

Subject: Division of work between teams.

Keywords: Purchase division, Division of works

1. Purchase has been split into 3 teams, they are:
 - a. Procurement team at HO – Prabhakar, Anwar & Riyaz.
 - b. Purchase team at Cherlapally – it is further split into 2 teams headed by Minish & Venkateswarulu.
 - c. Purchase team at Genome Valley headed by Hanumanthu.
2. Broadly the work between these teams shall be divided as follows:
 - a. Procurement team shall be exclusively responsible for negotiations for product research and negotiations for a limited set of technical items. They shall also negotiate rates for all other items. Procurement team is barred from issuing Pos or making request for payment.
 - b. Purchase team at Cherlapally shall be responsible for issuing all Pos, following up for delivery, clearing bills, etc. They shall also be responsible for day to day negotiations of all items being purchased.
 - c. Purchase team at Genome Valley shall maintain stock of material, issue material and make invoices for material supplied from SSLLP to GV sites. They shall not be empowered to order any material directly. They will raise requisitions for material required, which shall be ordered by procurement/purchase team at Cherlapally.
3. Procurement shall be exclusive responsible for negotiations of the following:
 - a. Pumps
 - b. Contracts for supply of water and electricity.
 - c. Equipment like generators, lifts, housekeeping machines, large machinery.
 - d. All items relate to MEP like HVAC, fire fighting system, ETP, STP, HSD, structural glazing, electrical panels, HT/LT cables, chillers bus duct, transformers, solar power, etc.
 - e. Riyaz shall be responsible for specialized MEP items which are not used regularly in housing projects.
 - f. Prabhakar shall be responsible for regular items used in housing projects.
 - g. Purchase team shall order the following materials at the rates predetermined by procurement team:
 - i. CP, sanitary, hobs, chimneys.
 - ii. Copper wires, aluminum wires, switches, MCBs, distributions boards, etc., used for house wiring.
 - iii. Door frames, hardware, door shutters.
 - iv. Tiles for flooring & bathroom.
 - v. Paints – limited to items stocked at SSLLP.
 - vi. Building material like aggregates, bricks, M sand, etc.
 - h. Prabhakar shall be responsible for ordering all online items. Online items must be inwarded at SSLLP stores before they can be issued.

4. The contract details of purchase and procurement team are given under:

Sl. No.	Staff name	Assigned to team	Mobile no.	Email id
1.	Venkateswarulu	NA	9866755299	venkateswarulu@modiproperties.com
2.	Sneha	Venkateswarulu	7816026828	sneha@modiproperties.com
3.	Deepa	Venkateswarulu	7095957395	deepa@modiproperties.com
4.	Mounika	Venkateswarulu	9392840912	mounika@modiproperties.com
5.	Raghu	Venkateswarulu	8919278620	raghu@modiproperties.com
6.	Minish Parikh	NA	9515546784	minish@modiproperties.com
7.	Vanaja	Minish	7729877893	vanaja@modiproperties.com
8.	Jay Sudha	Minish	9701532934	jaysudha@modiproperties.com
9.	Ashajyothi	Minish	9392010522	ashajyothi@modiproperties.com
10.	Selva Kumar	Minish	9246364748	selva@modiproperties.com
11.	Sandesh Goud	NA	9000502956	sandesh@modiproperties.com
12.	Vasudev .K	NA	9502211788	vasudev@modiproperties.com
13.	Hemendra	NA	961244433	hemendra@modiproperties.com
14.	Riyaz	NA	7702538383	riyazuddin@modiproperties.com
15.	Anwar	NA	9000172534	anwar@modiproperties.com
16.	Prabhakar	NA	9502277299	prabhakar@modiproperties.com
17.	Waseem	NA	9347576914	waseem@modiproperties.com
18.	Ramesh Reddy	NA	9848134856	rameshreddy@modiproperties.com
19.	Hanumanthu	NA	8332809057	hanumanthu@modiproperties.com

