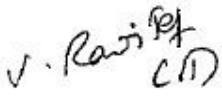
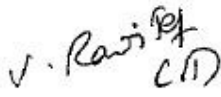


Employee Stationery Services Standard Operating Procedure

Revision History			
Date	Version	Revision Description	Author
31/08/2018	0.0	Initial document	
03/09/2018	1.0	Added login id details	

 Reviewer	 Approver
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	My Home Constructions Private Limited	Doc No.MHCPL-IT-09
	MHCPL-IT-Employee_Stationary_Services	Rev. No. 01 Date : 03.09.2018

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1. SOP : Employee Stationery Service Request

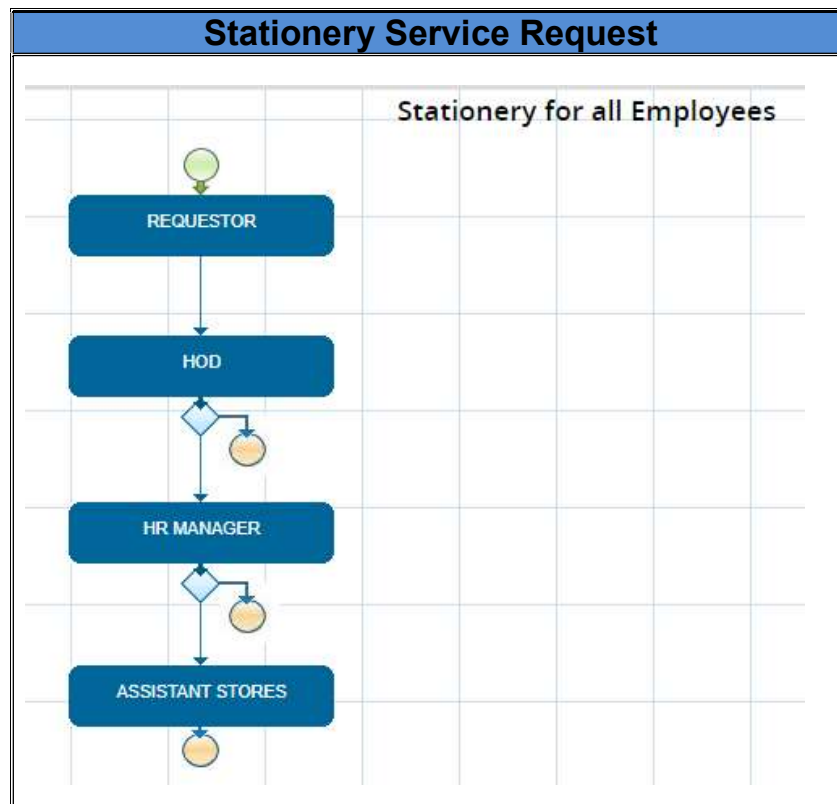
1.1 Purpose

The purpose of this SOP is to manage the Stationery utilization across the employees of the MHCPL at HO.

1.2 Scope

The scope of this SOP is to raise Stationery request online individually.

