



e-Circular Letter No.SBD/36/ 2022-CREDIT CONTROL  
07<sup>th</sup> MARCH, 2022

**MOST IMPORTANT  
FOR  
IMMEDIATE ACTION**

**To,**

**All the Branch Heads Sales Persons & Cashiers,**

Sub : 1. Maximum BILLS SUBMISSION, with special focus on pending DELIVERED Consignments.

2. Maximum PAYMENT Collection, particularly of CRITICAL & OLD BILLS, DISPUTED & SUPPLEMENTARY BILLS and Collection of PAYMENT ADVICE is must.  
And

Collection of OUTSTANDING CONFIRMATION LETTER from customers against BILLS ABOVE 90 DAYS is must.

3. Clearance of ON-ACCOUNT PAYMENT BEFORE 31<sup>st</sup> MARCH, 2022

4. Collection of SECURITY DEPOSIT and EMO whatever is pending before 31<sup>st</sup> March, 2022

Ref: Our earlier Circular Letter No.SBD/34/2022 - Credit Control dt.4.2.2022

As current financial year 2021-2022 is heading to close on 31.3.2022, we would advise you as under:-

1. FAST BILLING & SUBMISSION :

DELIVERED CONSIGNMENTS against which bills are to be submitted, bills should be prepared up to date and immediately submitted to customers. After submission of bill, it is mandatory to get the Bill Submission Proof from the customer and bill submission date should be entered in the computer system against each bill.

-- TO-PAY BASIS CONSIGNMENTS should be delivered only against payment collection. Under any circumstances..

2. FAST PAYMENT COLLECTION :

More focus to be given towards realization of payment, which are due from the customers, particularly Critical and Delayed. You are advised to take immediate action by approaching the customers, even highest authorities of the organization to get immediate payment, against REGULAR BILLS as well as CRITICAL AND DELAYED PAYMENT including Supplementary Bills. Also collection of PAYMENT ADVICE is must.

OUTSTANDING CONFIRMATION LETTER is MUST from customers with whom our payment outstanding is ABOVE 60 DAYS and it should be reconciled to avoid any risk in clearing our payments.

3. ON ACCOUNT PAYMENT is to be cleared before 31.3.2022 with all your efforts.

4. SECURITY DEPOSIT and EMD refunded against transport contracts already over or not awarded, is to be realized before 31.3.2022 with all your efforts.

The undersigned is not only hopeful but also fully confident that you and your team will certainly payfull attention to follow the above in the right spirit.

NOTE: PLEASE TAKE PRINTOUT OF THIS E-CIRCULAR FOR YOUR REFERENCE.

Yours,

RAVI GOEL.

CC : Mr.I.C.Sharma,  
Mr.Diwakar Vishwakarma,  
Mr.Ranjan Ray,  
CCD Department  
H.O Sales Team  
Accounts Department  
&  
Audit Department

For necessary action from your side also.