

Minutes of the Meeting

Date of Meeting	10-03-2021
Purpose	STOCK-BUDGET
Attendees	Mohammed Taj,Aadil Khan,Habeeb Ali Hassan,Yousuf Fakhruddin,Fatema Hamid,Fatima Anwar Omer,Samiullah Khan,Avdhesh Singh,undefined,MOHAMMED TAJ
Next Meeting	16-03-2021

Organizer: MOHAMMED TAJ

Prepared By: Mohammad Taj

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S.No	Action Points	Action By	When
1	Consumption report up to DEC-2020 to delivered to finance and procurement team.	Mohammed Taj	16-03-2021
2	NON budgeted items - in case of any material purchased which is not mentioned in the budget will have separate LPO approval.	Aadil Khan	16-03-2021
3	Obsolete item list - habib ali and team will visit store to prepare the list of all damaged , obsolete items to remove from system with approval of mgmt.	Habeeb Ali Hassan	16-03-2021
4	system should have alert in place when any lpo is exceeding to budget value to approver.	Mohammed Taj	16-03-2021