

Premier LPG Limited

Circular No. -3

This circular is being issued on the decision of Board taken in the Minutes of Meeting held on 14-03-20.

- As requested by Ms. Mansi, to increase the lunch hours by 30 minutes, she can avail the same because she will work in evening late hours without claiming any Overtime. She is allowed by C.E.O. sir.
- On request of Mr. Jitender, his pending dues may be released.
- Ms. Sakshi point of incentive has been decided by Rs 1200 per month with effect from 15.03.20 in comparison with Mukesh's increment.
- As demanded by Mr. Bijender and Ms. Mansi, we will try to declare employee of the month and birthday will be celebrated once in a month on last working Saturday at 2 pm. This arrangement will be handled by Ms. Rekha in guidance of Mr. Amit Dhamija.
- Ekta could not justify her output and not ready to spend extra hours as other employees do those are, Ms. Rekha, Mr. Sanjeev, and Ms. Mansi, Mr. Vikas and Mr. Jitender in late evening, on Sunday or work from home as per requirement in the job, so she is hereby directed to put her resign otherwise we will ask to leave which will not be beneficial for her future career. She is also advised to think before resigning because such opportunity will not be given to her in any company.

- As mentioned in the minutes that C.E.O. sir understood the problem of Ms. Sakshi, thus, keeping in view her working satisfactory she was assured that in future no one will ask her to sit after 6 pm and she can leave the office by handing over her pending work of the day,if any.

This issue with the approval of C.E.O.



Rekha Gaur
Asst. manager – Admin

F3 (3)5/2016/PLL

Date: 14-March-20

Forwarded for information to all concerned and PLL staff.