

Internal Memo No. 912/11 – Clarification on construction

Date: 14.02.2009

Sales Managers/ Admin Officers.

Sub.: Keys of model house /flats

Ensure that 3 sets of keys for site office, Model house and flats are prepared. 1 set will be kept with security, 1 set with sales executives/managers and 1 set with admin officers. Office and model flat should be sealed every evening with signed paper and glue. Bhavani Prasad shall ensure implementation of same by Saturday.

Regards,

Soham Modi.