



Sitara[®]
A SEWA INITIATIVE

Procurement Policy

Version 3.0

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1 ABBREVIATIONS / REFERENCES

| | |
|-----------------|---|
| SGR / Company | Sewa Grih Rin Limited |
| Purchase Policy | This document enlisting rules and guidelines for SGR to initiate Purchase Process, assess, recommend the Proposals for a purchase and issue Purchase Order upon approval. |
| Company Unit | Any department in the company which has a need for a product, service or solution. |
| Initiator | An individual Employee, who initiated the Purchase Requirement. In case of department, the Head of Department shall be treated as Initiator. |

2 PREAMBLE

The fulfilment of the SGR's mission demands that the appropriate infrastructure, supplies and services be available to SGR. The company is mindful to uphold its own prominent reputation as an institution, and wishes to reaffirm its commitment to ethical, efficient purchasing practices, expected to be governed by the underlying philosophy of excellence of mission. To this end, the company endorses this Procurement Policy, a framework of sound operational practices that establishes the rules by which the purchase transactions are measured, while promoting through the acquisition of best value for money goods and services, from capable suppliers with rigorous standards.

3 OBJECTIVE OF THE POLICY

To clearly lay down the rules and parameters to obtain the best price, quality, and service for the materials, goods, and services that are purchased, and to maintain the highest ethical standards in dealing with, its suppliers. In addition SGR takes a long term view toward its relationships with suppliers with an aim to realize an amicable relationship of mutual prosperity based on fair business practices.

4 FAIR COMPETITION BASED ON AN OPEN-DOOR POLICY

To have an open and fair entry process that allows all potential suppliers, regardless of nationality, size, and experience, the same chance to offer their products or services to SGR.

SGR shall select its Suppliers based on economic reasons such as the quality, price, and volume of their products, as well as on their adherence to delivery time lines.

Any Requisition for total purchase value more than INR 15,00,000.00 shall be placed on the company's website for prospective vendors to submit their quotation. Vendors shall have at least 15 days' time to submit their quotation from the date of placing requisition on website.

5 LOCALIZATION OF BUSINESS

As a company that will spread its operations to various geographical locations across country, SGR shall promote procurement from local suppliers in order to contribute to the local community.

6 OBEYING THE LAW

It should be SGR's policy to strictly abide by both the letter and spirit of laws and regulations and to also carefully handle and protect its partner's secret corporate information.

7 PURCHASING GUIDELINES

In applying the purchase policy, SGR should pursue fairness by following guidelines.

1. Quality, price, reliability, and supply stability shall be the main criteria upon which SGR should base decisions on carrying out specific transactions.
2. As a rule, SGR shall compare offers from several vendors simultaneously to nurture competition and select suppliers fairly.
3. SGR shall create opportunities for newcomers by periodically reviewing its regular vendors.
4. SGR shall request offers only when considering a purchase. If asked, SGR shall explain, within limits, the reasons for not accepting an offer, proposal or competitive bid.
5. As a rule, SGR shall specify terms in written contracts / Purchase Orders.
6. SGR shall never insist its vendors to purchase the company's products or services (loans).
7. SGR shall preserve the confidentiality of vendor information obtained during transactions or otherwise.
8. SGR shall not engage in transactions that lead to the violation of a third party's intellectual property rights.

9. A Company unit who may have purchasing requirement may engage with Vendor in preliminary discussion in no case should commit the company to a purchase without involving the Admin Department.
10. Admin Department personnel of SGR shall not permit personal interest to influence relationships with existing or prospective vendors.
11. Any employee of SGR, or his / her friend / relative, shall not accept any gift, in cash or in kind, from existing, past or prospective vendors. In case any such gift is received, the same shall be informed to the CEO at the earliest.
12. Any employee of SGR, or his / her friend / relative, shall not accept loan, in cash or in kind, from existing, past or prospective vendors. In case any such loan is received, the same shall be informed to the CEO at the earliest.
13. Approved purchase processes must be used in every case, to ensure that the supplier is selected objectively.
14. Approved contracts, developed by Purchase and the Legal Department, including approved templates or purchase orders, shall be used wherever possible to ensure that the company's (i) interests are fully protected and (ii) purchasing initiatives are appropriately implemented. Forms provided by suppliers should be used only in exceptional circumstances, and only with the prior approval of Legal Department / CxO. Letters of Intent, which are by definition non-binding, shall be discouraged, and should not be used without the prior approval of the Legal Department / CxO.
15. Only employees specifically authorized may sign purchase orders / agreements on behalf of SGR. Agreements signed by unauthorized personnel, as well as oral commitments, compromise SGR's ability to control the process by which it incurs obligations, and expose SGR to unnecessary risks.
16. Every Purchase Order / Service Contract of one time / regular nature must be informed to the finance department immediately upon signing. Any payment schedule shall be specifically mentioned in the Purchase Order / Service Contract.
17. In case of specific purchases, if desired by the Admin Department, the initiator may be taken into loop to ascertain the appropriateness of the product / solution / service being purchased.
18. If any technical or commercial information about SGR is required to be shared with the Party for requesting a proposal, a NDA must be signed between the parties before sharing of such information.

