

AIESL/FIN/139



AI Engineering Services Limited

05.10.2023

To

All regional heads and HODs at HQ.

Subject: Regulation of payment to Third Party personnel engaged by AIESL

While utilizing the services of third-party/outsourced personnel, below-mentioned precautions are required to be exercised for making any payment to such personnel:

1. No payment is to be made for the services of the outsourced personnel over and above the services included in the work order issued to the concerned vendor.
2. In case any payment is required to be made for any additional/ supplementary services, the same should be made only with the approval of the competent authority in writing.
3. Extra remuneration/payment, for working beyond the mentioned working hours / working on Saturday / Sunday or any public holiday, is to be made only if the same is provided in the work order.
4. No payment is to be made directly to the outsourced personnel. In other words, all payments, pertaining to the services rendered by the personnel / Third Party, are to be made only to the vendor against valid invoices only.
5. Generally no reimbursement for travel expenses is required to be made to such personnel. In case due to any exigency such payments are required to be made, the same is to be made only through the concerned vendor after obtaining necessary approval from an officer not below the rank of GM. It is reiterated no direct payment is to be made to such personnel.
6. Such personnel shall, in no case, be authorized to make any payment on behalf of the company.

This above may kindly be advised to all concerned for strict compliance.


R.K. JAIN

CFO

CC:CEO AIESL