

**Office Order No. -5**

October 7<sup>th</sup> . 2020

In continuation of office order no. 2 dated 04-09-2020, the management has further finalized the hierarchy chart attached with this office order which will be placed at website after getting comments/views of the present working staff, if any. Now, the management has also changed the designation of all staff. The designations and reporting officers have been mentioned with their email IDs in this circular. As already explained that the designation of the employee has been marked in the chart with original post of the employees. Keeping in view, the less volume of work multipler task has been assigned with the direction. If any employee feels that his/her work has been increased, he/she will approach to his/her reporting officer & provide proper justification of the work. If the management is satisfied with the justification, his/her work will be reduced. All employees will strictly adhere to mention their time spent against each work in their daily working report.

Sl.No.	Name with Designation & mail id (S/Shri/Ms.)	Report to (S/Shri/Ms.)
1.	<b>Administration &amp; Legal</b> Shikha Saxena, Company Secretary, <a href="mailto:cs@premierlpgltd.com">cs@premierlpgltd.com</a> <b>Additional responsibilities:-</b> 1. Manager Administration, <a href="mailto:admin@premierlpgltd.com">admin@premierlpgltd.com</a> 2. Manager (Training), <a href="mailto:admin@premierlpgltd.com">admin@premierlpgltd.com</a> 3. Back Admn. Officer (Administration), <a href="mailto:admin@premierlpgltd.com">admin@premierlpgltd.com</a> <b>Subordinate Staff</b> 1. Rekha Gaur, Recruitment officer, <a href="mailto:services@premierlpgltd.com">services@premierlpgltd.com</a> 2. Jitender Saini, Liaison officer, <a href="mailto:hr@premierlpgltd.com">hr@premierlpgltd.com</a> 3. Sanjeev Kumar, Correspondence officer, <a href="mailto:corres@premierlpgltd.com">corres@premierlpgltd.com</a>	B.D.Dhamija, CEO <a href="mailto:ceo@premierlpgltd.com">ceo@premierlpgltd.com</a>  Shikha Saxena, Back Admn. Officer (Administration), <a href="mailto:admin@premierlpgltd.com">admin@premierlpgltd.com</a>
2.	<b>Marketing</b> Aarti Tripathi, Back Admn. Officer (Marketing) <a href="mailto:mkt@premierlpgltd.com">mkt@premierlpgltd.com</a> <b>Subordinate Staff</b> 1. Mukesh Kumar, Business Development Manager, <a href="mailto:marketing@premierlpgltd.com">marketing@premierlpgltd.com</a> 2. Mansi Das, Business Development Executive, <a href="mailto:cce.wb@premierlpgltd.com">cce.wb@premierlpgltd.com</a> 3. Ravi Singhal, Business Development Manager, <a href="mailto:cce.raj@premierlpgltd.com">cce.raj@premierlpgltd.com</a>	B.D.Dhamija, CEO <a href="mailto:ceo@premierlpgltd.com">ceo@premierlpgltd.com</a>  Aarti Tripathi, <a href="mailto:mkt@premierlpgltd.com">mkt@premierlpgltd.com</a>
3.	<b>Operations</b> Bijender Singh, Back Admn. Officer,(Operations), <a href="mailto:operations@premierlpgltd.com">operations@premierlpgltd.com</a> <b>Subordinate Staff</b> 1. Mahesh Saini, Sales Officer Bhiwadi & Gulabpura, <a href="mailto:sc@premierlpgltd.com">sc@premierlpgltd.com</a> 2. Bhoora, Plant Supervisor, Bhiwadi 3. Soni, Plant Supervisor, Gulabpura	B.D.Dhamija, CEO <a href="mailto:ceo@premierlpgltd.com">ceo@premierlpgltd.com</a>  Bijender Singh, Back Admn. Officer, (Operations), <a href="mailto:operations@premierlpgltd.com">operations@premierlpgltd.com</a>

Contd.....2

**PREMIER LPG LIMITED**  
Parallel Marketers of LPG/AUTO LPG

242, D-21 Corporate Park, Sector-21, Dwarka, New Delhi-110077  
Mob.: 9310713015, 9310718194, Email : [ro@premierlpgltd.com](mailto:ro@premierlpgltd.com)  
Website : [www.premierlpgltd.com](http://www.premierlpgltd.com) CIN No.- U11101DL1994PLC057488

:2:

4.	<b>Finance &amp; controller</b>	
	Omkar Nath, Asstt. Manager (Sales & Accounts), <a href="mailto:bhiwadi@premierlpgltd.com">bhiwadi@premierlpgltd.com</a>	B.D.Dhamija, CEO <a href="mailto:ceo@premierlpgltd.com">ceo@premierlpgltd.com</a>

All the employees are directed to work on their mail IDs and will submit their daily reports from their mail ids to their reporting officers on daily basis. Daily report should be self-explanatory for the task done by them. Every employee will create folders subject wise & maintain properly and ensure that they have put their mail with proper subject body, name and designation & attachment correctly and before sending, read it wisely to correct the mistakes, if any. Employees can change their password with the permission of CEO in writing. Every reporting officer will keep watch on the mail ids of their subordinates for proper working. However, in case of any problem in working, he/she can take help of Ms. Rekha Gaur, Recruitment officer.

This issue with the approval of CEO.



(Rekha Gaur)  
Recruitment officer

F3(3)5/2016/PLL/590

October 07<sup>th</sup>, 2020

Copy forwarded for information to:-

1. All above concerned.
2. CMD for his kind information please.

Contd.....2

