Document of Guidelines
(Last updated on 11th March, 2026)

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. A request letter to the landlord will also be added on the 2nd page of RA, wherein the landlord be requested to provide his/her support in creating awareness about FEA's classes and encouraging students to join FEA class.
2. TMs to get two printed **COLOUR** copies of RA and the request letter as stated above.Sign both the copies and get both the copies signed by the landlord TMs will take care not to add their signatures on the AAMF stamp.
3. TMs need to upload the signed copy of RA **(ONLY 1st PAGE)** to the dashboard for verification within 15 days of the branch opening.
4. 2nd PAGE OF RA shall be kept by TM with themselves for verification by AM at any later stage.
5. Property team to approve/reject. If rejected, TMs to modify the RA and upload again with landlord sign, following the reason provided by the PT.
6. Once RA is verified from PT. TM to handover one copy of RA to the landlord and courier another copy of RA **(ONLY 1st PAGE)** to Property Team within the given timelines.
7. Once RAs received by property team, PT will get sign of Vikas Kumar/Abhishek Singh on the RAs. Once sign is completed, e-copy of RAs 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 to get the printout of annexure, get it signed by landlord and uploaded it for verification.
2. PT to approve/reject. If rejected, TM to modify the Annexure and upload again, following the reason provided by the PT.
3. TMs to ensure the approved annexure is sent to Property team via courier within the given timelines.

Other Instructions:

1. Follow above-mentioned points for 2nd RAs, 3rd 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 28th Feb 2025.** http://43.252.88.75:89/RALogin.aspx
4. Branches **opened prior to RA dashboard or 1st Feb, 2024 and still running** (refer email dt.24th 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 (1st 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. Handwritten bank details on quotation or otherwise shall not be accepted. Bank details should always be printed only.
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. Purchase of inverter batteries and sale of old batteries:-
    a) Quotations should clearly mention buyback value of old batteries along with the final payable amount. [Quotation (with exchange of old batteries).pdf]
    b) Net amount (purchase price less exchange value) be placed for payment on the portal.
    c) Battery bills should be raised for the purchase price (i.e. without exchange value).
    d) A credit note should also be obtained from vendors against old batteries. The sample invoice for purchase of new battery and credit note for exchange of battery can be referred.(**[purchase bill and credit note (2 pages).pdf]**)
    e) The exchange value of battery may go upto Rs.4k and therefore, TM should make all reasonable efforts to negotiate for the same with the vendor.
    f) FEA is not supposed to issue any bill for old batteries. If the vendor is making any such request, kindly correct him that the same is not required to be issued.

7. One entry per branch will be created.
8. 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.
9. 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.
10. 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.

11. 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.
12. 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.
13. Bills should be signed and stamped.
14. Overwriting is not allowed on the bills.
15. Total amount should match with the breakup of bills.
16. Blur pdf files should not be attached. Only legible pdf file shall be uploaded/approved.
17. 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'.
18. 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.
19. 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.
20. 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.
21. 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.
22. AMs are responsible for ensuring that the assets purchase are delivered to respective branches.
23. 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.
24. Refer to courier guideline.

B. 2nd & 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 '2nd Purchase' button.
3. AMs to see and verify the request from '2nd 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 1st purchase of assets for new branch setup

Joining Letters Guidelines

TMs to share joining details with accounts on the next day of receiving the trainer's final report after the discussion with candidate.

Responsibility of completing joining of new staff

1. As per the current practice, TMs send an appointment letter request to recruitment@feaindia.org in specified format, addressed to Shivani Singh, who then sends the email to the candidates for digitally signing the appointment letters.
2. Most of the appointment letters and joining kits are issued over email and signed digitally at the Gahru, Lucknow Training Centre, with support from Shreya Singh.
3. In a few exceptional cases, where the issuance of appointment letters and joining kits cannot be completed at Gahru (due to reasons such as a change in joining date, branch not finalized, etc.), the process is managed by Shreya Singh/Shivani Singh directly. If required, Shreya/Shivani might reach out to TMs for their support to assist the candidate in digitally signing the appointment letter.
4. No printing of appointment letters and employee's manual signature are required now as appointment letters are digitally signed. TMs are required to guide the new staff on the steps for digitally signing the documents, as explained below:

Steps for Digital Signing of Appointment Letter:

1. On receipt of email from TMs, Shivani will send a soft copy of appointment letter, Declaration & Undertaking, and one page joining kit to the **candidate's email ID** via Zoho Sign. TMs shall also be informed about this over email by Shivani.
2. The candidate must click "Start Signing" and follow the instructions (refer to the attached visual guide).
3. The candidate will: Digitally sign the appointment letter and declaration. Fill in the joining kit and submit it online
4. Once completed, I (Shivani Singh) will receive the digitally signed documents. On non-receipt of signed document, follow up shall be done by Shivani with the concerned TM.
5. The candidate also has the option to download and email the signed documents to their email ID for future reference.

