Infrastructure Management

Land, Building, Floor, plan approval attachments provision

Holding tax, property tax attachments

Holding tax payment before due date, mail to be triggered to the concerned

Schedule -

Non Schedule /

Break down - immediate did not anticipate

Routine - just checking

Routine check up, identified damage will be scheduled

Routine - to be fixed like once every month

Can SOUL upload the data so that we can maintain?

Ans: We will provide you the data template and give hands on to fill in the data.

Item code should be auto generated

There are no quarters

All our rooms in all the floors have been allocated. In case, any allocation to be done , can be done for floors 15th and 16th

No process followed for rooms allocation. Decision taken by CEO, WSC

Movable asset management

Inmovable asset management

Excel, contract end date , every month agreement about to expirer, maintenance

Who enters the Depreciation value? How is the value defined?

No

For lift maintenance,

Routine check up payment is agreement basis

Every floor

Function, housekeeping staff required or security staff required