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

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| --- | --- | --- | --- | --- |
| PlumbingAC`sCC TV CamerasOther PO`s &Bills | ElectricalLiftsOther large equipments | TilesWooden DoorsDoor framesWPC Doors &WPC door frames & Hardware | Electric power connection-LTHTOnline purchases | CP& SanitaryGeneratorsVideo 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

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| --- | --- | --- | --- | --- |
| SteelZ AnglesWaterproofingCladdingPaversFastenersBorewells | CementWindowsRepairs & Maintenance of equipmentsAMC`sPumps | RMCMS PipesMS Square pipes, RodsOther PO`s &Bills | Building MaterialsGraniteMarblesParking tiles | Cement BlocksWooden framesPaintsAdhesivesFurniture |

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.