

## **PREMIER LPG LIMITED**

**Parallel Marketers of LPG/AUTO LPG**

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

# Office Order No. 2

(circular no. 5 converted into office order no. 2)

F3(3)5/2016/PLL/569

September 4<sup>th</sup>, 2020

In response to circular number 4 dated 31-08-2020, we have received no Objections, suggestions or any kind of clarifications from any of the employee. In reference of above-mentioned circular everyone has agreed and confirmed, to 'I have no suggestions/objections''

Company gives right to speak to all employees and has been open for suggestion in following cases:

- When the salary /incentives of any employee are affected.
- When an employee has been penalized on any account.
- When any employee feels, any changes in the policy which will positively affect the improvement in the working of the company

We have already mentioned, if any officer harasses any employee on any account, they should approach to the Back Admin & in case of any complaint from the managerial staff & above levels, they can direct approach to CEO, only if he/she feels that officers have not heard him as per rules of the company.

As per the above-mentioned circular, the management has finalized the CTC in the company with the responsibilities for all categories which will be available at carrier page of our website by 07<sup>th</sup> September 2020. The new staff will be deployed for increases work with the new terms and conditions and code of conduct which has been placed at website and also for the knowledge of present staff. The present staff has been assigned multiple tasks due to less volume of the work.

### **Company is giving following opportunity to every employee**

- An employee can choose his/her permanent job according to his/her interest, so that when the new employees start working in the new role for full 8 hours, other work will be removed from his/her responsibilities. Wastage of time will not be tolerated at any point. If during the period, such lapses come in picture, the immediate officer in-charge & back admin will be penalized for the same on the pattern of mistake/lapses in the code of conduct.
- An employee can choose the positions mentioned at company website, for which they feel suitable. They can approach the CEO on his number and after his approval, can start working as per his/her new responsibilities. This should be kept in mind that every person who offers his/her services for higher post will be considered on training for one month

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**Plants } 1005-1006, Khari Ka Lamba, 29th Milestone, Gulabpura, Bhiwara, Raj.-311021**



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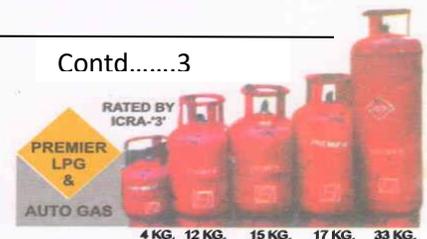
and follow the code of conduct under training. However, his/her drawings will not be affected.

Before the issue of circular no.4, the above-mentioned responsibilities were discussed with the following staff and management have accepted the terms mentioned against each.

S. No	Name of the Employee	Particular
1.	Mr. Bijender, (Back Admin)	He has desired to perform the duties of back admin along with the responsibility already being performed by him. So, from 1 <sup>st</sup> September 2020 he is allowed and his salary has been increased from ₹. 21,000/- to ₹. 25,000/- i.e. with increment of ₹. 4,000/- adhoc which will be regularized after 3 months, but will be paid from this month. In case training is not completed properly on his part and cannot performs as per responsibilities, 50% amount extra paid will be recovered and CTC will be decided according to his performance. As per the circular, Back Admin cadre allows his salary of Rs 30,000/- but, as of now, his salary has been increased to Rs 25000/- because he is under training for 3 months, but for smooth working he become in managerial cadre and after six months by showing his performance up to mark and management feels that he is doing good, his salary will be increased up to full salary clearly and not on Adhoc.
2	Ms. Mansi	She will work as Business Development Executive and remain under training for this job from her home and ready to accept 80% salary keeping in view that she will save her time and expenses, which she has to incur if she comes to office. However, any time she can join the office on full salary.
3	Ms. Aarti	She was appointed for work from home but due to over busy schedule her assessment could not be judged earlier but it seems that she can also work as back admin. Initially she will have to coordinate with Mr. Bijender Singh in

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		completing the duties of Back Admin and can efficiently
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		perform the duties of Business Development Executive from home. She will also cooperate with CEO in drafting & correction but her salary will not be deducted because she is performing for higher job and no incentive is being given to her.
4	Ms. Shikha Saxena Company Secretary	She is working under training and as per commitment she will work from home and no deduction will be made, if she visits office when required but not more than 2 times in a week.

Further, we would like to reiterate the below mentioned points:

- That a Zoom meeting will be organized with all employees on 8<sup>th</sup> September, 2020, all are advised to highlight their issues on the circulars issued from time to time. The meetings will be held regularly on last Saturday of the month or as per requirement for discussing the grievances of the employee and in that meeting employee of the month will be declared who performed his/her duties efficiently.
- The most important point is to note that before asking for promotion, an employee should evaluate themselves and be sure that if they can perform the new duties and are willing to learn at the convenient of the trainer, otherwise it will be wastage of time for which penalty will be imposed in case if any, deliberately avoid the learning.

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



(Rekha Gaur)  
A.M Services

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