Internal memo no. 901/48/b - Admin Date: 04.10.2018

Sub.: Allocation of cars, vans and drivers.

The allocation of cars, vans and drivers shall be as follows with effect from 04.12.2018.

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| S.No. | Vehicle | Driver | Managed by/ Used for |
|  | Benz –(TS10 EP0341)Discover | Martand- (WednesdayWeek off) | Assigned to : MDManaged by: Jai KumarUsed for: MDs duty on all site visit days. Other days or during office hours he must be used for office work |
|  | Wagon R –(TS10 EB 4520)  | Ch. Krishna- (Sunday Week off) | Assigned to: Site visits – customers & Govt. Depts. Managed by: Jai KumarUsed for: Monday to Saturday 10am to 6pmWednesday – only MD duty |
|  | Jayo–(TS10 UA 9758) | Shekar- (Sunday Week off) | Assigned to : SSLLPManaged by: Prabhakar Used for: Monday to Saturday. Jayo to be used for material delivery to AGH and Serene once a week. |
|  | TATA Winger–(TS10 UA 9759)Jeeto – (TS10UB 5649) | Somesh- (Sunday Week off) | Assigned to: (a)Winger for AGH, Serene & Sales  (b) Jeeto for BNC, Misc. Works & maint.Managed by: RaviUsed for: For staff site visit to Serene & AGH. Other days use for transport of material |
|  | Jeeto – (TS10UB 3123) | Narender-(Sunday Week off) | Assigned to : N.E. & SOVManaged by: MaheshUsed for: Week days use van for transport of material Weekend use for site visits |
|  | Wagon R–(TS10 EG 7971)Jeeto – (TS10UB 3122) | Shekappa -(SundayWeek off) | Assigned to : VISTA & PMRIIManaged by: NarenderUsed for: Week days use van for transport of material Weekend use for site visits |
|  | Wagon R –(TS10 EB 4519) Dost –(TS10 UA 0143) | Krishnam Raju- (Sunday Week off) | Assigned to : KNM, VOC & BRGVManaged by: SanjayUsed for: Week days use van for transport of material Weekend use for site visits |
|  | Wagon R –(AP28BL 3676) | If driver not available - Self Drive | Assigned to: Mr. Sitaram, Mr. Rama Rao, Mr. A. Sridhar, Mr. Lateef, Mr. Malla Reddy, Mr. Prabhakar ReddyManaged by: Jai Kumar |
|  | Proposed new Alto car | Self drive | Assigned to GVRC, BRGV, MRGV, etc.Mr. Sitaram |

Notes:

1. Vehicles to be parked at respective sites.

2. Drivers to report directly to site.

3. Sales team to coordinate with respective managers.

4. Martand will be available on Sundays.

5. All other drivers shall be available on Sundays and holidays, one day prior intimation to be given to Jai Kumar/Praveen to arrange driver on Sundays and holidays.

Soham Modi