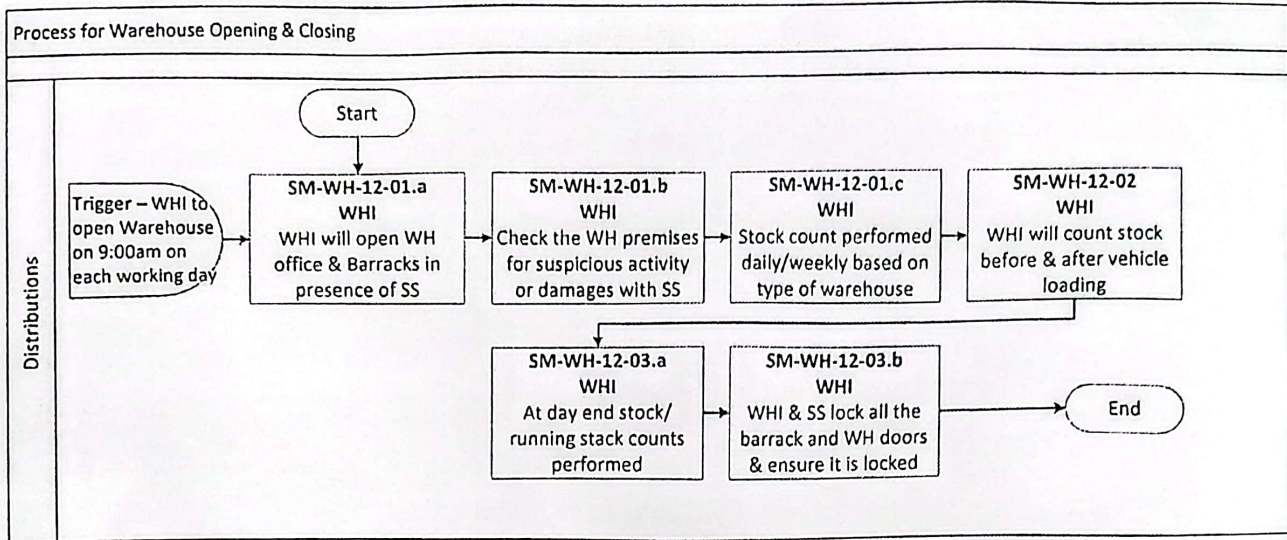


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Narration

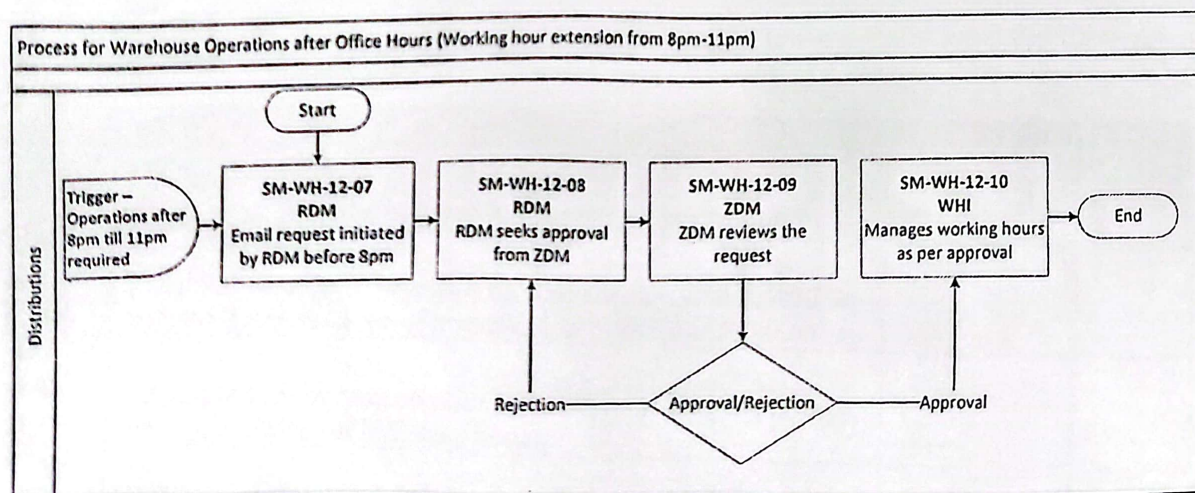
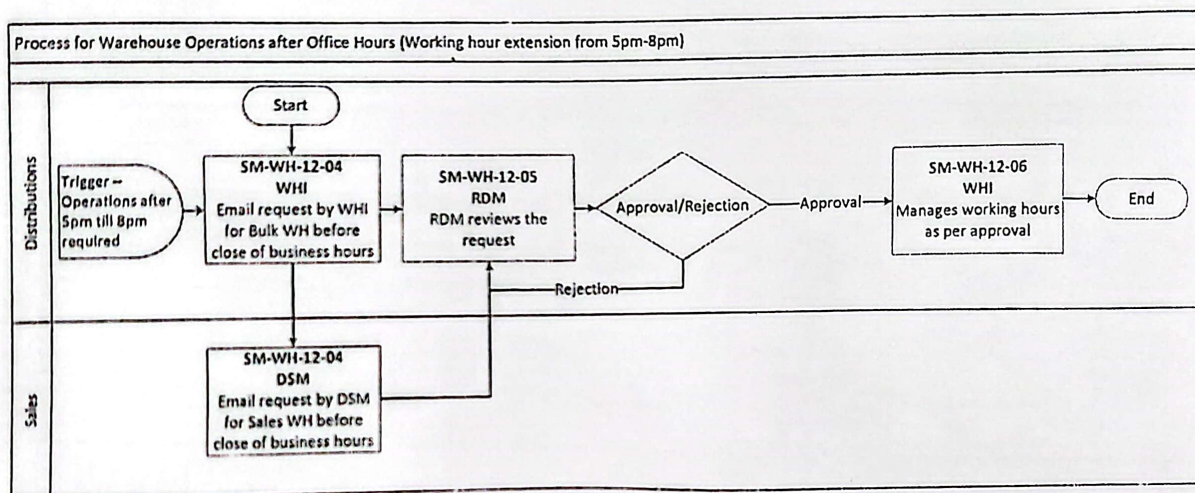
Warehouse Opening and Closing			
Sr#	Task	Responsibility	Output
SM-WH-12-01	WHI will open the WH office & warehouse barracks in the morning in presence of security supervisor. WHI and security supervisor will check the warehouse and warehouse office premises for any suspicious activity and damages (if any) and report to RDM, ZDM and HoWH. (Ref to ROSP stock adjustments) In case of sale warehouse WHI, will count the stock in the morning and reconcile the stock with last day closing. In case of bulk warehouse, WHI will do the weekly count (spot check) of all stock and reconcile with TAB inventory and count the running stacks on daily basis.	WHI/SS	
SM-WH-12-02	WHI will count the stock before and after vehicle loading, warehouse barracks will be kept close if there is no loading.	WHI	
SM-WH-12-3	At the time of day end WHI will perform the following: Count the stock in case of sale warehouse, Count the running stacks in case of bulk warehouse. WHI & SS will lock all the barrack and warehouse office door and will ensure that it is locked.	WHI/SS	

