

Circular No. : 430(a) - Sales

Date: 19.2.14

Sub.: Allowance for exhibitions

Harry shall be responsible for making reservations for travel like hotel, buses, trains, etc. Payment for stalls, promotion material, etc., shall also be routed through them. Cheques may be issued wherever possible upto Rs. 5,000/- in cash can be given on-account to executive / manager. Office Assistants of Customer Relation shall assist in booking tickets, hotels, etc. Wherever possible purchase tickets through an approved travel agent.

Allowance for lunch and dinner for attending exhibitions in twin cities shall be Rs. 150/- each. 3 tier sleeper class or 3 tier A.C. tickets and / or A.C. or non A.C. bus tickets can be purchased for exhibitions out of town. The food allowance per day shall be Rs. 500/-. Hotel rooms on twin sharing basis per night upto Rs. 2000/- on actuals, shall be permitted.

Bills for tickets, hotels, allowances and other expenditure shall be submitted to the respective accountant within 2 working days of the last day of exhibition.

Managing Director