

Rent Agreement Guidelines

- * Once Property team (PT) finalises the RA, TMs will receive email.
- * TMs to update the address on RA dashboard.
- * PT will courier the RAs and update the date on the RA dashboard. TMs to update the date of receiving of RA on the dashboard.
- * TMs will upload the file once they get signature from the landlord. PT will check and update (approve/reject).
- * AMs to courier the RA and update the date on the dashboard.
- * Annexure type will be updated by the PT on RA dashboard, once the branch is closed. TMs will upload the file and PT will check and update.
- * AMs to courier the Annexure.

TMs shall get each page of both copies signed by the landlord. One copy shall be handed over to the landlord . The other copy shall be hand over to AMs until the quarter ends. **TMs not to handover the documents to AMs for courier until it is approved by PT.** In the 4th month, all such agreements/ Annexure shall be couriered to Delhi along with other bills of Expense dashboard/Assets Dashboard. The last date to send the courier is as under: -

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

Note: AMs shall **email** the rent agreements couriered by him/her out of the list shared by property team. Property team shall confirm the receipt of bills so received.

- Urban rent agreements- Property team shall courier two copies of last two pages of rent agreement to AMs with sign of AAMF Authorized signatory i.e. Vikas Kumar or Abhishek Singh on monthly basis. Urban SSEs/ authorised ops staff shall e-notarize the agreement and take printout of first page on e-stamp paper. Post signature of landlord, one set of rent agreement shall be couriered to property team immediately.
- Full and final receipt is compulsory to be obtained at the time of vacation and handover of the property. Please see the attached format in Annexure 1. Need Annexure 1, only if we have rent agreement.
- In cases where rural rent agreement could not be signed due to property being vacated after use for not more than 3 months, rent full and final receipt should be obtained from the landlord. Please see the attached format in Annexure 2. (not applicable, if Annexure 1 is required to be obtained)

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, pedestrian 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	15 th July
July-Sept	15 th Oct
Oct-Dec	15 th Jan
Jan-Mar	15 th 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	15 th July
July-Sept	15 th Oct
Oct-Dec	15 th Jan
Jan-Mar	15 th 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.

ANNEXURE - 1 Full and Final Receipt

पूर्ण एवं अंतिम रसीद

दिनांक:- ___/___/20__

शाखा का नाम: - _____

घर के मालिक का नाम : - _____

मैं इस घर का मालिक _____

दिनांक ___/___/20__ से घोषणा करता/करती हूँ, कि मैंने AAM फाउंडेशन से सभी भुगतान प्राप्त कर लिए हैं, और अब कोई बकाया नहीं है।

मकान मालिक के हस्ताक्षर

दिनांक: - ___/___/20__

Annexure 2- Rent, Full and Final Receipt

किराया, पूर्ण एवं अंतिम रसीद

किराया महीना :
मकान मालिक का नाम (प्रथम पक्ष) :
संपत्ति का पता (किराए का हिस्सा) :
किरायेदार (दूसरा पक्ष) : ए ए एम फाउंडेशन
किराया : रुपए
बिजली शुल्क : रुपए / प्रति यूनिट

उपरोक्त संपत्ति के मकान मालिक को किराया केवल दिनांक _____ से दिनांक _____ तक रुपए _____ शब्दों में रुपए _____ प्राप्त हुआ। बिजली की धनराशि भी _____ प्राप्त हो गई है।

यह पुष्टि करने के लिए है कि हमें उपर्युक्त संदर्भित संपत्ति का कब्जा दिनांक _____ को प्राप्त हो गया है।

मैं (मकान मालिक का नाम.....) एतद्वारा घोषणा करता हूं कि एएएम फाउंडेशन पर कोई राशि बकाया नहीं है।

सारी राशि हमें प्राप्त हो चुकी है

तारीख:-

मकान मालिक के हस्ताक्षर.