5.2 Warehouse Operations after Office Hours & during Holidays

Following policy shall be followed for late hour's warehouse working.

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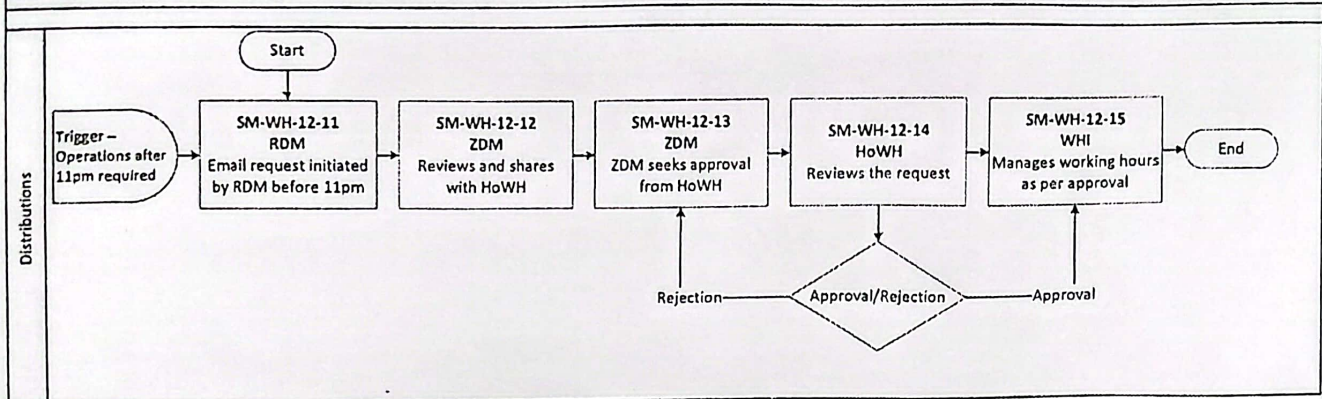
- RDM to approve late hour's warehouse working from 5pm to 8pm keeping ZDM in loop.
- ZDM to approve late hour's warehouse working from 8pm to 11pm keeping HoWH in loop.
- HoWH to approve late hour's warehouse working from 11pm onwards keeping NLM in loop.
- NLM to approve warehouse operations during holidays and Sundays keeping DM in loop.
- NLM will take overtime (OT) approval for WHI's exceeding 72 hours from DM at the month end for salary processing of WHI's
- DM OT approval will be shared with SD/HRSB team for processing of OT as per the attendance sheets duly verified by respective. RDM will ensure to verify the OT from the following:
 - Late hour approvals
 - DN / POD reports



