

Premier LPG Limited

F3(3)5/2016/PLL

03-01-2020

Office order No.1

The duties of all office staff members defined as under which may be noted by each staff member to perform their duties efficiently to get benefits of expansion plan of expanding Auto LPG dispensing stations all over India in the initial phase and side by side increase the industrial sale.

Sl.No	Name of the Employee With designation Ms./Shri/Mrs.	Duties & Responsibilities
1	Sakshi Malik Operations coordinator	<ul style="list-style-type: none">• Attend query on phone/ supper receptionist or visit our office of our prospective dealer, distributor dealer auto lpg.• Submission of documents to CCOE and DM for NOC & approval when required.• Marketing dealing: a) Enquiry of India Mart of LPG & Cold calls to Bhiwadi, Bawal, Dharuhera, Neemrana and lead give them to executive & correspondence with marketing staff and check their report & resubmit as well as maintain record in 3 parts running, perusing & concluded list.
2	Ekta Saini HR & Admin Executive	<ul style="list-style-type: none">• Recruitment/ Overseeing hiring process, which includes coordinating job posts, reviewing resumes, checking their documents and conduction 1st round of interview & Opening of New Candidate files& issue of appointment letter and maintaining their record.• Reception Area Maintenance & visitor Management.• Marketing dealing: Cold calls to Gurgaon & Manesar, Industries and lead give them to executive & also correspondence with marketing staff and check their report & resubmit as well as maintain record in 3 parts running, perusing& concluded list.• Attend query on phone/ supper receptionist or visit our office of our prospective dealer, distributor& dealer auto lpg.
3	Sanjeev Kumar	<ul style="list-style-type: none">• Maintenance of letter dispatch, Received and

	Office Assistant	<p>visitors book in Excel.</p> <ul style="list-style-type: none"> •Purchase & issue of stationary & refreshment items and their entry in stock Register. •Payment of all the purchased item and office related bills and filing the same. •Opening of files & update their record in excel. •Issue of folders to staff & update their record. •Maintenance of correspondence for purchase of lands from State Govt. for ALDS •Correspondence With various departments for conducting raids on illegal traders on behalf of the association. •Attend query on phone/ supper receptionist or visit our office of our prospective dealer, distributor& dealer auto lpg.
4	Jitender Saini Liaison officer	<ul style="list-style-type: none"> •Attend various courts hearing from time to time & update status. •Recovery from various parties from time to time. •Calling & perusing to industry as per requirement and submit report to concerned office marketing executive. •Calling & perusing to property dealers to get land on lease in various cities as per directions of MD and CEO. •Attend query on phone/ supper receptionist or visit our office of our prospective dealer, distributor &dealer auto lpg. •Visit various authorities for pursuance of raid against illegal traders in various cities.
5	Preeti Sharma Customer Care Executive	<ul style="list-style-type: none"> •Training to staff •Preparation of various publicity items like Brochure, pamphlet, sticker & other items. •Coordination with AD agency & website designer. •Watch on news published about LPG & Auto LPG in various newspapers and placed in the respective folders maintained by us from folder 16 to 22. •Arrange Pollution check cabin & manage other business activities mention in terms & conditions of ALDS at our various ALDS sites starting from our running stations i.e. Auriya, Mau and Farrukhabad.

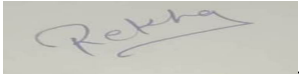
		<ul style="list-style-type: none"> •Correspondence with piaggio/Bajaj or Any brand of three wheeler LPG Agency/sub agency or Tie up with present Dealer at our various sites through Institutional sale. •Implement Loyalty card for sale at various ALDS Pumps. •Checking the status (amount, agent settings) of super-receptionist to regulate its proper working from time to time and taking the action in case of any issue. •Sorting out the various office issues i.e. internet, computer, printer and phone in order to make the office working smooth.
6	Mahesh Saini Computer Operator	<ul style="list-style-type: none"> •Checking of shop sale receipt. •Entry in cash Receipt (Party wise) in computer. •Entry in Tally of purchase bill. •Issue of GST invoices Party wise. •Entry in Stock Register of items, issue & Purchase •Issue of store items on demand of staff. •Entry in Stock registers from daily stock register. •Consumer connection issue/return register •Dairy & Dispatch of PLL and Associates Companies •Issue of GST invoices of Gulabpura and send via Email to plant. •Maintain GST file invoice bill (sale& receiving copy) •Checking of purchase bill & sale bill on monthly basis. •Checking of entry of cash receipts with cash book maintained in tally. •Maintenance/correspondence in files with associates (i.e dealer, Distributor, Retailer etc.) •Issue of Bills from S.O Gas to various parties. •Maintain Bank voucher file of PLL & S.O Gas. •Marketing cash receive & Maintain cash book market(Naveen) •Plant Report Maintained •Bank report prepares in excel sheet-all bank •Parties bank cheque fill-up and send to bank. •Help the Asstt. Manager in preparation of Monthly report to be submitted by 7th positively. •Any other job assigned by Asstt. Manager &

