

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority								Doc No :LKM/SLS/DI/18- P					
								Rev No&Date : 00/01-08-2017					
M.Giridharan- JR.OFFICER (Accounts activities)													
S.No .	Responsibility & Authority	Co - Ordination	Reference	Document No	Frequency / Target	Target 24-25	Actual	Target 25-26	Develop the second line person / Alternate	Sales Activity Contribution	Training Title	Before Training Skill Level	After Training Skill Level
1	Maintain 1S & 2S activities .	Sales, Accounts	****	****	Daily Followup	100%	80%	100%	M.Deepa	Others	Daily Works Management	L2	L3
2	Arranging Triplicate copy submission to Accounts	Sales, Accounts	****	Supporting Document	Daily Followup	100%	80%	100%	M.Deepa	Documentation	Knowledge on Accountability & Traceability	L2	L3
3	Invoice Preparation as per Sales Delivery Advice	Sales, Accounts, ISD	ERP	LKM/SLS/DI/22	Daily Followup	100%	90%	100%	M.Deepa	Documentation	Knowledge on Software Skill	L3	L4
4	Invoice copy sent to customer end.	Sales, Accounts, ISD	ERP , Customer Portal	****	Daily Followup	100%	85%	100%	M.Deepa	Dispatch Activity		L3	L4
5	Barcode Generation / ASN as Per Invoice	Sales	Customer Portal	****	Daily Followup	100%	85%	100%	M.Deepa	Documentation	Knowledge About Kanban,JIT,MRP & Premium Feright	L3	L4
6	E-way Bill Generation as Per Invoice	All Dept	E-way bill website	LKM/SLS/DI/11	Daily Followup	100%	80%	100%	M.Deepa	Documentation	Knowledge on Software Skill	L2	L3
7	Verification of mail sent to all customer	Sales, Accounts, ISD	Mail	****	Daily Followup	100%	80%	100%	M.Deepa	Documentation		L2	L3
8	Pending Invoice Followup	All Dept	****	****	Daily Followup	100%	80%	100%	M.Deepa	Documentation	Knowledge on Analytical skill	L2	L3
9	Invoice Preparation / Transfer Invoice for all dept	Team	ERP	****	Daily Followup	100%	85%	100%	M.Deepa	Documentation	Knowledge on Software Skill	L3	L4
10	E-Way Bill verification with all invoice in website	Team	Eway Bill Website	****	Daily Followup	100%	85%	100%	M.Deepa	Documentation		L3	L4
11	Job Work / Supplementary Invoice Preparation	All Dept	****	LKM/SLS/DI/22	As per plan	100%	80%	100%	M.Deepa	Documentation		L2	L3
12	Verifying Invoice with Barcode,Eway bill	All Dept	****	LKM/SLS/DI/23	As per plan	100%	85%	100%	M.Deepa	Documentation	Knowledge About Kanban,JIT,MRP & Premium Feright	L3	L4
13	Updation of Sales return register as per MRA Doc	Sales,Accounts,Q AD	ERP	LKM/SLS/DI/40	As per plan	100%	90%	100%	M.Deepa	Documentation		L3	L4

S.No .	Responsibility & Authority	Co - Ordination	Reference	Document No	Frequency / Target	Target 24-25	Actual	Target 25-26	Develop the second line person / Alternate	Sales Activity Contribution	Training Title	Before Training Skill Level	After Training Skill Level
14	Preparation of Delivery Challan	Team	ERP	****	As per plan	100%	85%	100%	M.Deepa	Documentation	Knowledge on Software Skill	L3	L4
15	Updation of Scrap Invoice	Accounts	ERP	LKM/SLS/DI/08	As per plan	100%	85%	100%	M.Deepa	Documentation		L3	L4
16	Dispatch list updation in ERP, making invoice	Finance	ERP	LKM/SLS/DI/08	As per plan	100%	80%	100%	M.Deepa	Dispatch Activity		L2	L3
17	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L1	L2
18	Any other Job assigned by HOD.	***	***	****	****	****	****	****	****	Documentation			
Prepared by :										Approved by :			