

Circular No.: 432(a) – Sales

Date: 02.04.2009

Sub.: Conveyance for using personal cars

Sales executives and managers may use their personal cars for site visits. They shall be responsible for pick-up and drop of the customers. It will also give them an opportunity to spend time with the customer.

Conveyance shall be paid to the sale executive for site visit (pick-up & drop) as follows:

- Sites shall be grouped as follows:
 - Group I – GMG, MFH
 - Group II – SOB, MNM, VSC & PMR
 - Group III – GWE & KNM.
- Conveyance of Rs. 300/- will be paid for site visit within 1 group and conveyance of Rs. 500/- will be paid for site visit for more than 1 group.

An entry in the taxi register at site will constitute the proof of site visit. You may make a claim through a voucher mentioning details like date, time, register I.D. no., sites visited and name of customer. Forward the voucher to Mr. Hari Metha for approval. After approval Hari Metha will forward it to Rambabu (audit team) for verification with taxi register before forwarding it to accountant.

Sales team is advised to use company vehicles wherever possible. Further, sales executives and managers should accompany the company vehicle, whenever possible for pick-up and drop of the customer.

Prashant shall ensure that all cars have brochures of all projects (blue brochure), album of photographs and company profile color printout. The same should be checked and updated once in a week.

Customer relation managers/executives may also use their cars for site inspection by bankers/valuers. The conveyance charges and procedure for approval of vouchers shall remain the same.

Soham Modi.