**TEKNOWLEDGE SHARED SERVICES (PVT) LTD**

**Attend for special projects and arrange transport if required**

|  |  |
| --- | --- |
| **SUBJECT** | Attend for special projects and arrange transport if required |
| **RECORDER (Name Designation)** | Ajith Wasantha |
| **APPROVED BY (Name Designation)** | Chalani Maduwanthi |
| **CREATED DATE** | 06/13/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 01 |

When there is a special requirement for visit special project, admin assistant have to arrange vehicle from outside. Go to urban council when there is a dengue issue, arising electricity issues in company are some of situations have to manage. In these situations company have to arrange transport from outside vehicle. According to the scenario inform to finance and they supply monetary facility as required.