

Subject: Transfer of material between sites.

Keywords: Transfer, material.

1. Excess material or defective material to be transferred between sites. Guidelines have been issued for SOP related to such transfers.
2. For any transfer of material valued about Rs. 1,000/- - approval of Soham is required.
3. The details of material to be transferred has to be sent to Soham for approval as per format Annexure A (Sl.no., SKU/Item description, Units, Qty, Acquisition rate, Material condition (scrap, used, new), Tfr %, Tfr rate, Tfr Amt, Remarks).
4. All transfers of material between sites must be routed through MHTR i.e., material must be sold to MHTR and MHTR will sell in transit to respective site.
5. Minish to decide transfer percentage.
6. Janaki to coordinate with sites and Soham for approvals.
7. All transfers must be made by way of GST bills.
8. As a general rule any excess stock at site must be transferred back to MHTR. The total value of stocks at any site cannot exceed Rs. 5 lakhs. It excludes heavy materials like cement, steel, aggregates, tiles, etc.

Soham Modi.

Annexure A – Internal memo: 903-41 details of material to be transferred

Sl. No.	SKU/Item description	Units	Qty	Acquisition rate in Rs.	Material condition (Scrap, used, new)	Tfr %	Tfr Rate	Tfr Amt	Remarks
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.	Total:								