1.3 Workflow Details

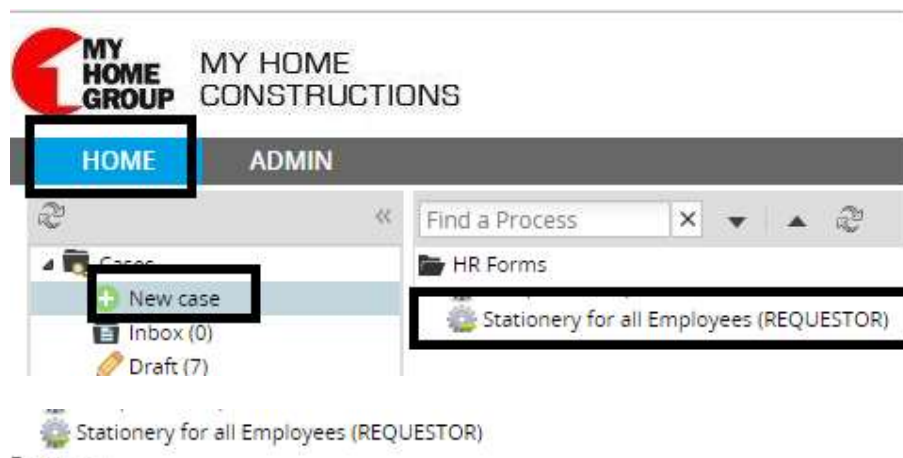


1.4 Roles

Role	Responsibilities
Employee	<ul style="list-style-type: none"> Need to login to http://192.168.8.9:8081 using Active directory User id and password. (System login Id and password) Fill in "Stationery for all Employees" request with all the details.
Concerned HOD	<ul style="list-style-type: none"> Evaluates the items for the Stationery request and approve.
HR HOD	<ul style="list-style-type: none"> Evaluates the items for the Stationery request and approve.
Assistant Store	<ul style="list-style-type: none"> Evaluates the request and issue the items based on the availability.

1.5 Activities

Step-1: Employee need to login the portal using Active directory User id and password. (System login Id and password) and fill in the details.



Step-2a: Stationery for self / others.can be choosen and fill in the details (maximum items can be added to the request are 10) and submit.

Note : Maximum quantity is “2” per item and maximum request per employee per month is “2”. Additional requests need to contact General Manager -HR and Admin.

Stationary Fields

Date 2018-08-31

* Stationary For ☒ self ☐ others

* Name


* Email Id

* Emp Id

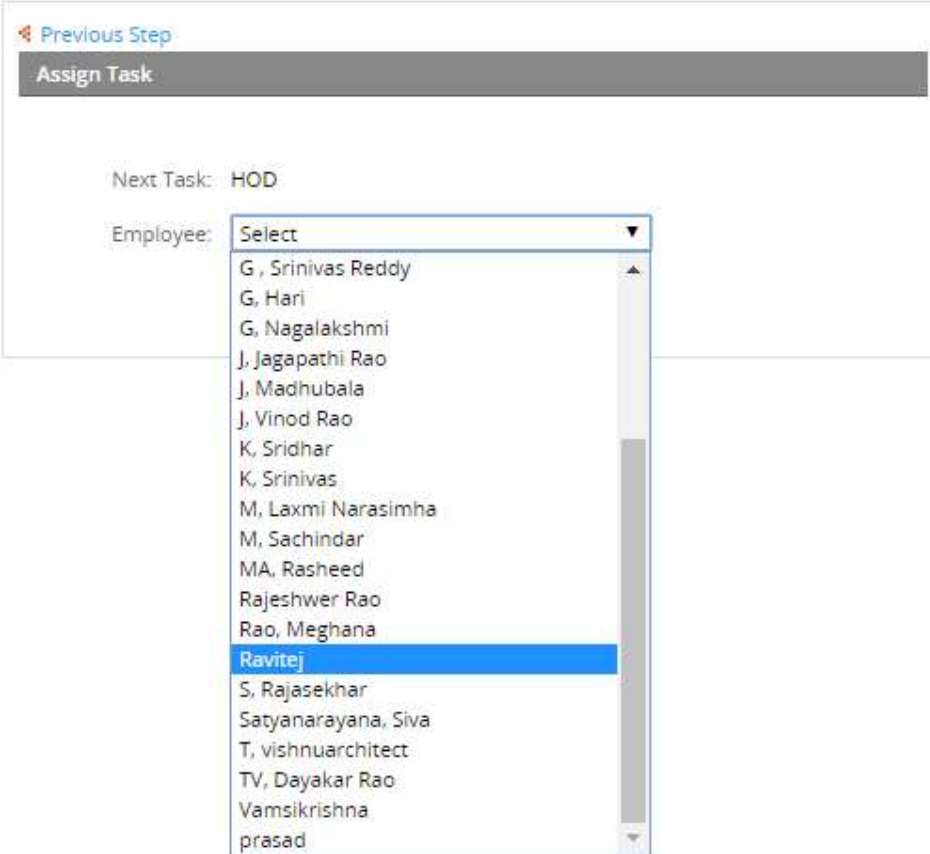
New

	* Stationery	* Quantity	
1	<input type="text" value="A3 CLOTH COVER"/>	<input type="text" value="2"/>	Delete
2	<input type="text" value="CALCULATOR"/>	<input type="text" value="2"/>	Delete

Submit

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Step-2b: Select the Concerned HOD for approval and click “continue”.



