

September 15,2008

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Dear All,

For optimum use of Information Technology in all departments, so as to improve efficiency, transparency and productivity, it has been decided to invite Kaizens, which are only IT related and can help in improvements in each of the departments.

Manual processes, multiple areas of data collection can be computerized by using software packages and results of which can be obtained in terms of reduction in process time, manpower optimization and higher accuracy level.

All IT-KAIZENS should reach HR Department by 20.09.2008. Forms for this purpose are being sent along with this circular.

Regards,

RAJMOHAN SINGH
DIRECTOR [OPERATIONS]

Encl: Form (as per attachment)