

Subject: Coordinators for purchase + procurement division and coordinator for MEP division.
Keywords: Purchase, MEP, procurement, coordinator.

1. Janaki has been appointed as coordinator for purchase and procurement division. The following works have been assigned to her:
 - a. Her primary responsibility is to report to Soham wrt providing information, clarification, coordination with E&D + construction team for matters related to purchase, supply and installation.
 - b. She shall be primarily responsible for conducting weekly meetings between site and purchase.
 - c. She shall prepare lift installation report on a daily/weekly basis.
 - d. She shall prepare other report for Soham in coordination with sites and other divisions.
 - e. She shall ensure that weekly report is sent by all sites, correctly filled in coordination with Ashaiya. She shall coordinate with Vanaja for updating details of payments to lifts.
 - f. Help Soham on a daily basis to approve POs (level 2).
2. Vanaja has been appointed as coordinator for MEP team. The following works have been assigned to her:
 - a. Her primary responsibility is to coordinate MEP related purchases with sites, purchase, procurement and MEP team.
 - b. She shall help coordinate in making new SKUs.
 - c. Liaison with sites + MEP + purchase for preparation of purchase orders, clarification on technical specifications, correction of technical specifications, etc.
 - d. She shall maintain files for all equipment purchases like lifts, generators, electrical panels, transformers, chillers, chillers pumps, fire pumps, vacuum air compressor, DG, HSD, ETP, STP, UPS, etc. This information to be properly scanned and a list of scan ids to be filed in each file. Information must be shared with sites by way of sending the sheet for which it must be updated regularly. Sites shall be free to request for the information at any time.
 - e. She shall maintain the details of payment of equipment purchase and same to be attested by respective accountant.
 - f. Help purchase + procurement + MEP + sites for followup delivery, installation, commissioning of equipment.
 - g. Prepare daily report for procurement team in coordination with purchase team.
3. Vanaja and Janaki shall prepare a weekly schedule of coordination meeting with purchase and every site. They will ensure that a brief meeting (not more than 30 minutes) is held with each site on a weekly basis. Purchase team must be present. Procurement, MEP and E&D may optionally join as required. MOM of the meeting to be circulated for each and every meeting. Copy to be marked to Soham only in case of major default or clarification.
4. Janaki and Vanaja to assist purchase + procurement in making purchase orders only when their assigned work is completed and purchase/procurement is overloaded with work.

Soham Modi.