

Note for Approval:

Admin

Date: 13.09.17

Sir,

Sub: Hire Charges database & attendance unlock of NE site - Reg.

Discussed with Bhoja and Radhayshampal regarding hire charges and attendance uploading, Mr. Bhoja Naik and Mounika updating the hire charges and attendance details.

1. 06.09.17 total trips 68 - (12 trips are pending for upload.)
2. 07.09.17 total trips 67 - (67 trips are pending for upload.)
3. 11.09.17 attendance - (forgot to upload with other works)

- There is Negligence of duties of Admin and data entry operator.
- Leave taking both at a time Mr. Bhoja Naik and Mounika that the reason of delay of uploading data.
- Mr. Raghu (supervisor/Store keeper) has learn the database. (He should know it now)

Given clear instruction to not to repeat again, building material, hire charges and daily attendance to be done in lock in period.

Please approve for above pending works as a last chance and take a necessary action.

Regards,



Praveen

Admin-Audi.

Today both are on leave.
Mounika and Bhoja
(Signature)