Previous Step

Assign Task

Next Task: HOD

Employee: Select

- G , Srinivas Reddy
- G, Hari
- G, Nagalakshmi
- J, Jagapathi Rao
- J, Madhubala
- J, Vinod Rao
- K, Sridhar
- K, Srinivas
- M, Laxmi Narasimha
- M, Sachindar
- MA, Rasheed
- Rajeshwer Rao
- Rao, Meghana
- Ravitej**
- S, Rajasekhar
- Satyanarayana, Siva
- T, vishnuarchitect
- TV, Dayakar Rao
- Vamsikrishna
- prasad

Step-3: HOD will receive the request. He/She need to approve/reject the request raised by the employee. Then need to click on the continue in the next screen.
If rejected the process end.

#	Case Not...	Case	Process	Task
22248		#22248	Stationery for all Employees	HOD

Case #: 22248 Title: #22248

[Next Step](#)

Stationary Fields

Date 2018-08-31

Stationary For self

Name Kamakshi

EMAIL ID kamakshi@myhomeconstructions.com

Emp Id MHC498

	Stationary	* Quantity	
1	A3 CLOTH COVER	2 ▼	Delete
2	CALCULATOR	2 ▼	Delete

[Approve](#)

[Reject](#)

[Previous Step](#)

Assign Task

Next Task: HR MANAGER

Employee: MA, Rasheed

[Continue](#)

Step-4: HR/ADMIN HOD will receive the notification for his approval. After approval, it will route to the Assistant Stores or end the process if rejected.

#	Case Not...	Case	Process	Task	Sent By
22248		#22248	Stationery for all Employees	HR MANAGER	Ravitej

Case #: 22248 Title: #22248

[Next Step](#)

Stationary Fields

Date 2018-08-31

Stationary For self

Name Kamakshi

EMAIL ID kamakshi@myhomeconstructions.com

Emp Id MHC498

	Stationary	Quantity	
1	A3 CLOTH COVER	2 ▼	Delete
2	CALCULATOR	2 ▼	Delete

[Approve](#)

[Reject](#)

[Previous Step](#)

Assign Task

Next Task: ASSISTANT STORES

Employee: Venkateswara Rao C

[Continue](#)

Step-5: Based on the request and approvals, Stores Assistant will issue the quantity and submit.

#	Case Not...	Case	Process	Task
22248		#22248	Stationery for all Employees	ASSISTANT STORES

Case #: 22248 Title: #22248

Next Step

Stationary Fields

Date 2018-08-31

Stationary For self

Name Kamakshi

EMAIL ID kamakshi@myhomeconstructions.com

Emp Id MHC498

Stationary	Req Quan	Avail Quan	* Issued	
1 A3 CLOTH COVER	2	45	2 ▼	Delete
2 CALCULATOR	2	0	0 ▼	Delete

Submit

OUTPUT-

	NEW STATIONARY REQUISITION APPROVAL FORM (DATE:2018-08-31) (CASE ID :22248)	
	Stationary For: self	
	Requestor Name: Administrator Emp Id: MHC498 Mail ID: kamakshi@myhomeconstructions.com	

STATIONARY DETAILS		
Stationary Name	Requested Quantity	Issued Quantity
A3 CLOTH COVER	2	2
CALCULATOR	2	0

Approved By

HOD
Ravitej
2018/08/31 06:13:47

HR Manager
Administrator
2018/08/31 06:20:48

Revision History:

Initial	Aug-31-2018
Revision 001	Sep-03-2018