

## **Document of Guidelines**

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## Rent Agreement Guidelines

Please find the steps of new Web link. <http://43.252.88.75:85/Document/account/login>

1. RA will be displayed automatically on the dashboard.
2. TM to download the RA and share it with teacher.
3. Teachers to print two copies of the RA and sign both the copies and get both the copies signed by the landlord.
4. Teachers need to upload the signed copy of RA to the dashboard for verification.
5. Property team to approve/reject. If rejected, Teachers to modify the RA and upload again with landlord sign, following the reason provided by the PT.
6. Once RA is verified from PT. Teacher to handover one copy of RA to landlord and submit another copy of RA to Shreya Singh during their first curriculum training at Gahru training center.
7. Shreya to sign the RAs and courier the same to property team on monthly basis along with list of RAs sent through email.
8. Once RAs received to property team, e-copy to be uploaded on the dashboard <http://43.252.88.75:85/Document/account/login>

**Note: It is noted that many landlords ask for written prior notice for vacation of branch. Therefore, TM should issue this notice in writing and keep the same in their record. Copy of notice is attached in Appendix 1 for ease of reference/use.**

For Annexure:

1. Once the branch is closed, the TM/teacher to get the printout of annexure, get it signed by landlord and uploaded it for verification.
2. PT to approve/reject. If rejected, TM/teachers to modify the Annexure and upload again, following the reason provided by the PT.
3. TMs to ensure the approved annexure to be handed over to Shreya at training center during next visit of staff to Gahru
4. Shreya shall courier received Annexures on **monthly basis** to PT along with list of annexures through email.

Other Instructions:

1. Follow above-mentioned points for 2<sup>nd</sup> RAs, 3<sup>rd</sup> RA and their annexures of the branch.
2. The **new dashboard** to be used for the **branch started from 1 March 2025**.  
<http://43.252.88.75:85/Document/account/login>
3. All TMs need to use the **old RA dashboard** until all steps are completed from the branches **opened between, 1 Feb 2024 to 28<sup>th</sup> Feb 2025**.  
<http://43.252.88.75:89/RALogin.aspx>
4. Branches **opened prior to RA dashboard or 1<sup>st</sup> Feb, 2024 and still running** (refer email dt.24<sup>th</sup> April, 2025) and follow up on the same-Hard copy of agreements already shared with the team for getting signature of the landlord. These RAs need to be couriered to Property Team and should not be uploaded on any portal.
5. From now onwards, all RAs will be for 11 months, irrespective of the cycle no.

# **Fixed Assets Guidelines**

## **A. FOR NEW BRANCH SETUP (1<sup>st</sup> TIME PURCHASES FOR A BRANCH)**

1. All Fixed assets bills should bear expense id before upload on the dashboard. All bills should be uploaded immediately ASAP after delivery of assets/receipt of bills.
2. **Preferred vendor preference should be added in the 'quotation+ Bank' column otherwise payment will not be made.**
3. Bank details of preferred vendor mandatorily provided either by Copy of cancelled cheque or the details should be added on quotation along with account holder's name.
4. All bills should be made in the name of 'AAM Foundation'. Branch name should be mentioned in address space.
5. No. of Quotations to be obtained as under:
  - a) For purchases valued less than 5k- For purchases below Rs.5k, ops team are allowed to purchase the items in cash (except fixed assets) and take reimbursement on Expense Dashboard.
  - b) For purchases valued more than Rs.5k upto Rs.20k – Single quotation
  - c) For purchases valued more than Rs.20k upto Rs.50k- Two quotations
  - d) For purchases valued more than Rs.50k- three quotations

Note: Preferred vendor's quotation should have correct GST no. and should be fresh quote with details of items to be purchased.

For points # c and d, comparative quotations (i.e. other than preferred vendor quote) once obtained will be valid for a year.

6. One entry per branch will be created.
7. TMs should check HSN Nos. with the supplier (HSN List: Fan 8414, Cooler 8479, Chair/table 9403, Inverter 8504, Battery 8506, 8507) before getting the quotation to avoid questioning by Property team later.
8. In case of rejection of quotation, resubmission of requests can be done through modify option only. Kindly correct the reasons for rejection and then resubmit.
9. It is noticed that duplicate/triplicate/quadruplicate entries are sometimes added on the dashboard for the same payment. The portal should be checked for already entered entries and then only new entries should be punched into the dashboard.
10. In case of closed/relocated rural branches, it is the responsibility of AM to ensure that the assets of so closed rural branches are shifted to new location/store room.
11. Existing Assets would be first used from the store room and if required, then only new purchase requests be made. Quotation and Bill should be in the name of AAM Foundation, Branch address.
12. Bills should be signed and stamped.
13. Overwriting is not allowed on the bills.
14. Total amount should match with the breakup of bills.
15. Blur pdf files should not be attached. Only legible pdf file shall be uploaded/approved.
16. In quotation, specific description of asset should be written. For example, for all categories of fan like exhaust fan, ceiling fan, pedestal fan, etc. exact specification should be written instead of just writing 'fan'.
17. Quotations for the total quantity to be purchased should be obtained. It is noticed that sometimes, quotes are obtained with lesser no. of articles than required nos. to be

