



अवंतिका गैस लिमिटेड

AAVANTIKA GAS LIMITED

A Joint Venture Company of **GAIL & HPCL**

Aavantika Gas Limited (Agents) policy, 2021
Quick Synopsis

Please find synopsis of the Aavantika Gas Limited (Agents) policy-2021, for detailed information, terms & conditions, regulations Please refer to the detail of the Policy available on our Website WWW.AGLONLINE.NET

1. Agent : Be a essential service Contributor

An Agent shall primarily solicit and procure new business & PNG registrations by identifying & analyzing the prospective client (i.e. Individual household, flat from high-rise building apartment, Bulk order from residential societies , builders, etc.) in the authorized gasified area of AGL. Agent must be having good communication & marketing skills, well-informed with up-to-date knowledge of PNG connections benefits, merit, or demerit of existing conventional cooking fuels.

Agents, must be endowed with the burning desire of social service & marketing, and over & above all this, he must possess & develop undeterred determination to succeed as a salesman who contributes to the vision of making a cleaner & greener environment with mutual benefits.

2. Eligibility conditions for appointment of agents :

No person shall be eligible to be appointed as an agent unless he is eligible to contract under Indian Contract Act, 1872 and fulfills the eligibility conditions as mentioned below and as amended from time to time.

Eligibility Criteria:

- A. **Minimum age limit** : Applicant must have completed 21 Years of age on the date of application.
- B. **Qualification**: 10th pass and above
- C. **Language fluency**: Hindi and English (desirable)
- D. **Preference** : Only minimum 6 month previous experience of marketing, good communication, social contacts, others is preferable.

Duration of Agency: Agency period shall be for each agency year from the date of issuance of appointment letter and shall be renewed by the competent authority after each agency year subject to satisfactory fulfillment of conditions of this policy and the requirement of AGL.

No Employment Relationship :

No claim for regular employment by agent in AGL, by virtue of this agency shall be entertained at any stage.

How to Apply :

Refer to detail of the Policy available on the website " Aavantika Gas Limited (Agent Policy) – 2021 and visit along with the relevant document to our offices on Monday and Thursday of the month between 10 AM-5 PM.

3. Process of application and appointment:

- a. An applicant shall submit duly filled Agent application form along with all the supporting document as mentioned in the agent application form in the A-4 size paper to the AGL respective office.
- b. Competent authority upon receiving the application shall scrutinize the agent application form and enclosed eligibility documents.
- c. Application if found suitable, after scrutiny by the competent authority shall conduct an interview of the applicant in every Monday and Thursday of the month 10 AM to 5 PM
- d. If the applicant is found suitable to become an agent after the interview process, a written communication will be sent to the applicant, requiring him to process the enrollment process as mentioned in policy.
- e. Agent registration fee: Rs. 1000 (Refundable as per performance Criteria mentioned in Policy)
- f. Performance cum indemnification Security Deposit: Post dated cheque's of Rs. 5000, Appointment of agents under this policy are conditional to actual requirement of agent by AGL.
- g. Training : A training for skill development, features of Domestic PNG, schemes and scope of work shall be given by the AGL's officers within 7 days after generation of Agent enrollment code.

4. Scope of work of Agent :

- 4.1 The primary responsibility of an agent is to create awareness and promote piped natural gas (PNG) connection for domestic segment thereby ensuring that customers are given proper guidance/service and assisting them in filling the application for PNG connection. However, AGL has sole discretion to change or modify the product or scope of work as per business requirement
- 4.2 Furnish correct information to Domestic PNG customer regarding PNG connection and payment plans and schemes. Also, agent has to work in Gasified area only, except otherwise instructed by competent authority
- 4.3 Agent shall fill the registration forms, scan and upload the document / detail of customer in fair and readable manner in AGL agent Portal / Server as mentioned below:
 - i. PNG Registration Form
 - ii. Address Proof - Electricity bill within 3 month, house tax bill, ownership deed, water bill, UID
 - iii. Ownership Proof - Electricity bill within 3 month, house tax bill, ownership deed, water bill
 - iv. Rent Agreement – If customer (prospective)-of PNG is tenant
 - v. ID Proof – UID , Voter ID, Passport, PAN Card, Other document.
 - vi. Ownership declaration in case of rented house.
 - vii. Any other documents required by nominated officer.

Agent will have to make all the entries on unique AGL agent code & portal as per above process at his own premises with his own peripherals.

5. Area of work , locations, Gasified area :

- 5.1 Area of Work – Area of work for enrolled agent shall be “Authorized Geographical area (GA) allocated by PNGRB i.e. City area of Indore, Ujjain, MHOW, Pithampur & Gwalior.
- 5.2 Location: Gasified City Area of Indore, Ujjain, MHOW, Pithampur & Gwalior, Madhya Pradesh.
- 5.3 Gasified Area: “ Area or building which is covered by Gas pipeline “ and time to time list and such area existing and as & when new area opened by AGL, shall be informed via training / other communication mode to Agent.
- 5.4 Agent has to submit the reconciliation of all issued PNG registration form on month basis on **1st week of month**, during the agency year to the nominated officer .

6. Minimum Amount of Business :

The agent shall bring minimum 10 nos. of duly completed DPNG registrations per month along with registration and /connection charges for first 6 month (or average of 6 month) in the first agency year and in subsequent agency year 20 nos. of duly completed DPNG Registrations per month (or average of 6 month) along with connection charges.

