

**CERTIFIED/TRUE COPY OF RESOLUTION PASSED IN THE MEETING OF BOARD OF DIRECTORS OF NMICPS TECHNOLOGY INNOVATION HUB ON AUTONOMOUS NAVIGATION FOUNDATION ON 15<sup>TH</sup> APRIL 2021 AT 3.00 PM AT INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD (IITH), KANDI, SANGAREDDY, TELANGANA-502284.**

**For adopting Standard Operating Procedure for Payments**

**"RESOLVED THAT** as per Section 179 of the Companies Act 2013 and Rule-8 of the Companies (Meeting of Board and its Powers) Rules, 2014, the consent of the board be and is hereby given to adopt a Standard Operating Procedure (SOP) for Payments as mentioned below:

**1. Receiving bills from end users/departments and its evaluation:**

- Verification by Concerned Faculty/Supervisor and their approval for further process
- Checking accuracy of submitted bills/invoices
- Recalculating values mentioned in the invoice/form submitted
- Look over Stock Entry, if payment is for a purchase
- Checking of funds availability for payment

If all requirements are satisfactory, then process for payment, if there is any variance, hold the payment for clarification.

**2. Preparation of payment vouchers:**

- For Advance / Reimbursement / Settlement / Purchase / Service
- Look for TDS Criteria Deduction, if attracted
- Print & Sign the Payment Voucher

**3. Forwarding to Seek Signing Authorities Approval for Uploading/payment at PFMS**

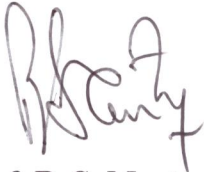
- Directors

**"FURTHER RESOLVED THAT Dr. P Rajalakshmi, Director** be and is hereby authorized to do all such acts, deeds, things, etc. as may be required to implement the above resolution".

**“RESOLVED FURTHER THAT** the aforesaid power entrusted to the said official shall be valid and effective unless revoked earlier by the Board or shall be exercisable by them so long as they are in the concerned to the Company.”

Certified/True Copy.

**For NM-ICPS Technology Innovation Hub  
on Autonomous Navigation Foundation**



**Prof. B. S. Murty**  
**Director**  
**(DIN: 08619087)**



**Prof. P. Rajalakshmi**  
**Director**  
**(DIN: 08751771)**

Date: 15<sup>th</sup> April 2021.  
Place: Hyderabad