RP/RR/FS-10/15-16 Dated14th December, 2015

TO

All Renovians (Including MRs, SEs, ABMs, DSM & ZM).

To inculcate discipline among ourselves it is once again reiterate **STANDARD DEDUCTION FOR NON-COMPLIANCE** of following with effective from 1st JANUARY, 2016.

**1**. If we receive stock and sales statement without date/signature of the

Representative and signature of stockiest with seal,

There will be a deduction of Rs.100/- from your expenses

**2**. Non-receipt of stock and sales statement on or before 5th of every

Month, (Unless there is a valid reason) fine up to Rs.**100/-**

3. For non-receipt of expense statement on or before 5th of every

Month fine up to Rs.**100/-**

4. a) If we receive expenses statement after 15th before 20th fine up to

Rs**.200/-**

b) If we receive expense statement after 20th penalty will be Rs.200/

and also the expenses statement will be reimbursed along with the salary of

next month.

5. If we do not receive confirmation of your next month tour

programme on or before 25th of this month, you will be

penalized Rs.**200/-**

6. Leave without intimation to the office penalty will be Rs.100/-

**NOTE** : ***This standard deduction will be implemented with immediate effect without any deviation and all these standard deductions will be made from your ‘Expenses Statement’***.

For RENOVAPHARMACEUTICALS,