Internal memo no. 903-41/A - Purchase Date: 17-07-2024

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 – Janaki to prepare excel sheet and Minish to advice the percentage of billing.
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. Janaki to coordinate with sites and Soham for approvals.
6. All transfers must be made by way of GST bills, unless otherwise specified by Soham.
7. 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.
8. Procedure for electronic gate pass is given in internal memo no. 912/35/C. No material can move out of the site without prior approval of gate pass. Wherever gate pass requires GST bill to be prepared, GST bill from site to MHTR and MHTR to site must be prepare before material can be transferred. Note that GST bill from site to MHTR has to be prepare in Tally by respective accountant on advice of Admin-audit (along with E-invoice). Purchase to prepare bill from MHTR to respective site by following the procedure of requisition, PO, E-invoice and invoice.

Soham Modi.

Annexure A – Internal memo: 903-41/A 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:								