8 PURCHASE PROCESS

8.1 Requisition

Requisition for Purchase shall be initiated by an existing employee. If the employee leaves before the PO is issued, the purchase requisition shall be ratified by the

department head or Purchase process shall be aborted as advised by the department head. Overriding powers rest with COO / CFO or above.

In case the request is raised by the management keeping in view the future prospects, it should be raised by the department head and approved by the CEO.

Any Purchase Request should be treated as closed as soon as a Purchase Order is issued against the Purchase Request.

Any Purchase Request, if older than 3 Months from the date of Purchase Order, shall be treated as void. No Purchase Order should be issued on any VOID or Closed Purchase Request. Overriding powers rest with CEO.

Specific Brand / Model shall be insisted upon / specified in Requisition only in special cases with approval of COO / CFO or above. Normally, the requisition shall be raised with Generic Name / specifications only. Approving Authority shall have the right to question the specifications of the requirement.

8.2 Requisition Approval

Any Requisition shall be approved and forwarded in the format attached as Form-PP01.

Any Requisition shall be forwarded to Admin Department by the respective authority as per the below matrix

| <u>Requisition Value*</u> | <u>Requisition Forwarding Authority</u> | <u>Requisition Approving Authority</u> | <u>Exception / Overriding Power</u> |
|-----------------------------|---|---|---|
| < 2,00,001 | Department Head | Relevant CxO | CEO / Relevant Committee empowered by board |
| > 2,00,000 and < 40,00,001 | Department Head | Relevant CxO + CEO | Chairperson |
| > 40,00,000 and < 75,00,001 | Department Head | CEO + Chairperson | Relevant Committee empowered by board |
| > 75,00,000 | Department Head | CEO + Chairperson / Relevant Committee empowered by board | Relevant Committee empowered by board |

* Estimated Value as per requisition excluding Taxes and Charges

* Value rounded off to next Rupee.

Exception:

Products Purchas of recurring Nature for general purpose (toiletries / bakery items / pantry items) with total invoice value less than Rs. 10,000 may be purchased without generating the requisition.

8.3 Purchase Approval

8.3.1 FOR TECHNICAL AND NON-TECHNICAL PRODUCTS / SOLUTIONS / SERVICES

| Purchase Value | Same Product Purchased up to or more than once during a month | Same Product Purchased more than once during 3 months | New Purchase or Same Product Purchased after more than 3 months of last purchase or There is change in Price / Specifications since last purchase. | Recommended By | Exception / Overriding Powers |
|------------------------|--|--|--|--|-------------------------------|
| | | | | Approved By | |
| < 10,001 | Direct Inquiry and Purchase. No need for Three Quotation Process. | Direct Inquiry and Purchase. No need for Three Quotation Process. | Direct Inquiry and Purchase. No need for Three Quotation Process. | Department Head | CEO |
| | | | | Department Head | |
| > 10,000 and < 200,001 | Seek Quotation from Last Vendor. Raise PO unless change in Price / Specifications. | Seek Quotation from Last Vendor. Raise PO unless change in Price / Specifications. | Follow 3 Quotation Process | Department Head | CEO |
| | | | | Department Head + Admin Department Head | |

| | | | | | |
|-----------------------------------|--|--|----------------------------|---|--------------------|
| > 200,000 and < 10,00,001 | Seek Quotation from Last Vendor. Raise PO unless change in Price / Specifications. | Seek Quotation from Last Vendor. Raise PO unless change in Price / Specifications. | Follow 3 Quotation Process | Department Head + Admin Department Head CEO | Chairperson |
| > 10,00,000 and < 40,00,001 | Follow 3 Quotation Process | Follow 3 Quotation Process | Follow 3 Quotation Process | Department Head + Admin Department Head CEO | Chairperson |
| > 40,00,000 and < 75,00,001 | Follow 3 Quotation Process | Follow 3 Quotation Process | Follow 3 Quotation Process | Department Head + Admin Department Head CEO + Chairperson | Relevant Committee |
| > 75,00,000 | Follow 3 Quotation Process | Follow 3 Quotation Process | Follow 3 Quotation Process | CEO + Chairperson Relevant Committee | Relevant Committee |

*Final Order Value excluding Taxes and Charges

* Value rounded off to next Rupee.

