

Sub.: Raincoats and umbrellas.

Sites are regularly sending requisitions for raincoats and umbrellas. There is no track of no. of items being ordered.

Hereafter, upto 6 umbrellas can be ordered for each major site, once a year. The umbrellas can be ordered in May each year. However, for this year balance umbrellas may be ordered immediately for this season. Umbrellas to be maintained with security at site. Purchase is advised to buy full size umbrellas that are not foldable as they are more durable and not easily misplaced.

Employees at site and employees at HO on field work shall be given allowance for one raincoat, once a year. The allowance shall be given in May on production of proof of purchasing a raincoat. For this year they may order one immediately. Allowance for raincoat shall be Rs. 350/-. Employees may purchase raincoat of their choice. Reasonably priced Poncho and rain jackets are available at Decathlon (www.decathlon.in).

Soham Modi.