

Pending Tasks		Data reconciliation					
No		Tasks	Incharge BP	Athang	Days	Commence Date	End Date
1	Point of Sale	Stock balance 2023 and 2024 Opening	Nima (Philatalic), Ugyen Bidha (Procurement), Sherab (IT), Finance	Chimi	4	14th May	18th May
		Sales Entry (All locations except post shop)	Sherab (IT), All the post masters and relevant data managers	Chimi	2	14th May	16th May
2	HR	1. Payrole testing	HR Officer, Sonam (IT), Finance	Hema	1	14th May	14th May
		2. Sitting Fee	Company Secretary, Sonam (IT), Finance	Hema	1	14th May	14th May
		3. Leave (encashment, balance)	HR Officer, Sonam (IT), Finance	Hema	1	14th May	14th May
3	Fleet	1. Vehicle Income (almost captured)	Sherab (IT), All the post masters and relevant data managers, Finance	Hema	1	14th May	14th May
		2. Vehicle Expenditure	Sherab (IT), All the post masters and relevant data managers, Finance	Hema	2	14th May	15th May
		3. POL data entry	Sherab (IT), All the post masters and relevant data managers, Finance	Hema	1	14th May	14th May
4	Post Box	1. Old customer entry (renewal)	Sonam (IT), Phuntsho (IT)	Hema	2	14th May	15th May
		2. New customer entry	Sonam (IT), Phuntsho (IT)	Hema	2	14th May	15th May
5	Asset	1. Depreciated value of Assets till December 2033	Procurement Officer, Finance	Singye	2	14th May	15th May