

Policy: Staff Rice Purchase

PL No. 41

Issued On- 28/05/2021

Updated On- 01/12/2022

Applicability- All Employees on Company Roll

Total No. of Pages- 1

This will be the sequence for staff rice purchase:

1. Staff can purchase rice once a week, only Wednesday will be the day when staff purchase will happen.
2. Staff shall give their name, quantity, variety and cash by Wednesday before lunch to Domestic Sales backend executive.
3. Domestic Sales backend executive will raise single sale order against the entire purchase and get the same approved.
4. Domestic Sales backend executive will make single invoice as well for the same and invoice will be raised against "Staff Purchase".
5. Domestic Sales backend executive will also make a list containing all the staff name, quantity and amount in triplicate. One copy will go to warehouse for issuing the rice, one will go to accounts with the cash and third copy will be provided at the gate to security staff.
6. By evening (Before 5pm) company truck will collect all the rice and be present at the gate. Staff while leaving shall collect their rice from gate, as security will have the list and quantity.
7. If full cash is not given upfront, the rice will not be issued (Applies to everyone including HODs).
8. If order is placed after lunch time on Wednesday, then it will move to next Wednesday.
9. Apart from Wednesday no other day staff purchase will happen.
10. If there is a holiday on Wednesday then staff purchase will move to next week.
11. No Staff shall approach anyone for any exclusions as they won't be given.
12. Management & staff who are not coming on Wednesday due to outstation posting or travel are excluded of this.

Approved

Written By
Head- HR



OK Approved

Approved By
Management