

Circular no. 470(b) - Sales

Date: 04-07-2020

Sub.: Dress code for sales executives and drivers

All sales executives, CR managers, promotions and drivers must have atleast 3 pairs of dresses.

Executives Male: Once a year (before Dasera) 3 pairs of pant & shirt can be provided to each staff member of Sales, CR & Promotions. 65% cost to be borne by company & 35% cost by employee. Approximate cost per pair is Rs. 1,100/-

Executives female: Once a year (before Dasera) provide 3 saris to each staff member. 75% cost to be borne by company and 25% by employee. Staff members can stitch suits at their own cost from the material provided. Approximate cost of a sari is Rs. 650/-

Driver: Once a year (before Dasera) drivers to be provided 2 pairs of safari suits free of cost and one pair of black shoes. Approximate cost Rs. 1,400/- + Rs. 500/-. Drivers may be given 3rd pair at 50% cost.

Soham Modi