

Sub.: Stationary - Minimum and maximum stock

Voucher pads, files, registers, etc., are being ordered without planning or checking stock. Hereafter the minimum and maximum stock to be maintained and the quantity to be ordered is specified in the Annexure. All stock is to be maintained at the head office. However, site registers which are bulky i.e., item nos. 1 to 16 and 21 shall be stocked at the store room at Silver Oak Bungalows and the quantities specified shall be maintained at head office.

For the 8 ongoing projects, the quantities of vouchers, letter heads, booking forms, receipt books and flat files shall be as specified. For other projects and firms, the quantities have also been specified. These projects and firms includes:

1. Silver Oak Villas LLP
2. Nilgiri Estates
3. Vista Homes
4. B&C Estates
5. Paramount Estates
6. Kadakia & Modi Housing
7. Modi Farm House (Hyd) LLP
8. Modi Realty (Miriyalaguda) LLP
9. Modi Realty (Gagilapur) LLP
10. Modi Realty (Siddipet) LLP
11. Modi Realty Genome Valley LLP
12. Summit Housing LLP
13. Villa Orchids LLP
14. Paramount Avenues Pvt. Ltd.,
15. Modi Housing P. Ltd.
16. MBMC
17. RJK & SJK
18. Soham Modi
19. Syed Mehdi
20. Razia Bano
21. MCMET
22. Soham Mansion
23. Tejal Modi

Because of paucity of space at head office brochures, flyers, envelopes, letterheads, flex, etc., shall be maintained at store room at Silver Oak Bungalows. Minimum and maximum stock of each item to be maintained at head office is specified in the annexure

The order value for each stock is only a guideline and quantity lesser than order value can be ordered. However, for any quantity larger than order value specified must be approved by the M.D. Jai Kumar shall be responsible for maintaining the entire stock. He shall purchase and 200 pages stock register and assign one page for each item.

Store keeper at Silver Oak Bungalows shall maintain a separate 100 pages stock register for items at site. He shall send a stock statement every week on Saturday to Shailaja/ Jai Kumar at head office.

Soham Modi.