Internal memo no. 912-172 - Const division Date: 04-7-2024

Subject: Implementation of Smartsheet.
Keywords: Smartsheet.

1. Smartsheet is like excel. However, it differs from excel in following ways:
    a. It has user control i.e., several users can work on the same sheet with differential rights.
    b. It is cloud based.
    c. The user types are:
        i. Owner – we have 3 subscriptions. Suneel, Shreya & Prashanth shall be owners. They have all rights.
        ii. Admin (with/without sharing rights) – They have all rights except to delete, restore and backup. This will be given to Soham, Janaki & Meenaksi to start with.
        iii. Editor (with/without sharing rights) – They can edit certain rows and columns and documents created by Owner /admin.
        iv. Commentor (with/without sharing rights) – They can view and comment.
        v. Viewer (with/without sharing rights) – Can only view.
    d. The comments are in a conversation mode where comments of various staff can be seen. The comments can be marked to other staff for them to take action.
    e. It has features like scheduling with dates and dependencies. Change of predecessor can change the entire schedule. Schedule to be tracked. Gant charts can be generated.
    f. Trackers for material supply can be made where rows can be struck off when works are completed.
2. As a general practice the following should be implemented in most sheets:
    a. Entire sheet should be in Times New Roman font – 10 point.
    b. Select columns or entire sheet should be in wrap text format.
    c. In case of text – left align.
    d. In case of nos – right align with commas. Remove decimals unless absolutely necessary.
    e. Minimize width of columns to clearly display text.
    f. First column should be – 'last comment' – wherever required.
    g. Wherever required add check box for task completed. Once the check box is ticked, strike off entire row and lock it (no further edits). Create filter for active.
    h. Give read + comments access to relevant key members.
    i. Give edit access for select columns to select team members.
    j. Create global filters – that are shared with all.

Details of smartsheet to be maintained by various divisions.

S No	Division	To be updated by	Name of smartsheet	Description/content	Frequency of update/ reports/remarks
1.	Accts	Jai Prakash	GST regist. Tracker		
2.	Accts	Nirisha/ Rishabh	GV1 DD tracker		
3.	Accts	Sambasiva rao	IT refunds		
4.	Accts	Sambasiva Rao	IT returns tracker FY 23-24		
5.	Accts	Jaya Prakash/ ramya	List of bank accounts		
6.	Accts	Jaya Prakash/ ramya	List of Expense card		
7.	Accts	Jaya Prakash/ ramya	Statutory replies		
8.	Accts	Sambasiva Rao/ ramya	Statutory replies		
9.	Accts	Naveen/Shiva	Details of loans		
10.	Admin	Aruna/ Ashaiya	Admin – list of consultants	List of consultants including legal, tax, bankers, CAs, advocates, architects, structural engineers, MEP consultants	Printout of list to be produced on 1st Saturday of every quarter.
11.	Admin	Aruna/ Ashaiya	Admin- consultants, agreements, payments and correspondence	List of all agreements, details of payments, details of important correspondence – make project wise. Each project should have one row for one consultant. Add columns for agreements/LOC/LOI, payment details, correspondence – scan Ids.	
12.	Admin	Aruna/ Ashaiya/ Kanaka Rao	List of GOs, notifications, circulars, etc.	All relevant GOs, notifications, circulars, orders, memos, gazette notifications, etc., to be uploaded. Column heads: last comment, in force,	Once a quarter

				category/dept, sub-category/description, brief description of order, order no., order date, issued by, scan id.	
13.	Admin	Sanjay	MBMC – list of shops & offices	Existing excel sheet can be transferred to smartsheet	
14.	Admin	Aruna	Passport copies of SJK + RJK + Nisha		
15.	Admin	Kanaka Rao/Aruna	Permits tracker	Details of permits status to be update	Report required on 1st Saturday of every month.
16.	Admin	Jai Kumar/ Akansha	Employee data	NA	nil
17.	Admin	Jai Kumar/ Akansha	List of fines	NA	Report required by end of each month
18.	Admin	Jai Kumar/ Akansha	Leave form	NA	NA
19.	Admin-audit	Admin-audit	Gate pass and inter-site material transfer	Should contain details of all gate passes from 1/1/24 till 15/6/24 where material has been transferred between sites. It should contain all gate passes from 15/6/24.	Admin-audit to update the sheet on a daily basis including details of bills. Janaki to coordinate with Admin-audit to preparation and approval of bills. Admin-audit to send report to Soham on weekly basis.
20.	Admin-audit	Admin-audit	Supplier reconciliation	Project wise sheet to be prepared	Admin-audit to provide statement on the 1st Friday of every month
21.	Admin-audit	Admin-audit	Contractors reconciliation	Project wise sheet to be prepared	Admin-audit to provide statement on the 1st Friday of every month
22.	Const				
23.	Legal	Lateef/ Likhita/ Sabitha	Legal – list of court cases	All court cases with next date of hearing related to admin- legal	Printout of list of pending cases to be submitted on the 1st Saturday of each month
24.	Legal	Lateef/ Likhita/ Sabitha	Legal – list of important judgements/ orders	List judgments/ orders for cases not filed by us but are important reference for other cases.	Printout of list of pending cases to be submitted on the 1st Saturday of each quarter

25.	Legal	Lateef/ Likhita/ Sabitha	Legal – List of legal opinions	All legal opinions of any nature	Printout of list of pending cases to be submitted on the 1st Saturday of each quarter
26.	Legal	Lateef/ Likhita/ Sabitha	Legal – list of RTI applications	All RTI applications /appeals and responses	Printout of list of pending cases to be submitted on the 1st Saturday of each month
27.	MEP	Meenakshi	GV1 equipment tracker	Equipment which means follow-up/plans, etc	Meenakshi to provide weekly reports
28.	MEP	Meenakshi	NRK equipment tracker	Equipment which means follow-up/plans, etc	Meenakshi to provide weekly reports – once MEP work starts.
29.	Purchase	Minish/ Janaki	Details of refund receivable from suppliers	Should contain details of excess paid deposits, etc.	Janaki to create the sheet. Accounts/ audit to help in updating the sheet from time to time. Janaki to send weekly report to Soham.
30.	Purchase	Minish/ Janaki	GST & Eway bill details	TBD	
31.	Purchase	Minish/ Janaki	Inter-site material transfer on loan or hire tracker	All materials transferred between sites from 1/1/24 to till date and further transfers	Janaki to create sheet. Janaki to update on a daily basis. Weekly report to sent to Soham.
32.	Purchase	Purchase officers	Stock replenishment details	Should contain all items where stock is to be maintained with min. stock value and order value.	Janaki to create the list. Janaki to send list of items to be ordered to Soham on a daily basis.
33.	Purchase	Gayatri	Tracker of requisition Vs PO	NA	Once a month on the 1st Friday of each month.
34.	Purchase	Gayatri	Tracker of PO Vs material received	NA	Once a month on the 1st Friday of each month.