

# **Employee Stationery Services Standard Operating Procedure**

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CD

## Reviewer

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Approver

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# 1. SOP : Employee Stationery Service Request

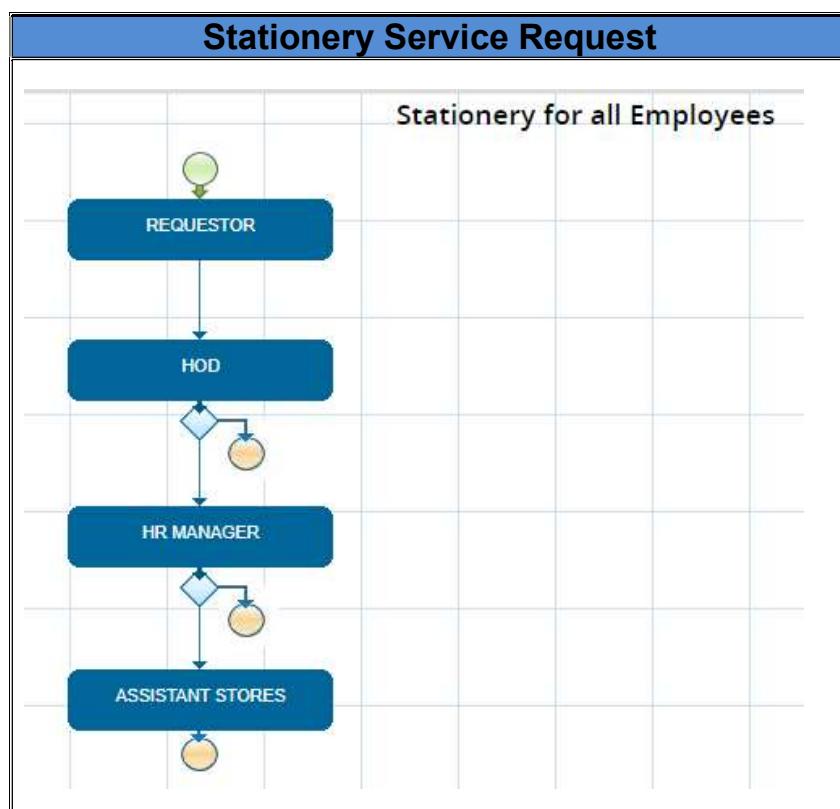
## 1.1 Purpose

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



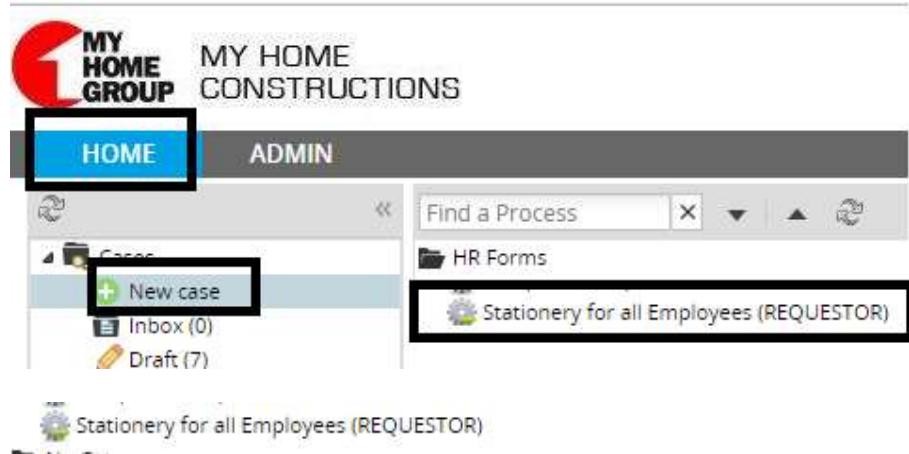
## 1.4 Roles

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



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



**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	#22248	Stationery for all Employees	HOD



# My Home Constructions Private Limited

## MHCPL-IT-Employee\_Stationary\_Services

Doc No.MHCPL-IT-09  
Rev. No. 01  
Date : 03.09.2018

Case #: 22248 Title: #22248

[◀ Previous Step](#) [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 ▾	<a href="#">Delete</a>
2 CALCULATOR	2 ▾	<a href="#">Delete</a>

[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



# My Home Constructions Private Limited

## MHCPL-IT-Employee\_Stationary\_Services

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◀ ▶ 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	<input type="button" value="2 ▾"/> <span style="float: right;">Delete</span>
2 CALCULATOR	2	0	<input type="button" value="0 ▾"/> <span style="float: right;">Delete</span>

## 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
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### Revision History:

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