

Subject: Division of work between Managers and executives of CR team.

CR team has been split into 2 teams i.e., Team Rambabu & Team Krishna Prasad. Executives have sufficient experience to handle projects on their own. Hereafter, Rambabu & Krishna Prasad to oversee the work of their team members and advise them where required. Team members to independently handle their projects.

Each team to have 3 weekly review meetings as follows:

Monday – 10am to 11am

Wednesday – 10am to 11am.

Friday – 10am to 11am.

In such meetings couple of projects can be taken up each day.

Executives shall independently handle – approval of projects, housing loan documentation, housing loan release, customer complaints, meeting with customer, correspondence with customers, possession documentation, reminder notices, updation of database, maintenance of database, regular site visits, scanning of documents, additions & alterations, advise for preparation of invoices.

The projects shall be divided as follows:

Sl. No	team,	Executive	Old Projects	Current Projects	New Projects
1.	Team Rambabu	Vineela	BNC	MPL	
2.	Team Rambabu	Pavan	GWE,	GMR	
3.	Team Rambabu	Rambabu	GMG, MFH, MFP	VOC, Vista, Serene,	ESR
4.	Team Krishna Prasad	Saritha		MGA, UAAG, PHC	BRGV
5.	Team Krishna Prasad	Venkataramana	PMRII, VSC	GHT, NE	
6.	Team Krishna Prasad	Krishna Prasad	SOB, SOA, MNM, PMRI,	AGH, KNM, SOV (+ apartments)	

1. Sales team to help CR with the following:
 - a. Preparation/correction of booking form/initial database entry.
 - b. Preparation and execution of AOS.
 - c. Collection of I & II instalments.
 - d. Pre-approval of housing loan.
 - e. Documentation for housing loan.
 - f. Registration of sale deed.
 - g. Coordinating with engineers for additions & alterations.
 - h. Accompany customers to their flats/villas from site office.
2. CR team shall ensure that assistance of sales team is requested by way of email and not orally.

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