

Postal Policies

1. Daily distribute the Couriers before leaving the office
2. All Purchase bills should directly Hand over to Purchase department directly.
3. C-Form , Form-16, (TDS) Courier should met Concern Person and finally hand over to F&A Department
4. Received samples are distributed to respective department after entering in the Sample Register (Sample Register is maintained by Respective department)
5. All Banks related documents should submit to MD or Director after that hand over to F&A Department
6. All type of Books, Magazine and Pamphlets should submit to MD or Director after that hand over to Respective Department
7. All Important letter like Completion certificate, Tender related documents, P.O and all Central and State Government letters should pass to respective Departments as Soft Copy through mail and Hard Copy should be provided to MD.