

Subject: Steel, cement and online purchases in SSLLP.

Keywords: Steel, cement & online purchases.

Accountant (Lavanya) to maintain separate files for purchases of steel, cement and online purchases. Steel and cement is not stocked at SSLLP. They are sold in transit. Bills of steel and cement are not to be removed from the file unless and until corresponding bills for the same quantity for sale from SSLLP to other projects is received. However, bills may be processed and credit given.

Similarly, most items of online purchase are immediately sold to some project. These bills to be filed separately till corresponding bills of sales to other projects are obtained. However, in exceptional cases these bills may be filed provided the stock of items is updated in the database.

This is to be strictly followed from immediate effect.

Soham Modi.