Page 35
<u>V. GUIDELINES FOR PACKING, DESPATCH & BILLING ETC.</u>	37 - 48
I. Guidelines for packing, dispatch & Billing (Rolling Products Dept.)	Page 37
II. Guidelines for punching, packing of Circles/Slugs	Page 40
III. Guidelines for packing, dispatch & Billing (Extrusion Dept.)	Page 42
IV. Arrangements of trucks for outgoing materials	Page 46
V. Checking of weighing scales/packed bundles	Page 46
VII. Surprise checking of weighing some bundles	Page 47
<u>VI. SALE OF RMD PRODUCTS AND EXTRUSIONS</u>	49 - 57
A. RMD Extrusion Sale to Actual Users/ Consumers/Traders	Page 49
B. RMD Product Sale to Actual Users/ Consumers/Traders	
Enquiry Processing Division	Page 49
Order Processing Division	Page 50
Handling of Enquiries	Page 50

Front end sales team	Page 51	
Pricing	Page 52	
Payment Terms/Despatches	Page 53	
Quality Complaints	Page 54	
Return of material	Page 55	
Amendment in Price List	Page 55	
Packing charges	Page 55	
Standard width	Page 55	
Minimum order quantity	Page 56	
Alloy Surcharge	Page 56	
Annealing Charges	Page 56	
Multi-slitting charges	Page 56	
Profiling charges	Page 56	
Tension leveling charges	Page 56	
Guidelines for Passing Cash Discount To Dealers Under Channel Finance	Page 56	
General guideline	Page 57	
Guidelines for RMD products Export Sales	Page 57	
<u>VII Procedure for Settling Quality Complaints / Insurance Claim</u>		58 - 59
<u>VIII Guidelines for Admin Dept</u>		60 – 67
Guidelines for Admin Dept	Page 60	
A. Canteen	Page 60	
B. Vehicles	Page 60	
C. Uniforms	Page 62	
D. Printing & Stationery	Page 62	
E. MOBILE PHONES	Page 62	
F. Breakages/missing utensils in canteens & linen items in the guest house/ Rooms	Page 63	
G. Guideline for cleaning Toilets, Bathrooms, Urinals and Wash Basins	Page 64	
H. Telephones/Trunk Calls/Postage Stamps	Page 65	
I. Distribution Of Costly Gifts	Page 65	
J. Travel Agencies	Page 65	
K. FAX/E-MAIL/ISD CALLS	Page 66	
<u>IX Guidelines for I.T. Department</u>		68 –71
<u>X Guidelines for Audit & Probe Department</u>		72 –76
<u>XI Sale of By-Products, Scrap and Miscellaneous Items</u>		77 –80
<u>XII Miscellaneous</u>		81 –84
a. Guidelines for Dross Processing Machine (DPM)	Page 81	
b. Procedure for Surprise check of Furnace Oil in FO Tank	Page 81	
c. Guidelines for Surprise check of sold materials at Main Gate	Page 81	
d. Custody of keys of all gates	Page 82	
e. Personnel Dept	Page 82	
f. GENERAL	Page 83	
<u>XIII Procedure for Construction Work</u>		85 –95
I. Procedure for Construction Work(Overall In-charge SKJ)		
II. Electrical and Maintenance (Non-Plant) All Types - Sanitary, Water Supply Etc.	Page 85	
III. Furnishings and Decoration	Page 86	
IV. Guidelines for Construction works given on contract	Page 86	
V. OTHERS	Page 89	
VI. General Notes	Page 93	
<u>XIV Perks and Facilities Provided for Staff and Worker Families Residing in Quarters At D/F Colony</u>		96-97