

## **PREMIER LPG LIMITED**

**Parallel Marketers of LPG/AUTO LPG**

242, D-21 Corporate Park, Sector-21, Dwarka, New Delhi-110077  
Mob.: 9310713015, 9310718194, Email : premierpgltd@gmail.com  
Website : www.premierpgltd.com CIN No.-U11101DL1994PLC057488

### **Circular No.:4**

F3(3)5/2016/PLL/567

August 31<sup>st</sup>, 2020

As you all staff members are aware that we have planned to expand our network on pan India basis and for this purpose our Business Associates have to deploy staff to cover all the states all over India. We have also promised them to reimburse their expenses including salaries of staff at the end of the year subject to conditions that all the reports including staff reports must be submitted on time according to their duties & responsibilities. We also have to deploy staff on management level with some responsibilities. We are offering this opportunity to our employees to apply for higher posts if they think, they are eligible for the same. When we have to control the staff of the Associates, it becomes our duty to issue the guidelines & responsibilities in details. Hence, all the responsibilities and incentive scheme are under preparation which will be put on website protected with password before 7<sup>th</sup> September 2020.

In this regards, for disciplined work we have to prepare code of conduct for the staff under training as well as for regular employee, which will be effective for new employee who join after 1<sup>st</sup> September 2020 strictly. There are some flaws in performing the duties of our staff and due to COVID-19, we reduced the salary of all the staff. Now the unlock period-4 has been started in which metro has been allowed and we hope that people will visit our office on regular basis and we have to deploy more staff to cover the result in time. All the post with responsibilities and salary structure will be posted at website before 7<sup>th</sup> September 2020. All employees are requested to recommend their friend & relatives for the job.

We are enclosing the draft of code of conducts for regular & staff under training. We request all the staff to go through it thoroughly and send their suggestions as well as points which are not suitable to them for which we will relax those fellows by the circular 01-09-2020 which will be issued after getting your suggestions & objections.

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



(Rekha Gaur)  
A.M (Services)

**Bottling Plants** } E-130, Near RIICO Chowk, Industrial Area, Bhiwadi, Raj.-301019  
1005-1006, Khari Ka Lamba, 29th Milestone, Gulabpura, Bhitwara, Raj.-311021