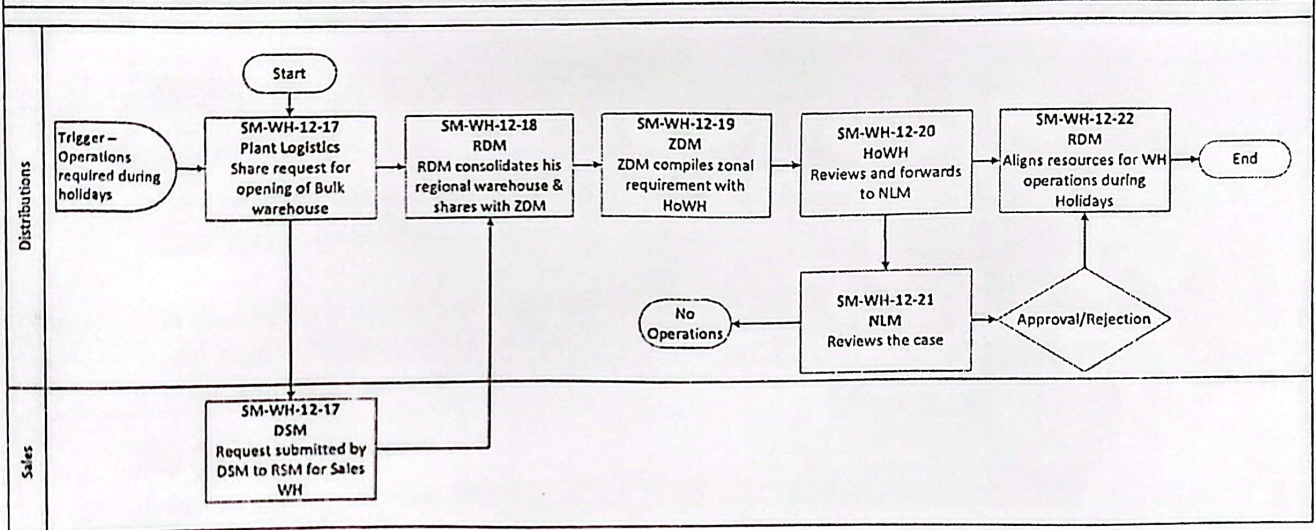
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Process for Warehouse Operations after Office Hours (Working hours after 11pm)



Process for Warehouse Operations during Holidays



Narration

Warehouse Operations after Office Hours & during Holidays			
Sr#	Task	Responsibility	Output
Working hours extension from 5 pm to 8 pm:			
SM-WH-12-04	Email Request to be initiated by DSM for sale WHs & WHI for bulk WHs before close of business hours keeping RSM in loop	DSM/WHI	
SM-WH-12-05	RDM approves operation after 5 PM till 8 PM keeping ZDM in loop before close of business hours	RDM	
6 SM-WH-12-06	WHI manages working hours as per approval	WHI	
Working hours extension from 8 pm to 11 pm			
6 SM-WH-12-07	Email Request to be initiated by RDM before 8pm	RDM	

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	RDM seeks approval from ZDM via email on the same day		
6 SM-WH-12-08	In case of no email access of ZDM, Telephonic/whatsapp approval to be taken by RDM before 8pm from respective ZDM and same can be documented in email.	RDM	
SM-WH-12-09	ZDM approves RDM request via email keeping HoWH in loop	ZDM	
SM-WH-12-10	WHI manages working hours as per approval	WHI	
Working hours after 11pm			
SM-WH-12-11	Email Request to be initiated by RDM before 11pm	RDM	
SM-WH-12-12	ZDM reviews and shares the case with HoWH	ZDM	
	ZDM seeks approval from HoWH		
SM-WH-12-13	In case of no email access of HoWH, Telephonic/whatsapp approval to be taken by ZDM before 11pm from HoWH and same can be documented in email.	ZDM	
SM-WH-12-14	HoWH grants approval keeping NLM in loop	HoWH	
SM-WH-12-15	WHI manages working hours as per approval	WHI	
WH Operations During Holidays			
SM-WH-12-16	In case operations required at sale WH during holidays, request is submitted by the DSM to his RSM with cc to RDM	DSM	
SM-WH-12-17	In case operations required at bulk WH during holidays, respective plant logistics share request for opening of WHs	Plant Logistics	
SM-WH-12-18	RDM manages consolidation of his regional WHs for onward sharing with respective ZDM	RDM	
SM-WH-12-19	ZDM compiles zonal requirement and shares the note with HoWH	ZDM	

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SM-WH-12-20	HoWH reviews and forwards the case to NLM for approval	HoWH	
SM-WH-12-21	NLM grants approval looping keeping Director Marketing in loop	NLM	
SM-WH-12-22	Respective RDM aligns resources for WH operations during holidays	RDM	