7. Commission , incentive and Agent target :

An agent shall be paid as compensation and remuneration for the discharge of all his functions under this policy, commission at the rates fixed as per below mentioned slab:

- 7.1 Basic Commission @ Rs.250 Per Registrations up to 25 forms :** The basic commission per registration shall be Rs 250 per Registration, however in order to have long term association with agents and incentivize their efforts several plans and increasing commissions slabs are proposed.

| SR. | Month Slab | Commission Per registration form |
|-----|---|----------------------------------|
| 1 | 0- 25 registrations per month | Rs 250 |
| 2 | From 26- 40 registrations per month | Rs 275 |
| 3 | From 41- 60 registrations per month | Rs 300 |
| 4 | From 61- 80 registrations per month | Rs 325 |
| 5 | From 81- 100 registrations per month | Rs 350 |
| 6 | From 101 and above registrations per month* | Rs 400 |

*In addition to the slab mentioned in this table depending upon the total registrations completed by the agent. he/she shall be awarded Silver, Gold or Platinum membership details of which are mentioned in clause 12.

- 7.2** Commissions and incentive shall be based and calculated on the basis of “ Cleared (Customer registration and or connection charges realized by AGL’s bank account) and accepted Customer registrations form in all respects only.

7.3 High Rise Incentive @ Rs. 100 per registration :

The registrations procured from **Gasified** high rise building’s* (G+3 Apartment or more) household , the additional High-rise incentive of Rs. 100 Per registration form shall be given as a incentive to the Agent.

However, on those high rise buildings which are **non-gasified**, and where riser has to be installed, the agent will be required to get a minimum of 30% of the registrations of the total flats, in one go or till the minimum registration requirement of 30% of total household not attained, till this, the minimum requirement additional high rise incentive shall be held and shall release after 30% of Registrations of total potential

**Highrise Apartment/Building/- shall be considered as Ground+3 (G+3 floors or more) with minimum of 20 no. of household potential or /building/houses where common riser is installed or to be installed.*

7.4 Annual Bonus for full security deposit based registrations - 1% of annual bonus :

Registration forms procured by Agent for PNG connection with full payment (Registration charges + Gas consumption security deposit+ Equipment and facility security deposit) at time of registration shall be eligible for receiving the annual bonus commission calculated as below :

Annual Bonus Commission = Total amount of Customer paid full payment for PNG connection x 1%.
Post-closing of the respective financial year, agents shall be paid annual bonus commission.

7.5 Periodic Contest :

In order to keep the agents motivated, AGL shall organize monthly/quarterly/ half yearly contests for the agents for which the facilitation will be provided in the form of prizes, Sodexo, gift card, vouchers etc; as decided by AGL. However, to run the aforementioned contest shall be the discretion of Head -marketing on considering business requirement. No claim shall be entertained if not organized such contest due to any reason.

8. Agent Club-membership and other benefits :

To maintain a higher level of work productivity and agent motivation, hereby AGL introduced “ Agent club memberships based on performance as below with distinct benefit and business addition via adding sub-agent after certain club-membership.

| Sr | Membership Plan & minimum target performance | Details |
|----|--|---|
| 1 | <p>AGL Club Silver Membership*</p> <p>(When agent as soon as achieves the target of 750 registrations within a year , shall be qualifies for the silver club)</p> | <p>a. Fixed monthly Mobile and travel allowance of Rs 500 per month.</p> <p>b. Security deposit free personal AGL connection at his home premise</p> |
| 2 | <p>AGL Club Gold Membership**</p> <p>(When agent achieves the target performance of 1000 registrations in an succeeding agency year, shall be qualifies for the Gold club)</p> | <p>a. One time Incentive payment of Rs. 1000/- equivalent to registration fee</p> <p>b. Fixed monthly mobile and travel allowance of Rs 800 per month.</p> <p>c. Security deposit free personal AGL connection at home premise</p> |
| 3 | <p>AGL Club Platinum Membership</p> <p>(When the agent achieves the target of 1200 registration in an succeeding agency year, shall be qualifies for the platinum club)</p> <p>Business addition via referring upto 4 persons to be appointed as an agent If person (by reference) found suitable to become an agent as per clause 3, an original agent shall be entitled to receive a bonus commission of an amount equivalent to 15% of total commission received by agent (by reference) during each agency year on pro rata basis against in monthly basis, .till survival of his club platinum membership</p> <p><i>However the original agent is eligible to receive the bonus commission only for the commission received by agents(by reference) through their respective performance against the DPNG registration done. In case, any agent (by reference) become the platinum club member, the benefit of reference policy shall pass to only agent (by reference) and not to the original agent. i.e. The commission benefit of referral agent credit is to platinum agent is limited to “ Own performance of Referral agent Only”</i></p> | <p>a. Fixed monthly mobile and travel allowance of Rs 1200 per month.</p> <p>b. Security deposit free personal AGL connection at home premise.</p> <p>c. Agent have rights to refer up to 4 persons to become an agent If person (by reference) found suitable to become an agent as per clause 4, an agent shall be entitled to receive a bonus commission of an amount equivalent to 15% of total commission earned by his agent (by reference) during each agency year on pro rata basis, .till survival of his club platinum membership</p> <p>For example: 4 agents (by reference) earn the commission of Rs. 10000 each in a year. Then original agent receive bonus commission as:</p> <p>$=15\%(Rs10000 \times 4)=Rs.6000$</p> |

Appellate authority and our offices

Head Qaurter Office :

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AB Road, Indore-452010, Madhya Pradesh
Contact : 0731-4222520

Email : Marketing@aglonline.net, Info@aglonline.net

Ujjain :

Office In charge, CNG Mother station, Near Soyabeen Plant
Nagziri, Ujjain,- 456010, Madhya Pradesh.

Gwalior :

Office In Chatnge, CNG Mother station, Near IIITM Morena Link Road, Hazira, Gwalior- 474004, Madhya Pradesh