Internal memo no. 903/24 - purchase division Date: 15-02-2020

Subject: Division of work between teams.

1. Team 1 – Prabhakar, Bhaskar & Selva Kumar

They shall be responsible for ordering and delivering the following materials

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Plumbing  AC`s  CC TV Cameras  Other PO`s &Bills | Electrical  Lifts  Other large equipments | Tiles  Wooden Doors  Door frames  WPC Doors &  WPC door frames & Hardware | Electric power connection-LTHT  Online purchases | CP& Sanitary  Generators  Video door phones  & all other miscellaneous items |

1. Team 2 – Minish, Dakshina Murthy, Ravali & Raghu

They shall be responsible for ordering and delivering the following materials

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Steel  Z Angles  Waterproofing  Cladding  Pavers  Fasteners  Borewells | Cement  Windows  Repairs & Maintenance of equipments  AMC`s  Pumps | RMC  MS Pipes  MS Square pipes, Rods  Other PO`s &Bills | Building Materials  Granite  Marbles  Parking tiles | Cement Blocks  Wooden frames  Paints  Adhesives  Furniture |

1. Daily schedule purchase managers and officers
   1. Coordination meeting – 10 to 10.30am.
   2. Followup for delivery – 10.30am to 11.30am.
   3. Preparing Pos/WOs/ - 11.30am to 1pm & 2 to 3pm.
   4. Processing of bills for payment – 4 to 5pm.
   5. Miscellaneous work at other times
2. Specific task assigned to individuals:
   1. Ravali - Printing and assigning of ID`s to requisitions, preparing missing requisitions, sending note to MD on requisitions lying with MD on every Monday.
   2. Goushee - Updating minutes of pending requisitions, sending minutes of pending requisitions copy, summary of stock of SSLLP, Scan copies of DC and PO book of SSLLP to MD – Daily.
   3. Hemendra - shall sign all invoices, DCs, log books and registers on daily basis at SSLLP.
   4. Vasu – maintaining purchase database at SSLLP and stocks.
   5. Prabhakar - Management of logistics/ delivery vans.
3. Prabhakar to periodically update sites assigned to each manager/executive for single point contact with each site. Same person to send reply to remarks on requisition by site report.

Soham Modi.