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  - (Wednesday  Week off) | Assigned to : MD  Managed by: Jai Kumar  Used 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 Kumar  Used for: Monday to Saturday 10am to 6pm  Wednesday – only MD duty |
|  | Jayo  –(TS10 UA 9758) | Shekar  - (Sunday Week off) | Assigned to : SSLLP  Managed 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: Ravi  Used 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. & SOV  Managed by: Mahesh  Used for: Week days use van for transport of material Weekend use for site visits |
|  | Wagon R  –(TS10 EG 7971)  Jeeto  – (TS10UB 3122) | Shekappa  -(Sunday  Week off) | Assigned to : VISTA & PMRII  Managed by: Narender  Used 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 & BRGV  Managed by: Sanjay  Used 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 Reddy  Managed 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