

Approval of requisitions by projects managers

Key words: requisition, approval

It is found that several project managers are not certifying requisitions made by their colleagues on a daily basis. Therefore, several requisitions with incorrect specifications and quantities being sent.

All project managers are required to certify all requisitions sent by their site before the end of the day (to avoid processing of the requisitions which are incorrect).

Penal action will be taken in case of default.

All requisitions that are sent to purchase must be marked to project managers or to the engineers common email id (eg.: gmr-const@modiproperties.com) . purchase is advised not to process the requisition unless marked to project manager.

Scanned requisitions certified by project managers (stamped and signed) need to be sent from the following sites and soft copies will not be accepted.

1. GVDC
2. GVRC
3. GMR
4. NE

This shall be in force upto 30th June, 2021 and will be reviewed thereafter. Purchase team not to process the requisitions unless certified copies receive.

Soham Modi.