The Three Quotation process should mandatorily be followed at least once a year for purchases or Recurring Nature. The Three Quotation Process may be scheduled at the start of financial year or at a predefined milestone when the prices are expected to be revised.

The Milestone may vary from product to product.

- If the Final Purchase Order Value is higher than the Purchase Requisition Value Slab (refer 8.2 above) then the Purchase Requisition shall be countersigned by the appropriate authority as per the delegation matrix above.

- If the Purchase is against or part of any pre-approved or already specifically budgeted Project / Service / Solution, the same may be approved by COO / MD & CEO / CFO irrespective of the Purchase Order / Invoice Value.

- In case the purchase is of Technical nature and
 - ✓ crucial to the business process of SGRL
 - ✓ irrespective of the value of purchase
 - ✓ unless it is a standard – off-the-shelf service / solution
 at least 3 service / solution providers shall be invited.

The suppliers / solution providers may be identified using the Expression of Interest / industry information / known sources.

All the service / solution providers should present a technical proposal in addition to the commercial quotation. The solution/ service offered by different vendors may be based upon different technology / environment but fulfilling the objective as set forth by SGRL.

A technical committee may be formed to evaluate the proposal / product / solution offered by the suppliers. This technical committee shall be formed with approval of the approving authority as mentioned in the purchase matrix in 8.3.1 and

- shall consist of at least 3 members.
- A purchase approval authority may be part of this committee.
- This committee shall mandatorily consist of Senior Employees of the company.
- An outside expert may be invited to be part of the committee.
- The committee shall be mandatorily chaired by an employee of the company who is the senior most in the committee.
- The committee shall declare the appropriateness of the Technical proposals and inform to purchase approval authority before concluding the Technical proposal evaluation meeting.
- The suppliers having relation with the Committee members (internal or external) shall be rejected abinitio.
- The Technical Committee in its decision, should declare the proposed solution as appropriate or inappropriate to the requirements of SGRL. The committee may also recommend to invite more proposals from same or different other vendors.
- There may be more than one appropriate solution identified among the proposed solutions.
- The committee may also declare the appropriateness of the available solutions with ranking and remarks. This will help the purchase approval authority to finalise the purchase.
- Any exception to the above process may be considered based upon the approval as defined in purchase matrix in 8.3.1.

8.4 Three Quotation Process

8.4.1 FOR PURCHASE VALUE LESS THAN INR 5,00,00,001.00

A written Request for Quotation shall be designed and sent to multiple known suppliers. The process shall be open to unknown suppliers also for submitting their quotation.

The Request for quotation shall clearly specify the requirement including (Technical) specification(s) as requested and agreed by the initiator.

Any special condition(s) regarding quality of product, delivery period, payment schedule, warranty / support service etc. may be mentioned in the request for quotation.

The quotations received shall be verified for the specifications as per request. Quotations meeting or exceeding the specifications shall be shortlisted for consideration. In case at least 3 quotations are not available with requisite specifications, the suppliers may be contacted to revise the quotation with requisite specifications. Initiator or Department Head can be involved to verify the specifications of the products / solutions / services offered in quotations.

Suppliers may be invited to demonstrate the Product / Solutions / Services being offered to evaluate the offer.

Minimum 3 Quotations shall be in place for deciding about the purchase. The lowest Commercial Quotation shall be preferred. Exception with CEO's approval.

Technical appropriateness shall always supersede the commercial preference. An inappropriate product / solution / service will be of no use however better it is in price.

8.4.2 FOR TRANSACTION VALUE MORE THAN INR 5,00,00,000.00

"Purchasing needs arise in a variety of contexts. In some cases, the company unit with a purchasing need may wish to engage with prospective suppliers in preliminary discussions. In other cases, the company unit may decide to ask Admin Department to deal with prospective suppliers. In no case should a company unit commit the company to a purchase without involving the Admin Department. Admin Department shall ensure that the purchase process is followed."

