

Approval Request Sheet for New Project or Upgradation of Existing

Project Code	175	Initiation Dt.	19/02/2026	Est. Start Dt.	25/02/2026	Est. Finish Dt.	25/04/2026
Total Number of Days In Project	60						
Name of Project	Fume Hood for Sheet Plant						
PROJECT CATEGORIES	A		(A: Heavy Investment Project Greater than 2.5, Project B: Regular Routine Low Cost Project Investment Less than 2.5Lakh)				
Purpose	The purpose of installing a fume hood in the Sheet Plant is to capture and remove hazardous fumes, vapors and suspended particles generated during operations.						
Expected benefits (ROI)	This will improve air quality, maintain a cleaner working environment, reduce sheet rejection due to contamination and improve product quality						
Total Est. Project Cost	<i>Labour and</i> 3,77,000/- <i>Material</i> <i>Verification</i>						In INR Currency only.
Labour Cost	Nil	Material + Labour Cost	3.77 lacs	OTHER COST (IF ANY CONSULTANCY FEES, PROMOTIONAL FEES AND OTHER	Nil	NAME OF PROJECT OWNER & PERSON ACCOUNTABLE FOR PROJECT	Mr. Piyush
Project Team		Responsibilities					
Name & Signature	Function	Project initiation post Feasibility study (technical, operational, time, etc.) and Viability Study (expected benefits, ROI); Specs- URS, Technical Assessment of quote & BOQ, Visit to their factory & existing customers (in case of an unestablished supplier); Draft agreements; status follow-up with Purchase; FAT/ In-process Insp (need based); verification of items & documentation (if any) upon receipt; monitoring during installation/commissioning; SAT/USR (performance report); cross-functional communication; record keeping; and any other related task.					
Mr. Sanjeev <i>Sanjeev</i>	Users						
Mr. GS Negi/ Mr. Rainul <i>GS Negi</i>	Purchase	To acquire specification/URS and its clear understanding; Search & qualify competent vendors (conduct thorough due diligence in case of the unestablished vendors); Sharing of Specs/URS/BOQ and draft agreements with the identified vendors; Shortlisting of 03 vendors (where possible); URS & Agreements Acceptance; Arranging techno-commercial offer; Sharing technical details/BOQ with the User; commercials, terms & conditions finalization; Vetting of draft agreements with Project Leader, Finance, Legal and then vendor; Agreement amendments & reapproval, if any; Release of PO & Agreements post vendor acceptance & internal clearance; cross-functional communication at various stages; record keeping; and any other related task.					
Mr. Piyush/Ms. Piya <i>Piyush</i>	Engineering	Review & approval of the related technical points in URS, quotes & agreements; Conduct required inspection & testing during the various phases of the project; indenting; cross-functional communication; PM plan; record keeping; and any other related task.					
Mr. Sanjay/ Mr. Divyanshu <i>Sanjay</i>	QC	Review & approval of the related technical points in URS; Conduct required inspection & testing during the various phases of the project; functional communication; record keeping; and any other related task.					
Mr. Sachin/ Mr. Shubham <i>Sachin</i>	QA	Review & approval of the related technical points in URS; Qualification, validation & QMS documentation, if applicable; cross-functional communication; record keeping; and any other related task.					