- bought. These quotations get rejected and delay payment.
18. Categories should be correctly selected from the drop-down list on the assets portal. For example, while purchasing fans, category inverter is selected from the drop-down list. This should be avoided.
  19. Link for checking vendor GST and items registered is <https://services.gst.gov.in/services/searchtp>. You may check it yourself or accounts/property team shall check it.
  20. HSN No. of the item purchased be checked in GST certificate in above link.
    - a. If the no. of HSN codes is five (i.e. maximum nos.), the vendor be asked to attach sample crossed bills (1-2) issued by the vendor to some other party and the same be attached along with the quotations for verification by property team.
    - b. If the no. of HSN codes are less than five, then the vendor be asked to get the same added on their GST certificate. This ensures that the vendor's claim for GST is genuine. FYI, this can be completed within 24 hours.
  21. AMs are responsible for ensuring that the assets purchase are delivered to respective branches.
  22. Comment shall be added in case any branch is not opened and assets are utilized for different branch. Once decided, where these assets be used, it should be communicated to property team over email mentioning the EXPENSE ID-Follow up as Subject line.
  23. Refer to courier guideline.

## **B. 2<sup>nd</sup> & SUBSEQUENT PURCHASES OF FIXED ASSETS**

1. TMs to create request by selecting 'Second Purchase' from the dropdown 'Submit Quotation' button.
2. TMs to add preference for quotation from '2<sup>nd</sup> Purchase' button.
3. AMs to see and verify the request from '2<sup>nd</sup> Purchase' button.
4. Property team to reject/approve the request.
5. Accounts team to reject/pay the payment.
6. Once paid, TMs to upload soft copy of bill
7. Rest of the process will remain same as 1<sup>st</sup> purchase of assets for new branch setup

## **Joining Letters Guidelines**

1. TMs to share joining details with accounts on the next day of receiving trainer's final report after the discussion with candidate.
2. Shreya to complete joining formality at Gahru on the day of on-boarding.
3. Staff to join the branch on the day of joining.
4. In case of any change in joining date, TMs shall write to Shivani Singh/Suman Lata for revised appointment letter and do the joining formalities.

### **In case joining takes place within the territory:**

1. Kindly ensure employee's sign on each page of joining kit and appointment letter to be sent to H.O.
2. All documents of one employee should be stapled. It is noticed that in the courier envelope documents of one employee are mixed with other employees. This should not happen.

3. List of appointment letters sent to Accounts Deptt. shall be emailed to [shivani.singh@feaindia.org](mailto:shivani.singh@feaindia.org) and [suman.lata@feaindia.org](mailto:suman.lata@feaindia.org) along with list of bills by AMs and Shreya Singh respectively. AMs shall share only those joining documents wherein date of joining got revised due to any reason. Rest joining letters shall be sent by Shreya Singh.
4. Refer to courier guidelines

## Expense Dashboard Bills Guidelines

1. All bills should bear expense id before upload on the dashboard.
  - a. For generation of expense id, staff need to first make an entry into the dashboard without uploading the bills. On creation of expense id, it shall be written manually on the bills and then upload of bills will be done on the dashboard.
2. Managers shall not approve bills if expense id is not written on the uploaded bills.
3. Payee name and employee code shall be written at the end of the bill.
4. Timeline of expenses upload/approval/payments:-

Step	Activity	Timeline
1	Upload expenses on dashboard + Approval/verification by manager on expenses	7 <sup>th</sup> of next Month
2	Approval by property deptt (of verified expenses)	11 <sup>th</sup> of next Month
3	Payment by accounts	18 <sup>th</sup> of next month
4	Receiving of payment	21 <sup>st</sup> of next month
5	Monthly Unspent advance with staff (if any) For example:-  Total Advance given in March (A)                      Rs.10,000/- Bills uploaded and approved against advance (B) <u>Rs. 6,000/-</u> Unspent advance for March (A-B) <u>Rs. 4,000/-</u>  Unspent advance of Rs.4,000/- shall be deducted from April month's salary which is paid in May month.	It shall be deducted from next month's salary

5. In case of rejection of bills by Accounts team, kindly resubmit the bill using modify option after due correction. Kindly don't submit it as a new addition as it creates duplication of bills in our system.
6. All Bills should be made in the name of AAM Foundation with Head Office Address only.
7. 'Stationery & Cleaning expense' be forwarded to AMs for verification and not to Property team for quadrimester purchase.
8. No overwriting is allowed on bills.
9. Bills should bear signature of Manager.
10. Branch name should be mentioned in each bill either by way of stamp or manually.