A written request / RFP shall be designed by the Company Unit / Transacting Department and approved by the MD & CEO. The request / RFP shall thus be circulated and shall be open for response for minimum 15 days and maximum 45 days from the date of request / RFP. Specific Product / Service / Solution Providers

may also be invited to send their quotations / proposals, if so desired. At least 3 quotations / proposals are necessary to decide the right supplier. Any exception to the above will be taken with approval of MD & CEO.

8.5 Issuance of Purchase Order

After the assessment, the finalised supplier will be asked to deliver the product.

This finalisation shall be recorded in writing as per the Form PP02 enclosed herewith.

The Purchase Order shall be prepared (as per the Form PP03 enclosed herewith) after form PP02 is signed by the Authority as per the matrix mentioned above.

The Purchase Order in Form PP03 shall be issued to the Supplier within 1 working day from the date of Signing of the Purchase Order. Head of Admin Department shall be responsible to ensure delivery of Purchase Order to the Supplier.

The Information about issuance of Purchase Order shall be given to the Initiator and the Accounts department. Head of Admin Department shall be responsible to ensure delivery of information about Purchase Order to initiator and Accounts Department.

9 DELIVERY OF PRODUCT / SERVICE / SOLUTION

The Admin Department shall keep track of the Delivery of Product / Service / Solution as per the Terms mentioned in the Purchase Order.

In case of any delay in delivery, the initiating department shall be informed as soon as the delay is diagnosed.

A written confirmation shall be sought from the Initiating Department Head about continuing / cancelling the Purchase Order in case of delay. The Terms of Purchase Order shall supersede any such decision.

Penalty for delay in delivery may be imposed on the supplier if so mentioned in the terms of Purchase Order.

The Admin Department shall verify the Product / Service / Solution upon receipt of the same in the company premises or Place of delivery as per Purchase Order.

The Admin Department may involve the Initiator to verify the Product / Service / Solution upon receipt of the same.

The Supplier shall be informed in writing about the acceptance / rejection of the Product / Service / Solution upon receipt of the same. The reasonable information / cause of Rejection can be informed to the Supplier, if asked. Admin Department head shall be responsible for this communication.

Delivery of any Product / Service / Solution shall be considered to be complete only after receipt of a valid invoice. The Invoice shall be delivered by the supplier along with the delivery of Product / Service / Solution or at a later date but not more than 7 working days of the delivery of the Product / Service / Solution.

10 PAYMENT AGAINST DELIVERY OF PRODUCT / SERVICE / SOLUTION.

No Payment, except advance payment, shall be released against any order without receipt of the valid and complete Invoice.

Payment shall be released in time as per terms of the Purchase Order upon acceptance of Product / Service / Solution. Any delay in payment shall be informed to the Supplier beforehand. The company shall be ready to accept any penalty as may be mentioned in the Terms of Purchase Order.

Appropriate action may be taken by the CEO in case of Penalty arising due to delay in payment by action / inaction of an employee / group of employees.

11 MODIFICATION IN PURCHASE ORDER

Any modification in the Purchase Order already issued shall be done after approval of the Delegation Authority as provided in 10.3.1.

The Supplier shall be contacted and informed in writing about the modifications desired in the Purchase Order. A written confirmation shall be sought from Supplier about possible financial / legal implications, in case of change in the Purchase Order is carried out.

The modification approving authority shall be informed about the financial and legal implications, if any, due to change in the Purchase Order.

A Revised Purchase Order (as per the Form PP04 enclosed herewith) shall be issued to the Supplier with Modifications and Approval of the Authority.

The same shall be informed to the initiator and the Accounts Department formally in writing.

The Admin Department head shall be responsible for the entire process as mentioned herein.

12 CANCELLATION OF PURCHASE ORDER

A Purchase Order already issued can be cancelled after approval of the Delegation Authority as provided in 10.3.1.

The Supplier shall be contacted and informed in writing about the desire to cancel the Purchase Order. A written confirmation shall be sought from the Supplier about possible financial / legal implications, in case of cancellation of the Purchase Order is carried out.

The cancellation approving authority shall be informed about the financial and legal implications, if any, due to cancellation of the Purchase Order.

A Cancellation of Purchase Order (as per the Form PP05 enclosed herewith) shall be signed by the cancelling Authority.

The same shall be informed to the Supplier, Initiator and the Accounts Department.

The Admin Department head shall be responsible for the entire process as mentioned herein.

13 TERMINATION OF PURCHASE PROCESS

CEO / Relevant Committee shall have the right to terminate / abort the Purchase process at any stage "before issuance of Purchase Order".

14 POLICY REVIEW

This policy will be reviewed annually or on the basis of any material change in the regulatory requirements or business operations of the Company.