		Company.
7	OmkarNath Singh Asstt. Manager	<ul style="list-style-type: none"> • Submission of all returns i.e GST, TDS, PPAC, ROC, Income tax etc. in time. • Check Plant report & enter in gas record sheet with verification of sale. • Maintained petty cash received & deposit in bank with their proper entry in Tally ERP -9. • Maintained & entry bank transaction & all payment (SBI/ALB and other) in Tally ERP-9. • Reconcile company bank account in tally & bank statement. • Make online payment of supplier, and other Expenses in absence of Rekha& from paytm. • Received order from Party & arrange to send supply to party timely. • Follow-up of payment from party. • Follow-up and tie-up with tanker driver & supplier to sent supply. • Plan the filling of cylinder according to order & keep constant watch on availability to stock. • Checking the incoming material from supplier as per invoice, PO & rate approved. • Any other support in store as and when required. • To maintain purchase register & make entry in Tally ERP-9 with GST checking (CGST/SGST/IGST). • To prepare sale invoice bill in Tally ERP-9 & other job performed by Mahesh in his absence. • Make sent daily report for Cash & Bank transaction on mail. • Other work assigned by CEO, Director& Delhi office. • Preparation of monthly report by 7th positively with the help of Mahesh and put up to bijender.
8	Bijender Singh Baghel Asstt. Manager (Coordination & PRO)	<ul style="list-style-type: none"> • Distribution of mail from premierlppltd@gmail.com to concerned person as per their duties defined in this office order. • Check working report of all marketing employee

		<p>and their vehicle report from Rekha mail and revert back on her mail & also Support to marketing people wherever required.</p> <ul style="list-style-type: none"> •Check Monthly Report of company by 12th from of every month and put up gist to CEO. •Maintenance of plants neat & clean. • Supply of Auto LPG to ALDS timely & pursuance of payment and submission their report on daily basis. •Maintain the stock of cylinders at each plant as per requirement in consultation with Asstt. Manager & submit stock statement with monthly report. Extra cylinder should be destroyed.Painting and repair of cylinder should be watched and done in time strictly. •Renewal of Licenses, Insurance public liability and Maintenance of contract. •Overall supervision & responsibilities of bhiwadi&gulabpura plant including resolve the issue raised by plant staff & marketing staff.
9	RekhaGaur Asstt. Manager (Admn)	<ul style="list-style-type: none"> •Staff related works i.eAttendance, leaves, disbursement of salary & relieving etc. •Checking of daily reports of all ministerial & marketing staff. •Maintenance of Cash book (PLL, SO Gas) & payments to all staff of salary & conveyance and other bills of supplier including maintenance, rent etc. after sanction by competent authority. •Correspondence with all concern i.e chartered Accountant, Company secretary, and ALDS owner&plant supervisors. •Issue& forwarding the documents for bank loan, Court and recovery cases personally as well as on mail. •Submission of documents & papers to CEO. •Overall supervision & responsibilities of Delhi office including resolve the issue raised by staff & marketing staff.

1. Most of the duties have been defined but if any remain pending which is being executed by any staff may be pointed out immediately as well as the problem if anyone feels in performing the duties defined to him/her.
2. All employee should perform the duties in time and lack will be treated negative on his carrier. If any employee feels that he/she cannot perform the duties in 8 hours, he should submit his/her report by filling hour wise report for one week to Asstt. Manager (Admn) to satisfy her for taking further action in this regard if required.
3. Most of the duties & reporting are being performed by all employees and now onwards every employee will submit brief note of work allotted to him/her & performed by him/her satisfactorily as well as pending with reasons for the same by 5th of every month.
4. The negligence on the part of the employee which put to the company in losses will be recovered from the salary of the employee as well as reflect in his personal file which will restrict the increment due,

This issues with the approval of CEO.



(Rekha Gaur)
Asstt. Manager (Admn)

Copy to all concerned staff