

Policy: Sending samples/ letters from the company

PL No. 43

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Applicability- All Employees on Company Roll

Total No. of Pages- 1

Following points will be followed for sending samples/ letters from the company:

- 1- Anyone sending any letter/ parcel will put them in final packed condition with the security staff on gate.
- 2- Everyday runner will collect the same from the gate for the next day.
- 3- Runner will take these letters/ parcel and post them from nearby post office. Preferably – GPO-Delhi, ASR Head Post Office and Head Post Offices in case of other cities.
- 4- Runners will deposit the receipts and claim the amount from the accounts.
- 5- Cases where speed of delivery is required, in such cases private courier services can be used.
- 6- Sales Team will also issue samples asap rather collecting them with them and then issuing them at one go to gate as it will be difficult for the runner to carry huge weights.
- 7- The approval of any courier service provider will be on the basis of purchase formula.
- 8- While making any packet, try to keep the packed parcel's weight in multiplication of 250gm.

For example a parcel weighing 1020gm will cost same as 1.250gm, so it is best either to take it to slightly less than 1kg or close to 1.25 if need to be.

ok Approved
Written By
Head- HR



Approved
Approved By
Management