

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

Office Order No. 3

(circular no. 6 converted into office order no. 3)

F3(3)5/2016/PLL/570

September 8th, 2020

Sub.: Reimbursement of expenses/conveyance/parking charges

All staff members note that, all expenses incurred for the company will be reimbursed. For the expenses, the employee can raise an advance as permanent imprest. The expenses should be submitted on fortnightly basis, i.e. the expenses of first 15 days, by 16th of the month and same will be processed in two days and will be paid by 20th of the month. Similarly, the expenses of balance period should be submitted on first of the month & will be paid by 5th of the next month, The authorized person for payment are Mr. Sanjeev Kumar, Office Assistant in Delhi office and Mr. Omkar Nath, Asstt. Manager (Sale & Account), Bhiwadi. All the payments are being dealt by Mr. Omkar Nath, who will put for approval to the competent authority & after approval will place on the payment portal. He should be sure that all payments should be made by the due dates positively.

This issued 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, Bhiwara, Raj.-311021

