

Elkayem Auto Ancillaries (PVT) Ltd., Hosur Units.									
Responsibility & Authority							Doc No LKM/SLS/DI/18-A Rev No&Date : 00/01-08-2017		
R.Prabhakaran- HOD - Sales									
S.No.	Responsibility	Co - Ordination	Reference	Document	Frequency / Target	Target 25-26	Actual	Target 25-26	Develop the second line person
1	Man power review.	Personnel	Man Power Register	Supporting Document	Daily Followup	100%	100%	100%	R.Sivakumar
2	Schedule vs.supply review.	HOD	Plan vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	90%	100%	A.Janna/ R.Sivakumar
3	Customer Critical Material Follow Ups & Production Commitment Review with Production & Purchase Team.	Production, Purchase	Daily commitment sheet	LKM/SLS/DI/20	As per plan	100%	90%	100%	A.Janna/ R.Sivakumar/ R.Nagaraj
4	Customer Wise Dispatch Plan Verify & Confirmation	Production, Purchase	Schedule	LKM/SLS/DI/19	Daily Followup	100%	94%	100%	A.Janna/ R.Sivakumar/ R.Nagaraj
5	Customer Sch vs. Del Review & discuss to ED	ED.	Plan Vs. Actual	LKM/SLS/DI/20	As per plan	100%	100%	100%	A.Janna
6	Clearances of Customer ODC.	Stores	ODC Analysis	LKM/SLS/DI/25	As per plan	100%	100%	100%	A.Janna/ R.Sivakumar
7	Clearances of Customer Rejection & Compliance with in the Target Dates	QAD	Customer Rejection& Compliant File	LKM/QAD/DI/58	Daily Followup	100%	93%	100%	A.Janna
8	Accounting of Packing Materials & Containers.	Stores	Container & Packing Material Stock Register	Supporting Document	As per plan	100%	100%	100%	R.Sivakumar/ K.Manoj Kumar
9	Releasing the monthly schedule to production & purchase.	Production, Purchase	Schedule	LKM/SLS/DI/19	Monthly	100%	100%	100%	A.Janna/ R.Sivakumar/ K.Manoj kumar
10	Analysis & Review with the Sch vs. Delivery on the Weekly Basics & Mail to Customer Wise and Amend the schedule release to production & purchase .	Production, Purchase	Schedule	LKM/SLS/DI/19	Weekly	100%	95%	100%	A.Janna
11	Review with sales & FG stores team on daily.	Team	*****	*****	Daily Followup	100%	95%	100%	A.Janna
12	Review of QMS Documents & Compliance.	Team	QMS Documents	LKM/QM/01	As per plan	100%	95%	100%	A.Janna
13	Review of Premium freight.	Production, Purchase	Premium freight Register	LKM/SLS/DI/27	Monthly	100%	100%	100%	A.Janna
14	NPD related (packing & dispatch) activities review & follow up.	NPD	CFT	*****	As per plan	100%	100%	100%	R.Sivakumar/ K.Manoj kumar
15	Customer wise Ensure pending GRN & Payment.	Finance	GRN Format & Payment Pending	LKM/SLS/DI/12	Daily Followup	100%	100%	100%	A.Janna
16	Customer wise the Ensure Billing as per the Current PO's.	Finance	Purchase Order	LKM/SLS/DI/50	Daily Followup	100%	100%	100%	A.Janna
17	Customer wise Packing Cost & Details Follow Ups.	Costing	Packing Cost	*****	As per plan	100%	100%	100%	A.Janna
18	Customer wise Supplementary Bills Follow Ups.	Finance	ERP	*****	As per plan	100%	100%	100%	A.Janna

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19	Customer wise Sales Target Achievement.	Production, Purchase	Business plan	*****	Daily Followup	100%	94%	100%	A.Janna/ R.Sivakumar
20	Report to Respective HOD / ED regarding daily updation.	ED	Reminder sheet	*****	*****	*****	*****	*****	*****
21	Co-Ordinate with mqms for internal audits and external audits	MQMS	Audit Reports	*****	*****	*****	*****	*****	*****
	Authorities								
1	To select, develop and nurture, the required team members and knit them into a cohesive, proactive team								
2	Recommend for leave, permissions, increments, disciplinary actions for your team members								
3	Plan and allotment of work and shift allotments to individual workers and staff.								
4	Certify completion of training and suggestion of deployment after training								
5	Plan and decide on deputing persons for carrying out work related to Company’s activities – to customers, suppliers and to our Mysore works								
Prepared by : HOD-Sales					Approved by ED :				