



Inter Office Correspondence

Submitting for Approval

Target Due Date : 17-NOV-2019

Date : 16/11/2019

Process Priority : **AP-3**

Branch : **DGL** | Approval Mode : **G PRE-APPROVAL**

Project : **34 - DGL - TCS** [REGULAR PROCESS APPROVAL]

Subject : **STAFF NIGHT SHIFT APPROVAL**

Reason : **DGL SECURITY & SAFETY REGULAR WORK NIGHT SHIFT APPROVAL REG.**

Period : **16-NOV-2019 TO 16-NOV-2019**

Details : **DGL SECURITY & SAFETY REGULAR WORK NIGHT SHIFT APPROVAL REG.**

Approval Mode : INTERNAL REQUEST

Master Approval Nos :

Against Approval No :

Good Day Sir,

DGL SECURITY & SAFETY REGULAR WORK NIGHT SHIFT APPROVAL REG.,**TOTAL STAFF 07 MEMBERS,****RESPONSIBLE PERSON MR.SIVA GANESH****CONTACT NUM : 8754062111**

TCS EMPLOYEES

#	EMPLOYEE	PHOTO	DESIGNATION	DEPARTMENT	NATURE OF WORK	WORKING HOURS	MOBILE NO
1	19910-SIVA GANESH R		INCHARGE	S SECURITY	BILL ENTRY	12	8754062111
2	14781-MARIMUTHU M		SECURITY	S SECURITY	RAMP OUT	12	-
3	21945-MATHIMARAN N		SECURITY	S SECURITY	T.J	12	-
4	30391-THANGAVEL PAPPURETIYAR		SECURITY	S SECURITY	MAIN ENTERANCE	12	-
5	14124-JEYA CHANDRAN K		SECURITY	S SECURITY	THUMPING	12	-
6	18410-BOOMINATHAN M		SECURITY	S SECURITY	HOSTEL	12	-
7	10992-SIVAKUMAR GOPALNAIDU		LIFT OPERATOR	LIFT ESCALATOR	POWER HOUSE	12	-

No. of Attachment



1

Budget / Common /

: NAME LIST ATTACHED

Reference Approval
Art Work Design with MD : 0
Approval
Work Finish Target Date : 16-NOV-2019
Agreement Expiry Date : 16-NOV-2019
Agreement Advance Amount: 0
Approved Value : --NIL--

ATTACHMENTS

 1

COMMENTS HISTORY


- ✓ 1986 - KUMARAN K Comments : (16-NOV-2019 12:44:28 PM) : APPROVED
- ✓ 3097 - ANANDHAKUMAR.B Comments : (16-NOV-2019 11:53:55 AM) : APPROVED
- ✓ 2547 - KARTHIK.V Comments : (16-NOV-2019 11:47:06 AM) : APPROVED

Thanks & Regards

<div><div>✓ PLANNING</div><div>1 3- S KAARTHI</div></div>	<div><div>✈ BUILD UP</div><div>1 1986-KUMARAN K</div></div>
<div><div>🔗 IMPLEMENTATION</div><div>1 1118-KOLANCHI NATHAN.M.P</div></div>	<div><div>🔗 CHECK MATE</div><div>1 2547-KARTHIK.V</div></div>

Approval	<div>Prepared By 12643 - BAHAVATHI K</div>	<div>Work Initiate Person 2547 - KARTHIK.V</div>	<div>Responsible Person 3097 - ANANDHAKUMAR.B</div>
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APPROVAL NO : ADMIN / OFFICE 4009884 / 16-11-2019 / 9884 / 11:43 AM

<div>2547 - KARTHIK.V</div> <div>16-NOV-2019</div> <div>KARTHIK.V</div> <div>ADMINISTRATION</div> <div>BM</div>	<div></div> <div>16-NOV-2019</div> <div>KUMARAN K</div> <div>S TEAM GM</div>
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Approval NO :

The Chennai Silks-Dindigul

Inter Office Correspondence

Submitting for Approval

Good Day Sir.,

Date : 16.11.19

Kind Attn : Mr.K.Kumaran Sir

Subject : Night Duty Permission Need Approval Reg.,,

Details : இப்பவும் திண்டுக்கல் கிளையில் கீழ்க்குறிப்பிட்டுள்ள பணியாளர்கள் Night Duty பார்ப்பதற்கு தாங்கள் மேலான அனுமதி வழங்குமாறு கேட்டுக்கொள்கிறோம்.

S NO	EC NO	NAME	WORK DETAILS	SIGNATURE
01	19910	SIVA GANESH .R	BILLING	
02	14781	MARIMUTHU	RAMP OUT	
03	21945	MATHIMARAN	STJ	
04	30391	THANGAVEL	main ENTRANCE	
05	14124	JEYACHANDRAN	THUMPING	
06	18410	BOOMINATHAN	HOSTEL	
01	10992	SIVAKUMAR .G	ELECTRICAL	

Total Night Duty Employee

: 06 PERSONS + 01 (ELE)

Night Duty Date

: 16.11.2019

Night Duty Section/Dept

: SECURITY & SAFETY ELECTRICAL

Night Duty Responsible Person

: MR/ SIVA GANESH .R. 19910
8754062111


Manager / Br. Manager

Admin-GM