11. Bills against Advance should be uploaded on dashboard within 20-25 days of taking advance.
12. Nature of expense should be categorized correctly on dashboard for each bill.
13. Payment in cash for an amount more than Rs.5000/- per bill is not allowed.
14. If the bill amount is more than Rs.5000/-, payment shall be made preferably by Accounts Deptt. directly to the vendor's account.
15. No quotation is needed for purchases up to Rs.5000/-. Item can be purchased directly, and bill should be received against the payment for office reimbursement.
16. In exceptional cases, where bills are not available by the vendor/service provider, kindly use Performa for bills. (Annexure A). Please avoid sending expense details on blank paper, as this will not be treated as valid bill by Auditor/Income Tax Deptt. and therefore, shall not be reimbursed.
17. Reimbursement of approved bills shall be made by Accounts team on checking scanned images of bills on Expense dashboard instead of waiting for hard copies of the bills. This is being done to avoid delay in processing payments.
18. AMs should advise staff to upload all bills on dashboard before submitting the hardcopy, otherwise the bills will be skipped for payment.
19. AMs shall collect all bills of his/her zone from the team on monthly basis and courier the same to Accounts team at Head Office at following address: -

i. AAM Foundation, Vasant Gaon, Valmiki Temple-1, Delhi-110057  
(Kind attention- Deevakar Rajput ( 9560771651)/Suman Lata  
(9718737300))

20. AMs shall collect all original documents with TMs like bills, in case TMs submit resignation or get terminated.
21. AMs shall also email the list of quarterly bills with Accounts team along with courier receipt/docket for checking/tracking purpose.
22. TMs to submit the quarterly bills to their Area managers with the list of sequentially sorted bills in the below format:-

Expense id	# Bill(s)
<b>Total no. of bills</b>	<b>Xxx</b>

Note: 1 TMs shall copy list of expense ids of their team from Expense Dashboard under 'My team expenses' tab

2. In the above format, expense ids shall be sequentially sorted.

3. TMs shall collect all pending original documents with facilitator like bills, in case facilitator resigns/gets termination.

## **Guidelines for Logbook:**

1. Always upload the logbook on a monthly basis on expense dashboard under tour and travel category
2. Petrol Bill: Collect computerized bills for petrol reimbursement. Only use handwritten bills (with the fuel station name printed) if the fuel station does not provide computerized bills
3. Vehicle servicing frequency: Employees are required to get their bikes serviced regularly after every 1400 kms.
4. Service billing conditions: Always prefer an authorized service center for servicing to ensure quality maintenance and valid billing. If an authorized center is not available in your locality, you may visit a mechanic who can provide a valid bill with the shop name printed at the top. Bills that do not meet this criteria, will not be eligible for reimbursement.
5. Reimbursement structure: For any major engine work, employees are strictly advised to visit only authorized service center. Reimbursement Structure is as follows-
  - a. Full reimbursement for vehicle service costs up to ₹2500.
  - b. For bills exceeding ₹2500, Rs.2500/- plus 50% of amount in excess of Rs.2500/-.

(e.g. If bill amount is Rs.4000, reimbursement amount shall be 2500+50% of 1500.)

6. In case of an emergency, such as a breakdown midway, the staff should discuss the matter with their manager and proceed with a local mechanic. If they are unable to provide a printed bill, they must send an email to the Property Department.
7. No reimbursement will be provided without a bill.
8. No cutting or overwriting on handwritten bills. Attach the bills in chronological order.
9. Manager shall verify the arithmetical accuracy of the bill.
10. In case of an accident, you must contact the insurance company to claim for vehicle repairs. An FIR is required to process the insurance claim. You need to file an FIR if you're involved in an accident, as insurance claims for vehicle damage can only be made if we have the FIR.

## **Courier Guidelines**

- 1) Expense dashboard bills and Asset dashboard bills are mixed in one envelope instead of separate envelopes as guided in the guidelines.
- 2) Bills processed through emails like vendor payments, etc. are added in property team envelope. Team should send it in 'Accounts team' envelope only as otherwise sometimes the bills get misplaced.
- 3) Branch setup bills (Expense Dashboard) are mixed with Assets dashboard bills. Branch set up bills are part of Expense dashboard bills only and therefore, should be kept for use by Accounts team only. Property team doesn't take any action on these bills and therefore, should not be mixed with Assets Dashboard bills.
- 4) Avoid folding the bills more than once. It sometimes gets torn.

- 5) If any bills are half the size of an A4 sheet, please attach them to full A4 sheet, rather than stapling them directly onto the other bills. It becomes easier to manage and verify the bills so provided.

In short, bills pertaining to property and accounts team should be segregated as under:

- a) Property team envelope shall contain Assets dashboard bills **with Expense ids**, RAs, Annexures
- b) Accounts team envelope shall contain bills processed on emails (without expense ids), Appointment letters, Expense dashboard bills

**Courier all the RA/Annexure/ Joining Letter/Expenses bills/Fixed assets bills by following dates:**

Quarter	Last date to courier assets bills
Apr-Jun	15 <sup>th</sup> July
July-Sept	15 <sup>th</sup> Oct
Oct-Dec	15 <sup>th</sup> Jan
Jan-Mar	15 <sup>th</sup> Apr

**Property and Accounts will give share receiving through email after the verifications of RA/Annexure/ Joining Letter/Expenses bills/Fixed assets bills.**

## **Appendix**

<https://docs.google.com/document/d/19nmfKyR0MV1vMQhUXQqGjyXxM5YPbFf3/edit?usp=sharing&ouid=102868451316853954722&rtpof=true&sd=true>



