

Subject: Division of work between teams.

1. Team 1 – Prabhakar, Kavitha, Ramya, Sandesh, Vasu & Selva Kumar. They shall be responsible for ordering and delivering the following materials:
 - a. Plumbing
 - b. CC TV Cameras
 - c. Electrical
 - d. Lifts
 - e. Tiles
 - f. Wooden Doors
 - g. Door frames
 - h. WPC door frames & Hardware
 - i. Electric power connection-LT HT panels
 - j. Online purchases
 - k. CP& Sanitary
 - l. Generators
 - m. AMC`s
 - n. Paints
 - o. Adhesives
 - p. Furniture & fixtures
 - q. Structural glazing and ACP
 - r. Fire doors
 - s. All other miscellaneous items

2. Team 2 – Minish, Deepa, Mounica, Vanaja, & Raghu. They shall be responsible for ordering and delivering the following materials
 - a. Tor steel
 - b. Steel for fabrication
 - c. All equipment and tools
 - d. Waterproofing
 - e. Cladding
 - f. Pavers
 - g. Fasteners
 - h. Borewells
 - i. Cement
 - j. Windows
 - k. Repairs & Maintenance of equipment
 - l. Pumps
 - m. RMC
 - n. Building Material
 - o. Granite/Marble
 - p. Parking tiles
 - q. Cement Blocks
 - r. AC`s
 - s. MEP items like HVAC, fire fighting systems, access control, earthing, ETP, STP, HSD.

3. Team 3 – Mahender, Dakshinamurthy, Anwar. They shall be responsible for negotiations for the items given below. Items marked as exclusive shall be negotiated by team 3. Other items shall be negotiated by team 3 from time to time, however, team 1 & 2 to negotiate the same on day to day basis. Preparation of requisitions, Pos, making payments, monitoring supplies shall be done exclusively by team 1 and team 2.
 - a. Structural glazing and ACP (exclusive)
 - b. MEP items like HVAC, fire fighting systems, access control, earthing, ETP, STP, HSD (exclusive)
 - c. All equipment and tools
 - d. Cladding
 - e. Pavers
 - f. Windows
 - g. Pumps
 - h. Building Material (exclusive)
 - i. Granite/Marble
 - j. Parking tiles
 - k. Cement Blocks (exclusive)
 - l. AC`s
 - m. Plumbing
 - n. CC TV Cameras
 - o. Electrical
 - p. Lifts (exclusive)
 - q. Tiles
 - r. Wooden Doors
 - s. Door frames
 - t. WPC door frames & Hardware
 - u. Electric power connection-LT HT panels (exclusive)
 - v. CP& Sanitary
 - w. Generators (exclusive)
 - x. AMC`s
 - y. Paints
 - z. Adhesives
 - aa. Furniture & fixtures (exclusive)
 - bb. All specialty items costing more than Rs. 10k (exclusive)
 - cc. All items being purchased for the first time costing Rs. 5k.
 - dd. Fire doors (exclusive)
4. Daily schedule purchase managers and officers
 - a. Coordination meeting – 10 to 10.30am.
 - b. Followup for delivery – 10.30 am to 11.30 am.
 - c. Preparing Pos/WOs - 11.30am to 1.30 pm & 2 to 4pm.
 - d. Processing of bills for payment – 4 to 5pm.
 - e. Miscellaneous work and pending works – 5pm to 6pm.
5. 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.
6. Preparing advice for approval for credit to supplier is top priority. In case of pending in processing the bills, 2pm to 6pm every Saturday have been exclusively dedicated to this work.
7. 2 engineers shall be sent to purchase for training for a period of 4 weeks each. They shall follow the same schedule given in point 3 above.

Soham Modi.