

Internal memo no. 903/26 - purchase division

Date: 19.08.2019

Subject: Hiring delivery vans

Internal memo no. 903/21 – Transportation charges was issued in purchase division for standardising rates for delivery vans/LCVs, etc. Several websites offering services of delivery vans/trucks are now up and running in Hyderabad. They are aggregators like OLA & UBER. Attempt must be made to use these services instead of paying local service providers in cash.

One service provider is www.porter.in. Use this service till other service providers are found to be suitable. Employees will have to create a Paytm account in their name. Transfer to Paytm account can be made through Happay card/YES Bank Expense card. Reimbursement process will be through Happay card/YES Bank Expense card.

Comments & suggestions are most welcome.

Soham Modi.