

Subject: Standard procedures

1. For all material issued at SSLLP before 2pm bill must be raised by 6pm. For other materials bills must be raised by 2pm next day.
2. MRN, MIS, DCs and invoices must be raised at site. They must be sent to HO within one working day.
3. Purchase must process bills of SSLLP and send to respective project accountant as in case of other vendors. These bills must be sent to project accountants by 6pm on Thursday.
4. Print 2 invoices (originals). 2nd invoice to be sent to Keerthi for debiting the amount to respective projects. These also must be sent to her before 6pm every Thursday.
5. The above deadline must be strictly met. However, processing must happen on a daily basis. Do not club all bills and send on Thursday evening.
6. Projects must make 100% payment to SSLLP every week.
7. Praveen to tally stock once a month as per circular.
8. Summary of stock to be sent to MD on a daily basis along with daily pending requisitions report. Also send requisitions of SSLLP which were approved on a daily basis.
9. Goushi, Aruna, Bhaskar & Dakshina Murthy to report to SSLLP every Friday for management of work at SSLLP on a rotation basis. Quarterly roaster can be made. No leaves shall be permitted for the week – must exchange with colleagues. Checking of stock on weekly basis to be done by purchase officer at site. Purchase managers can cross check site once a month.
10. SSLLP – increase/decrease of stock to be maintained to be based on 2 months data. 2 weeks of stocks can be maintained.
11. Log books of invoices and log book of purchase orders to be updated on a daily basis. Scanned copy to be sent to HO at end of each day. Purchase officers/Praveen to audit one a week/month.
12. Invoices – make 3 copies - transit copy, office copy and original copy. Transit copy to be sent with DC. Original and office copy to be sent to purchase. Purchase to re-direct after approval of project accountant and Keerthi respectively.
13. Original DC to be sent to respective site. Yellow copy of DC to be attached to purchase order at VSC.
14. Purchase manager /officer to check store room and maintain it as per circular 308 Annexure (c).

Soham Modi.