15 NON-BUDGETED PURCHASE

Any non-budgeted Purchase of an amount less than Rs. 10,00,001.00 will require the approval of the CEO. It should be reported through standard reporting mechanisms to RMC or Board of Directors as soon as practically possible.

Any non-budgeted Purchase of an amount more than Rs. 10,00,000.00 will require the approval of RMC or Board of Directors before the purchase process is initiated.

16 REPORT OF AUTHORITY UTILISATION

Though CEO has authority to purchase without referring to the RMC or Board of Directors as per policy mentioned above, it is responsibility of the CEO to report to RMC or Board of Directors about the utilisation of its authority of purchase on a quarterly basis (as and when the RMC or Board of Directors meet).

17 FORMS

On Next page

Sewa Grih Rin Limited

17.1.1.1.1 Requisition for Purchase

The Purchase Officer,
Sewa Grih Rin Limited,
Head Office.

Requisition Number: _____

Requisition Date: ___/___/_____

Please arrange to Purchase the Following: -

| Sl. | Particulars | Estimated Price |
|-----|--------------|-----------------|
| 1 | | Rs. |
| | | |
| | Total | Rs. |

Requisition Raised by:

Employee Name and Signature: _____

Designation: _____ Employee Code: _____

Requisition Approved and Forwarded by:1st Authority

Employee Signature: _____ Date of Approval: ___/___/_____

Employee Name: _____

Designation: _____ Employee Code: _____

2nd Authority

Employee / Relevant Committee Signature: _____ Date of Approval: ___/___/_____

Employee / Relevant Committee Name: _____

Designation: _____ Employee Code: _____

Received in Admin Department by

Employee Signature: _____ Date of Receipt: ___/___/_____

Employee Name: _____

Request Status

| Request for Quotation Sent to Party | Request Sent on | Response Received on |
|-------------------------------------|-----------------|----------------------|
| | | |
| | | |

Sewa Grih Rin Limited

17.1.1.1.2 Finalisation of Proposal

Finalisation Number: _____ Ref Requisition Number: _____

Finalisation Date: ___/___/___ Ref Requisition Date: ___/___/___

A Request is received for Purchase of _____

Request for proposal was sent to different Suppliers and following _____ (no) proposals are considered.

| Request for Quotation Sent to Party | Request Sent on | Response Received on |
|-------------------------------------|-----------------|----------------------|
| | | |
| | | |

A copy of Requisition along with Quotations from the Parties is enclosed.

Party _____ has been selected for providing the Product / Service / Solution at Net total Value of INR _____
(Amount in Words) _____

The Specifications as provided by the suppliers were compared with the specifications as mentioned in the Requisition.

The Specifications of Selected Party are found to be **Short of / Meeting / Exceeding** the Request.

Approved by _____ Signatures _____ Date of Approval: ___/___/___

The Commercials as provided by the suppliers were compared. The Commercials of Selected Party are found to be **Lowest / Not Lowest**. The Party has been selected due to **Specifications / Commercials / Both / any other reason** (please Specify) _____

Approved by _____ Signatures _____ Date of Approval: ___/___/___

Purchase Finalised and Approved by:1st Authority

Employee Signature: _____ Date of Approval: ___/___/___

Employee Name: _____

Designation: _____ Employee Code: _____

2nd Authority

Employee / Relevant Committee Signature: _____ Date of Approval: ___/___/___

Employee / Relevant Committee Name: _____

Designation: _____ Employee Code: _____

PO Issued to Party _____ on ___/___/___

Sewa Grih Rin Limited**17.1.1.1.3 Purchase Order**

Party: _____

PO Number: _____

PO Date: ____/____/____

Contact Person: _____, Contact Number: _____

Please refer to your quotation number _____ dated _____. With reference to same and our subsequent discussions, please arrange to Deliver the Following:-

| Sl. | Particulars | Qty | Price | Value |
|-----|--------------|-----|-------|-------|
| 1 | | | Rs. | Rs. |
| | | | | |
| | Total | | | Rs. |

Amount in Words: _____

The above mentioned material to be delivered at _____
 _____ on or before ____/____/____
 (Deliver by Date).

