

Sub.: Guidelines for use of Viber.

All managers, Asst. managers, sales executives, front desk executives, staff of CR/Sales/Promotions, engineers, Asst. engineers must have a smart phone with 3G capability. Viber must be uploaded on their phone and on their laptops/desktops. System admin to verify if the smart phones have a minimum required configuration.

Guidelines for use of Viber shall be strictly followed. Only system admin is authorized to form / modify groups on Viber. Any un-authorised groups formed by staff members shall be liable for a penalty of Rs. 2,500/-. To staff sending messages on viber that are not in line with these guidelines shall be fined Rs. 200/- for the first default and Rs. 500/- for the second default and Rs. 1,000/- for each default thereafter.

System admin will send a message once a month to each group for them to acknowledge that they are using viber. If acknowledgement is not received within one working day the fines mentioned above shall be levied.

Following groups have been created in viber.

1. Staff – MPIPL (note donot use group labeled as ‘staff old’). Include all staff who are on viber to be used by Admin, system administrator and Aruna to broadcast general information like vacancy, circulars issued, emails issued, holidays, etc. Other staff should generally refrained from sending messages to this group.
2. Sales – Modi Properties. Include all sales, CR , promotions & MD. To be used by sales managers to send information about bookings, cheques received and booking forms signed + useful information related to sales.
3. Promotions – Modi Properties. All sales, promotions, CR & MD. To be used by promotions for details of ads being issued on the next working day. Promotions to include text of classified ads and art work in jpeg format for display ads. Details of replacement of flex, hoarding, requirement of brochures and other promotional material must be sent to this group.
4. Construction – Modi Properties. Include all project managers, senior engineers, admin officers at site, Praveen, Jai Kumar, Kanaka Rao and MD. To be used for sending details of standard procedures to be adopted across all sites. Engineers may use this for exchange of material between sites.
5. Purchase- Modi Properties. All project managers, senior engineers, engineers at site, purchase division. Engineers may use this for pointing up defects for material received with photos. Very limited urgent requirements like cement, equipment may be posted.
6. Accounts – Modi Properties. Kanaka Rao, Accounts Managers, accountants, MD. Use for message for stopping payments, etc.

All other messages can be sent from individual to individual. Do not use viber for personal communication. Keep communication to the minimum. Staff may form groups using other apps like whatsapp for personal communication.

Viber is to be strictly used for business. Send messages which are for information only. Only in rare instances messages can be sent which require answers, in such cases ask questions which require one or two word answers. In other instances send query by email.

Do not send un-necessary communication like: Ok, thank you, congratulations, good work, keep it up, good job, good morning, good evening, birthday messages, holiday greetings, stickers, etc. Person sending such messages shall be promptly fined.

Soham Modi