**Tropical Fish International (PVT) LTD.**

**OPR for Attend to urgent/important ad-hoc matters with regard to HO and Farms (Horana, Wadduwa)**

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| **SUBJECT** | Attend to urgent/important ad-hoc matters with regard to HO and Farms (Horana, Wadduwa) |
| **Department** | Admin Operation / Administrator |
| **RECORDER (Name Designation)** |  |
| **APPROVED BY (Name Designation)** |  |
| **CREATED DATE** |  |
| **NO. OF PAGES INCLUDING THIS PAGE** |  |

**Introduction**

Attend to urgent/important ad-hoc matters with regard to HO and Farms (Horana, Wadduwa).

**Content**

1. Unplanned/unscheduled situations of the company.
2. Emails or any other documents related to ad hoc requirements of the company.
3. Special instructions given by Directors of the company.

**Process**

1. Analyze the requirement and its urgency. It may be a service or goods.
2. Analyze the cost associate with the requirement. It may be through calling quotations or over the phone depending upon the urgency.
3. If the service or goods are known to us can go with existing suppliers and prices.
4. Have a dead line to process the requirement.
5. Coordinate with finance departments to obtain funds.
6. Initiate to process the requirement.
7. Pls coordinate with the service/goods requested party to delivery it.
8. If the requirement can be fulfilled without involvement of outside parties, it needs to be arranged by coordinating with other departments and available resources.