5. The projects assigned to the purchase team along with details of weekly zoom meetings is given under. The zoom meetings shall be held once a week. Respective team leader to join the zoom meeting once a month:

Sl. No.	Project shortform	Team leader	Req./PO assigned to	Weekly Zoom meeting
1.	GMR	Venkateswarulu	Venkat	Thursday 3 to 4pm
2.	MHPL	Venkateswarulu	Venkat	Thursday 3 to 4pm
3.	SOV	Venkateswarulu	Sneha	Tuesday 3 to 4pm
4.	NGH	Venkateswarulu	Deepa	Monday 3 to 4pm
5.	GHT	Venkateswarulu	Deepa	Monday 11am to 12pm
6.	AGH	Venkateswarulu	Sneha	Tuesday 11am to 12pm
7.	NE	Venkateswarulu	Mounika	Thursday 4 to 5pm
8.	MPL	Venkateswarulu	Deepa	Monday 4 to 5pm
9.	Vista	Venkateswarulu	Deepa	Monday 2.30 to 3.30pm
10.	Serene	Venkateswarulu	Mounika	Wednesday 3 to 4pm
11.	VOC	Venkateswarulu	Mounika	NA
12.	SSLLP	Minish	Minish	NA
13.	GVDC	Minish	Minish	Monday 3 to 4pm
14.	GVRC	Minish	Minish	Wednesday 11am to 12pm
15.	GVI	Minish	Minish	Thursday 3 to 4pm
16.	MRGV	Minish	Vanaja	Monday 3 to 4pm
17.	MCMET	Minish	Jay Sudha	Monday 3 to 4pm
18.	HO	Minish	Jay Sudha	NA
19.	PM Complex	Minish	Jay Sudha	NA
20.	MCS	Minish	Ashajyothi	Thursday 3 to 4pm

21.	GVSH	Minish	Ashajyothi	Saturday 11am to 12pm
22.	KNM	Minish	Ashajyothi	NA
23.	BRT	Minish	NA	NA
24.	MGA	Minish	Vanajakshi	Tuesday 3 to 4pm
25.	NRK	Minish	Vanajakshi	Wednesday 3 to 4pm
26.	Greens Towers	Minish	Vanajakshi	NA
27.	BRGV	Minish	Vanajakshi	Thursday 3 to 4pm
28.	Plot 280	Minish	Jay Sudha	NA
29.	PM Complex	Minish	Jay Sudha	NA
30.	AMTZ	Minish	NA	NA
31.	AMTZ4554	Minish	NA	NA
32.	AMTZ801	Minish	NA	NA
33.	MBMC	Minish	NA	NA
34.	VVA	Venkateswarulu	Deepa	NA
35.	GVSH	Minish	NA	NA
36.	NSQ	Minish	NA	NA
37.	CRE	Venkateswarulu	NA	NA
38.	LGM	Venkateswarulu	NA	NA
39.	GVCC	Venkateswarulu	NA	NA
40.	MCR	Minish	Vanaja	NA
41.	MRH	Minish	NA	NA
42.	MGV	Minish	NA	NA
43.	SOR	Venkateswarulu	Sneha	NA
44.	MRGLLP	Venkateswarulu	NA	NA
45.	MRVLLP	Venkateswarulu	Deepa	NA
46.	Matrix Recon	Venkateswarulu	Deepa	NA
47.	ESR	Venkateswarulu	Deepa	NA

6. Team Minish shall be exclusively responsible for negotiation of the following items: TOR steel, RMC, Cement & structural steel where quantity exceeds 250 kgs, repairs of pumps.
7. Team Venkateswarulu shall be exclusively responsible for negotiations of the following items: Granite, regularly used chemicals stocked at SSLP, fastners, repair of all equipment, air conditioners upto 2 tons, furniture + kitchens, UPVC windows/French windows.
8. Daily schedule for 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 1.30pm & 2 to 4pm.
 - d. Processing of bills for payment – 4 to 5pm.
 - e. Miscellaneous work and pending works – 5pm to 6pm.
9. 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.

Soham Modi.