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. Teachers to submit RA to Shreya Singh during their first curriculum training at Gahur training center.
7. Shreya to sign the RAs and courier 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

For Annexure:

1. Once the branch is closed, the TM/teacher to get the print out 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 Gahur
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 2nd RAs, 3rd RA and their annexures of the branch.
2. Please follow the steps of the RAs and annexures of the branches opened before the RA dashboard.
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. The new dashboard to be used for the branch started from 1 March 2025. http://43.252.88.75:85/Document/account/login
5. From now onwards, all RAs will be for 11 months, irrespective of the cycle no

Fixed Assets Guidelines

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 should be added 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.
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. One quotation will be valid for a year

    For points # b and c, need three quotations in case purchasing items from the same vendor within three months of first purchase.

6. One entry per branch will be created
7. In case of rejection of quotation, resubmission of request be done through modify option only. Kindly correct the reasons of rejection and then resubmit.
8. It is noticed that duplicate/triplicate/quadruplicate entries 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.
9. 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. 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.
10. Bills should be signed and stamped.
11. Overwriting is not allowed on the bills.
12. Total amount should match with the breakup of bills.
13. Blur pdf files should not be attached. Only legible pdf file shall be uploaded/approved.
14. In quotation, specific description of asset should be written. For example, for all categories of fan like exhaust fan, ceiling fan, pedestrial fan, etc. exact specification should be written instead of just writing 'fan'.
15. 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.
16. 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.

17. 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.
18. AMs are responsible to ensure that the assets purchase are delivered to respective branches.
19. 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.

20. The last date to send the courier to Property team is as under: -

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

21. Property team shall check the list of the bills received and update the ops team over email.

Joining Letters Guidelines

1. Kindly ensure employee's sign on each page of joining kit to be sent to H.O.
2. All documents of one employee should be stapled. It is noticed that in courier envelope documents of one employee are mixed with other employees. This should not happen.
3. The last date to send the courier to Accounts & HR team is as under: -

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

4. List of appointment letters sent to Accounts shall be emailed alongwith list of bills/rent agreements by AMs.
5. Accounts Deptt. shall check the documents received with the joining docs and update the deficiency, if any, to ops team.