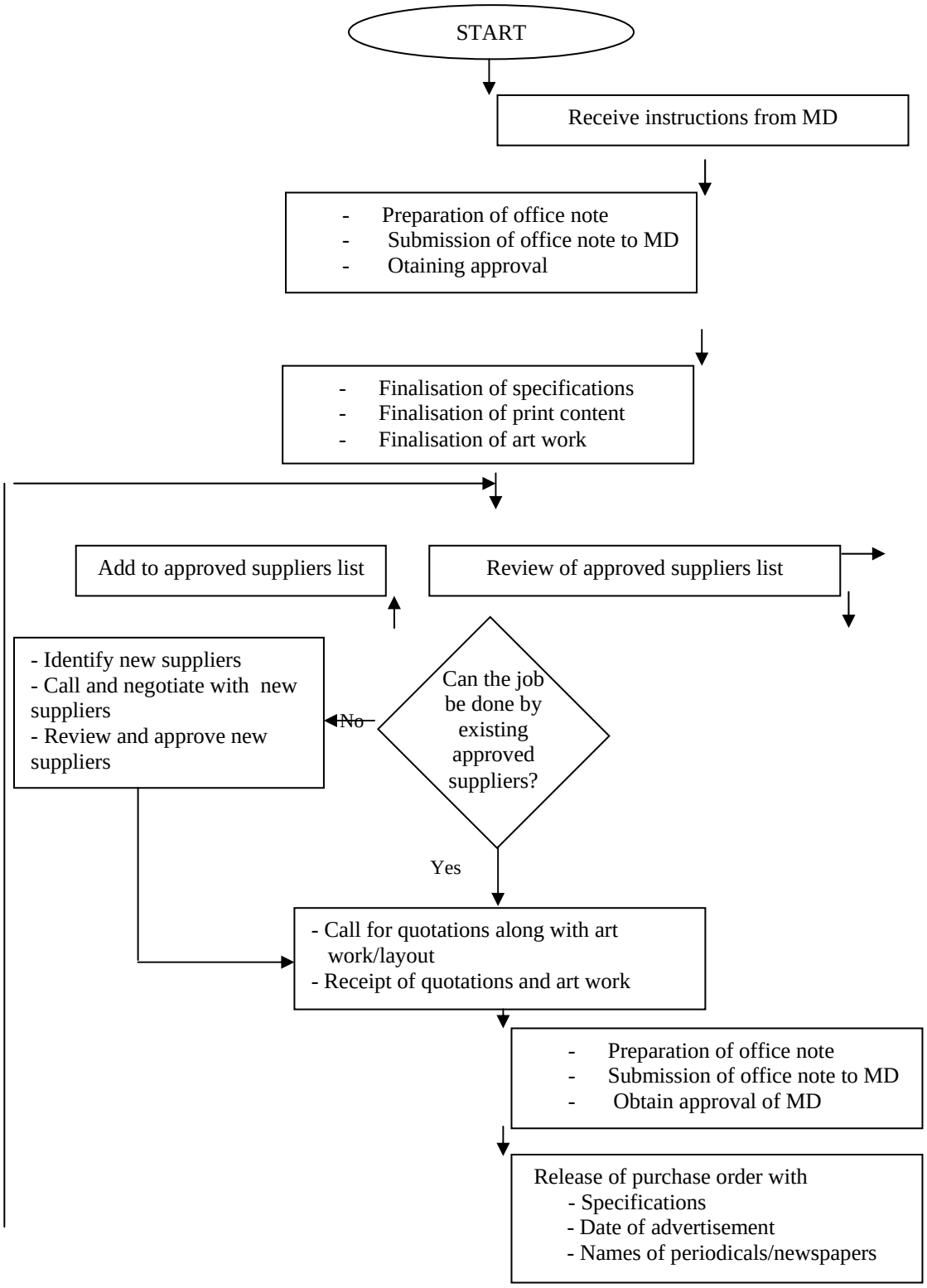
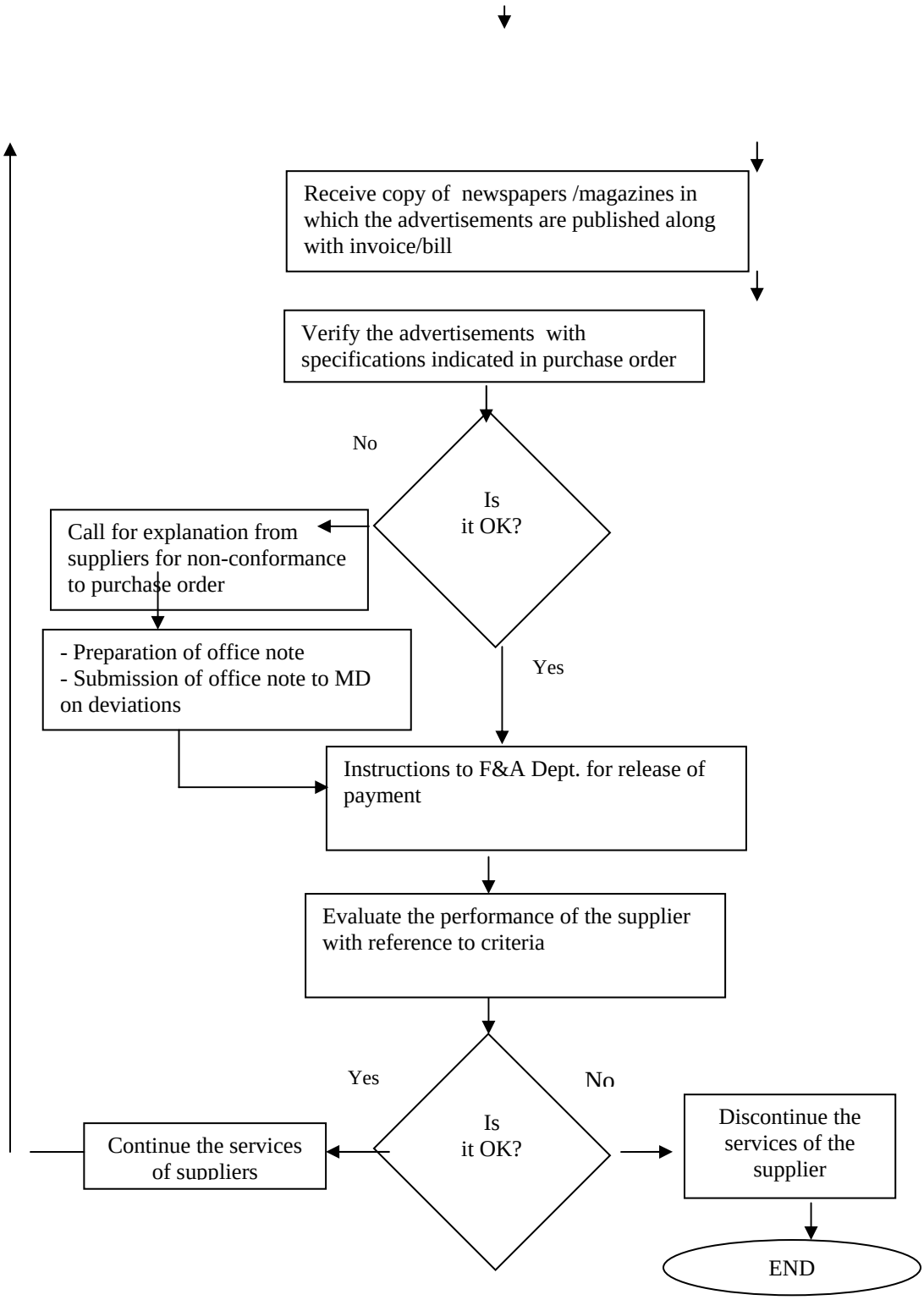
Annexure-3.13

APSFC

PROCESS FLOW CHART: PURCHASE OF SERVICES OF ADVERTISEMENT AGENCIES FOR BUSINESS DEVELOPMENT




Receive copy of newspapers /magazines in which the advertisements are published along with invoice/bill
Verify the advertisements with specifications indicated in purchase order
No
Is it OK?
Call for explanation from suppliers for non-conformance to purchase order
- Preparation of office note
- Submission of office note to MD on deviations
Yes
Instructions to F&A Dept. for release of payment
Evaluate the performance of the supplier with reference to criteria
Yes
No
Is it OK?
Continue the services of suppliers
Discontinue the services of the supplier
END