

Subject: Miscellaneous guidelines and standard operating procedures.

Keywords: Miscellaneous guidelines, SOP

This internal memo is issued for clarity in standard operating procedures.

1. Reports required for weekly meetings:
 - a. Minutes of pending requisitions with requisitions more than 2 weeks old highlighted.
 - b. List of requisitions pending with MD.
 - c. Printout of reports as per Internal memo no. 903/35/A.
2. Reports required in the last week of each month.
 - a. Steel stock at SSLLP.
 - b. Tiles stock at SSLLP with value in rupees.
 - c. Aluminium windows and grills stock at SSLLP with value in rupees.
 - d. Container rental report.
 - e. Report on weekly remarks by site.
3. Hemendra to sign the invoices. In his absence Prabhakar to sign the invoices.
4. Bhavani and Mounika to enter the details of these invoices in tally for approval in SSLLP.
5. Online purchases log book – Prabhakar to maintain an online purchase log book in A3 format.
6. Cement purchase log book – Minish to maintain logbook of cement purchased in SSLLP.
7. Purging of purchase documents – the following documents to be scanned and destroyed.
 - a. Requisitions, office copy of PO/WO, DC, invoice and advice for credit to supplier is being scanned and sent to accounts. These are to be permanently maintained and not to be destroyed.
 - b. Requisitions, copy of PO/WO, copy of DC, copy of invoices, estimates, draft Pos, to be scanned and destroyed after scanning. Scan only relevant documents. Destroy only after uploading in M-codex.
 - c. Correspondence files for equipment where handover is completed to be scanned and destroyed. Make one file.
 - d. Old catalogues upto Dec 2020 may be scanned and destroyed.
 - e. Product details if not in daily use may be scanned and destroyed.
8. In case of part delivery of material from a single PO, write details of invoices cleared for payment and date of advice for credit to supplier on the original PO that has barcode. Send photocopy of the PO along with advice to supplier. Send original PO with barcode once all material has been supplied. Sujatha and Divya has been advised not to accept any advice to supplier which does not follow this procedure.
9. Stock adjustment authority is only with Praveen of Audit. Authority to change rates of material for estimating value of stocks in database – authority with Suneel and Laxmi only. Purchase to write to Suneel /Laxmi for changes. Similarly change in categories/company names/new companies should be changed by Suneel and laxmi only.
10. We have stopped supplying video door phones to customers in all new projects. They are been replaced with wifi cameras.
11. Purchase to publish guideline rates for building material and RMC at the beginning of each month. Along with that send guideline rates for turnkey contractors for cement, steel. Contractor rates can not exceed by more than 5% of these rates. These to be forwarded by email all turnkey contractors.

12. SSSLP - print 2 copies of DCs. Office copy goes to bin. One copy is for site record which is to be stamped and signed by security/engineers at site. Scanned copy to be sent to purchase. Original to be maintained at site.
13. SSSLP – print 3 copies of Invoices. Original copy goes to bin. Transit copy is for site records. Accountants copy to be sent to accountant (Lavanya) for her records. All copies must be signed. Make 3 stamps.
14. For all POs– print 1 or 2 copies of POs. Office copy (barcoded) goes to bin. Original copy (optional) to be handed over to delivery assistants or drivers for picking up material from vendors. All copies must be signed. All high value supplies for equipment lime lifts, generators, MEP of Innopolis, etc. print 3rd /4th copy for signature of vendor.
15. Payment terms if advance is paid and material is delivered in parts: Eg.: On delivery of material and receipt of invoice, advance paid to be proportionately deducted.
16. Eway bill – all supplies from SSSLP with invoice of value 50,000/- or more generation of Eway bill is mandatory. One copy to be sent to site along with delivery van. 2nd copy to be sent to accountant (Lavanya) along with invoice copies.
17. AC orders – clearly mention price includes compressor unit, blower unit, 3 mtrs copper pipe + cables, gas charging. If required separately mention cost of bracket and installation (core cutting cost?), or else include as part of price. Also mention cost of additional 1 mtr of copper pipe + cable + gas charging.
18. Changes to Circular no. 300(i) dated 4.4. 2020 – to be applicable from immediate effect – however, to be incorporated in revised circular.
 - a. Point 4a. Requisition for material to be supplied from SSSLP – Minish/Prabhakar to approve all requisition less than Rs. 2 lakhs. MDs approval on requisitions to be taken post hoc.
 - b. Point 4b & 4d. Add Minish/Prabhakar.
 - c. Point 5(2) – 10 tons limit shall remain for all projects – however, to be increased to 30 tons for GVRC, GVDC, NRK.
 - d. Point no. 5(4) – increase limit to 5 lakhs.
19. Ranger blue and Oscar blue – to be ordered only for swimming pools as and when required. Pacifici blue to be discontinued. Nitco Tagus – minimum 300 boxes to be maintained and order value is 750 boxes. Earth grey light to be discontinued. Stained concrete beige and stained concrete Grigio to be discontinued. Marbo Opera to be used only in passages at GMR & GHT – do not order any more tiles. Excess tiles of passages/bathrooms in MPL to be returned to SSSLP at end of October. Dyna, Williams Grey, Travertine Carolina, Bottachino have been ordered for trial. 2 or 3 companies to be finalized for supply of specialty tiles based on price and delivery.
20. HDPE pipe for normal site use from ½” to 4” that are laid underground must have a pressure of 6kgs per cm². In case of borewells upto 500 ft depth use HDPE pipe of 12.5 kgs per cm² capacity. Beyond that depth use 16kgs per cm² capacity.

Soham Modi.