Terms of Purchase Order

1. The Prices / Value mentioned above are inclusive of all Taxes as may be applicable at the time of Invoice
2. The Prices / Value mentioned above are inclusive of all charges including delivery inside the location of Delivery as mentioned.
3. The Payment shall be made within ____ days after written acceptance of the Product / Services / Solutions.
4. If the Product / Service / Solution delivered against this PO is not meeting the specifications of this PO, the same may be rejected. No payment shall be made in case of Rejection. In case it is accepted but with deviation in specifications, a Penalty may be levied as may be decided solely by the Management of SGR Ltd. The Supplier will not have any say in it.
5. A Penalty of 10% may be imposed on the Supplier, if the Delivery is delayed up to 10 days beyond the specified delivery date without written acceptance of SGR Ltd. A penalty of 20% may be imposed on the Supplier, if the Delivery is delayed up to 20 days beyond the specified delivery date without written acceptance of SGR Ltd. The Purchase Order shall stand cancelled if the delivery is delayed more than 20 days beyond the specified delivery date without written acceptance of SGR Ltd.

6. E. & O. E.

You may contact _____ at +91 _____ for any clarification.

Purchase Approved by:

| | <u>1st Authority</u> | <u>2nd Authority</u> |
|-----------------------------|---------------------------------|---------------------------------|
| Signature | | |
| Name | | |
| Date of Signature | | |
| Designation (If Employee) | | |
| Employee Code (If Employee) | | |



Sewa Grih Rin Limited

17.1.1.1.4 Purchase Order (Revised)

Party: _____, Revised PO Number: _____

Date of Revised PO: ___/___/_____

Contact Person: _____, Contact Number: _____

Please refer to our Purchase Order number _____ dated _____. With reference to same and our subsequent discussions please find below the Revised Purchase Order and arrange to Deliver the Following:-

| Sl. | Particulars | Qty | Price | Value |
|-----|--------------|-----|-------|-------|
| 1 | | | Rs. | Rs. |
| | | | | |
| | Total | | | Rs. |

Amount in Words: _____

The above mentioned material to be delivered at _____
_____ on or before ___/___/_____
(Deliver by Date).Terms of Purchase Order

- The Prices / Value mentioned above are inclusive of all Taxes as may be applicable at the time of Invoice
- The Prices / Value mentioned above are inclusive of all charges including delivery inside the location of Delivery as mentioned.
- The Payment shall be made within ___ days after written acceptance of the Product / Services / Solutions.
- If the Product / Service / Solution delivered against this PO is not meeting the specifications of this PO, the same may be rejected. No payment shall be made in case of Rejection. In case it is accepted but with deviation in specifications, a Penalty may be levied as may be decided solely by the Management of SGR Ltd. The Supplier will not have any say in it.
- A Penalty of 10% may be imposed on the Supplier, if the Delivery is delayed up to 10 days beyond the specified delivery date without written acceptance of SGR Ltd. A penalty of 20% may be imposed on the Supplier, if the Delivery is delayed up to 20 days beyond the specified delivery date without written acceptance of SGR Ltd. The Purchase Order shall stand cancelled if the delivery is delayed more than 20 days beyond the specified delivery date without written acceptance of SGR Ltd.
- E. & O. E.

You may contact _____ at +91 _____ for any clarification.

Revision in Purchase Approved by:

| | <u>Revision Proposed by</u> | <u>1st Authority</u> | <u>2nd Authority</u> |
|--------------------------------|-----------------------------|---------------------------------|---------------------------------|
| Signature | | | |
| Name | | | |
| Date of Signature | | | |
| Designation | | | |
| Employee Code (If Employee) | | | |

Sewa Grih Rin Limited

17.1.1.1.5 Cancellation of Purchase Order

Ref PO Number: _____

Ref PO Date: ____/____/____

A Purchase order as mentioned above was issued to Party: _____

Contact Person: _____, Contact Number: _____

for the Product / Service / Solution as mentioned below:-

| Sl. | Particulars | Qty | Price | Value |
|-----|--------------|-----|-------|-------|
| 1 | | | Rs. | Rs. |
| | | | | |
| | Total | | | Rs. |

Amount in Words: _____

The Said PO is being cancelled for the Reason as given below. A copy of the (Revised) PO is attached for ready reference:-

The Financial and Legal Implications of Cancelling the Purchase Order are as mentioned below:-

Cancellation of Purchase Approved by:

| | <u>Cancellation Proposed by</u> | <u>1st Authority</u> | <u>2nd Authority</u> |
|--------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Signature | | | |
| Name | | | |
| Date of Signature | | | |
| Designation | | | |
| Employee Code (If Employee) | | | |

| Informed to | Supplier | Initiator | Accounts |
|----------------|----------|-----------|----------|
| By (Signature) | | | |
| On date | | | |