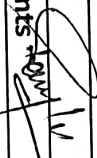


Mrs. Babita/Mrs. Rajju	Finance	Review of project ROI etc; commercial terms & conditions in quotes, agreements & PO; review & approval/rejection of invoices; release of funds if all is as per agreed terms; record keeping; and any other related task.			
Mr. Jubin Ahuja	Legal	Review & approval of commercial terms & conditions in agreements & PO; communication with the vendor in case of dispute.			
Mr. Piyush	Project Leader/Project owner	To ensure feasibility & viability of the project; Monitoring at all stages/phases; ensuring timely execution complying with the stated requirements; required follow-up; arranging required approvals for the budget, deviations, etc.			
Upgradation / New Project (Please Tick) (New project)					
Requirement of the New Project	For the ventilation work of Sheet Plant area.				
Requirement of the Upgradation	For the ventilation work of Sheet Plant area.				
Time of Cost recovery	NA				
Remarks if any	NA				
Prepared By		Authorised By			
Name of Department	Maintenance	Plant Manager			
Full Name of Person	Mr. Piyush Sharma	Mr. CV Singh			
Designation	Sr. Engineer	Plant Manager			
Signature of Person					
Verified by Finance & Accounts			It is used for Project Review by the Project Owner every 30-days intervals (if any hurdles arise, the time restriction does not apply).		
Category A Project Review by the Project Owner every 30-days intervals (if any hurdles arise, the time restriction does not apply).					
Date					
Comment and Status of Project					
Report Submitted to MD's office at Every Interval of Time of 30 Days					
In Case any Problem or issue arise.					