

AIESL/Fin/138



AI Engineering Services Limited

05.10.2023

To

All regional heads and HODs at HQ.

Subject: Reimbursement of expenses to AIESL employees.

Below-mentioned precautions are required to be exercised for making payments to AIESL employees:

1. In the case of local travel (within city):
 - (a) the travel must be for official purposes only,
 - (b) The purpose of travel must be mentioned in the movement register and the movement register to be verified at the time of approving claims of the employees.
 - (c) The Purpose of such travel is invariably to be mentioned in such claim forms.
 - (d) Claims for local traveling expenses must be approved by an officer, not below the rank of DGM/ Executive (senior level).
 - (e) The claimant also needs to certify that no official vehicle at that time was availed for that purpose.
2. Claims for reimbursement of expenses for any purchase of official use are to be paid with the approval of the competent authority.

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

R.K. JAIN

CFO

CC:CEO AIESL