

# HINDUSTAN/SAMBHAR SALTS LIMITED

(A Government of India Enterprises)

G-229, Sitapura Industrial Area, Jaipur-302022 (Raj.)

CIN of HSL: U14220RJ1958GO1001049

CIN of SSL: U14220RJ1964GO1001188

Tel. 0141-2771427, Fax No. 0141-2771449

-Circular-

No. 03(P&A)/2018/4027-104035

Dated 20.11.2019

1. General Manager (W)/In-charge,  
Sambhar Salts Limited,  
Sambhar Lake.
2. General Manager (W)/In-charge,  
Kharaghoda, Distt.- Surender Nagar,  
Gujarat.
3. In-charge,  
Drang, Distt.- Mandi,  
Himachal Pradesh.

**Subject: - Submission of daily report to the OSD to C&MD reg.**

The following Daily Reports shall be submitted to the OSD to C&MD next working day by the Units by 10:00 AM with immediate effect.

- i) Daily production of Common/Raw Salt, Refined Salt, Processed Salt, Rock Salt, Bromine & MgCl (item wise in MT).
- ii) Detail of the orders received in the units for products (item wise in MT with value of the order).
- iii) Detail of dispatch/delivery of products (item wise in MT with value of the dispatched/delivered quantity).
- iv) Detail of Sales made (item wise in MT with value).
- v) Amount Received against sales (item wise and party wise).
- vi) Amount outstanding against sales ((item wise and party wise).

The above daily reports so received by OSD shall be complied by him and submit to the C&MD by 10:30 AM.

Thanks & Regards,

*Baly*

Addl. General Manager (P&A)

Copy to:-

1. CVO, Corporate Office, Jaipur.
2. General Manager (F&A)/Head (Mktg.), Corporate Office, Jaipur.
3. CS-HSL and CS-SSL, Corporate Office, Jaipur.
4. DGM (Commercial), Corporate Office, Jaipur.
5. Circulation among all concerned employees at Corporate Office and Unit Offices.

6. OSD to CMB