

Subject: Division of work between teams.

Keywords: Division of work between teams.

1. Purchase division shall be divided into 2 teams. Each manager shall head their team for day to day work. However, team members from other teams shall help in case of absentees or extra work.
2. Team 1 – Prabhakar, Bhaskar, Selva, Soumya, Vasu.
3. Team 2 – Minish, Dakshinamurthy, Keerthi, Raghu, Hemendra.
4. Trainees: Neha or other trainees shall assist one of the 2 teams or each team on a fortnightly basis.
5. Team 1 shall be responsible for all works from requisition to approval for payment for the following categories of payment:
 - a. Electrical lights and fittings.
 - b. Doors, door frames, beading and hardware.
 - c. General material, tools, safety equipment, etc.
 - d. CC rings.
 - e. Plumbing, CPVC & PVC pipes, fittings, CP, Sanitary, tanks.
 - f. Electronic equipment.
 - g. Floor and bathroom tiles.
 - h. Online purchases.
 - i. Power supply, generators & AMC.
 - j. Sports & playground equipment
6. Team 2 shall be responsible for all works from requisition to approval for payment for the following categories of payment:
 - a. Stationary, toys, cookies, etc.
 - b. Computers & peripherals.
 - c. Fasteners
 - d. Adhesives & chemicals.
 - e. Paints
 - f. Aluminum windows, grills, fabrication, templates.
 - g. Steel
 - h. Cement
 - i. Building material, cement blocks, RMC.
 - j. Tree guards, tools.
 - k. Granite, stones & cladding.
 - l. Pumps.
 - m. Repairing of equipment.
 - n. Lifts, air-conditioners, RO plant & AMC.
 - o. Furniture items.
 - p. borewells
7. Daily schedule purchase managers and officers
 - a. Coordination meeting – 10 to 10.30am.
 - b. Followup for delivery – 10.30am to 11.30am.
 - c. Preparing Pos/WOs/ - 11.30am to 1pm & 2 to 3pm.
 - d. Processing of bills for payment – 4 to 5pm.
 - e. Miscellaneous work at other times.

8. Each team to sub-divide tasks starting from coordination with site, negotiation, checking availability, preparing purchase order, followup for delivery and preparing advice for credit to supplier – item wise. However, all team members to have some knowledge of all items assigned to their team.
9. Specific task assigned to individuals:
 - a. Neha (assisted by Keerthi) - Printing and assigning of ID`s to requisitions, preparing missing requisitions, sending note to MD on requisitions lying with MD on every Monday.
 - b. Keerthi (assisted by Neha) - Updating minutes of pending requisitions, sending minutes of pending requisitions copy, summary of stock of SSLLP, Scan copies of DC and PO book of SSLLP to MD – Daily.
 - c. Hemendra - shall sign all invoices, DCs, log books and registers on daily basis at SSLLP.
 - d. Vasu – maintaining purchase database at SSLLP and stocks.
 - e. Prabhakar - Management of logistics/ delivery vans.
10. Prabhakar to periodically update sites assigned to each manager/executive for single point contact with each site. Same person to send reply to remarks on requisition by site report. Detail to be notified to all sites.
11. All requisitions, advice for payment to supplier and any other documents that require MDs approval shall be sent to him on a daily basis by 4.30pm. these documents to be collected next morning before 10.30am. Urgent documents for approval to be sent to Ashaiya for printing and approval.
12. On a daily basis advice for payment to suppliers to be sent to Sujatha & Divyavani. Change format of log book. They shall scan, upload to M-codex and send to respective accountants within one working day. Purchase to continue to make a daily dump.

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