Please ensure the following:

1. Provide the candidate with clear instructions on how to fill out the joining kit accurately.
2. Emphasize the importance of carefully reviewing all details before submitting.
3. 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	7th of next Month
2	Approval by property deptt (of verified expenses)	11th of next Month
3	Payment by accounts	18th of next month
4	Receiving of payment	21st 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) Rs. 6,000/- Unspent advance for March (A-B) Rs. 4,000/- 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. Branch name should be mentioned in each bill either by way of stamp or manually.
10. Bills against Advance should be uploaded on dashboard within 20-25 days of taking advance.
11. Nature of expense should be categorized correctly on dashboard for each bill.
12. Payment in cash for an amount more than Rs.5000/- per bill is not allowed.
13. If the bill amount is more than Rs.5000/-, payment shall be made preferably by Accounts Deptt. directly to the vendor's account.
14. 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.
15. 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.

16. 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.
17. AMs should advise staff to upload all bills on dashboard before submitting the hardcopy, otherwise the bills will be skipped for payment.
18. 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: -

AAM Foundation,

Behind Vasant Vihar C Block Market,

Vasant Gaon, Chauhan Mohalla,

Valmiki Temple-1,

Delhi-110057

(Kind attention- Krishna Prasad – 9810268255)

19. AMs shall collect all original documents with TMs like bills, in case TMs submit resignation or get terminated.
20. RMs/SAMs/AMs shall also email the list of quarterly bills with Accounts team along with courier receipt/docket for checking/tracking purpose.
21. 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)
Total no. of bills	**Xxx**

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.

Expense Categories with Details:

S. No	Categories	Details
1	Branch Set-up & Relocation	Branch set up (new & relocation) expenses such as electrical fitting, initial stationery and non-stationery + Transportation amount

		Expenses of new branch setup and relocation branch set up are to be shared separately under respective columns only as per prescribed format
2	Freight	Cost incurred for movement of goods from one Branch to another/ Guest House, books delivery.
3	Stationery & cleaning supplies	This expense is bifurcated into 2 parts:- Stationery amount and cleaning supplies amount for running branches to be filled in separately.
4	Courier charges	Cost of courier/speed post through Post Office, private courier agency
5	Guest House grocery	Guest house food expenses like grocery, milk, vegetables
6	IT Repair & Maintenance	Repair of IT assets like laptop, charger, speakers, etc.
7	Branch Cleaning	Branches cleaning staff monthly payment
8	Local City Events	Expenses incurred- *Parichay Samaroh*, Meeting with Pradhan, Community Event, Group Interview, Sync-Up 60-Reconnect, training
9	Repair and Maintenance	Repairs- Electrical, Plumbing, Carpenter work (including White-wash, Flooring, Battery Water change, etc.)
10	Telephone allowance	Mobile phone allowance for office work
11	TOUR and travel expense	This expense is bifurcated into 3 parts:- i) Conveyance-travel in local city ii) Logbook iii) Outstation travel+Meal+Lodging • Tickets/bills are mandatory for travel from bus, train, cab and metro train. • Current Tour and Travel format to be used from Expense Dashboard • Teachers are entitled to reimbursement of travel expenses to and from the branch if it is located more than 5 km from their residence.
12	Others	Photocopy and printing, A4 sheet rims

<u>Guidelines for Logbook:</u>

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. Also, kindly note that, nowadays; almost all fuel stations including at rural locations are issuing computerized bills. Therefore, property team reviews the handwritten bills more vigilantly and these bills may be subjected to frequent audits and rejections, if found fraudulent.
3. <u>Vehicle servicing frequency</u>: Employees are required to get their bikes serviced regularly after every 1400 kms.
4. <u>Service billing conditions:</u> 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. <u>Reimbursement structure:</u> 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 before approving such expense on Expense dashboard.
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. 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)
Total no. of bills	**Xxx**

2. Please send the courier at the following Head office address:-

AAM Foundation,

Behind Vasant Vihar C Block Market,

Vasant Gaon, Chauhan Mohalla,

Valmiki Temple-1,

Delhi-110057

(Kind attention- Krishna Prasad – 9810268255)

3. 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.
4. Avoid folding the bills more than once. It sometimes gets torn.
5. 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), Expense dashboard bills

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

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

In case of exceptional and unavoidable circumstances, with the manager's prior permission, the last date to courier bills can be 30th of the following month.

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

Appendix

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