

To

All Project Site

**Sub: Details of Inventories / closing stock as on 31.01.2024**

Dear Sir / Madam

This is to intimate you, that the Company will introduce ERP module on material procurement with effect from 1<sup>st</sup> February 2024.

Therefore, you are requested to send the item-wise quantity and value for each and every inventory as on 31.01.2024 in respect to your job order.

You are also requested to send all possible items expected to be procured for your job

Kindly provide the requisite details in excel format (as attached) and email to khemchand.mali@bridgeroof.co.in.

Thanks and regards





Somenath Chakraborti

DGM(Financial Services)

cc: D(F)

cc: ED(F)

  
GM(PT)  
kindly circulate  
  
22/01/2024

ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड  
BRIDGE AND ROOF COMPANY (INDIA) LIMITED  
(भारत सरकार का एक उद्यम /A Government of India Enterprise)  
2/1, रसलस्ट्रीट कंकड़िया सेंटर, / Russel Street "Kankaria Centre"  
कोलकता / Kolkata – 700071

To

Date:31.01.2024

All Project Site

**Sub: Reminder- Details of Inventories / closing stock as on 31.01.2024.**

Dear Sir / Madam

This is in refer to our previous Memo dated 22-01-2024 regarding the **Inventories / closing stock as on 31.01.2024.**

Except few project sites requisite documents are pending , you are requested to send the item-wise quantity and value for each and every inventory as on **31.01.2024** i.e. by today itself without any fail in respect to your job order.

You are also requested to send all possible **items list** expected to be procured for your job.

Kindly provide the requisite details in excel format (as attached) and email to **khemchand.mali@bridgeroof.co.in.**

Thanks and regards



Somenath Chakraborti

DGM (Financial Services)

CC: D(F)

ED(F)

To

All Project Site

**Sub: Details of Inventories / closing stock as on 31.01.2024**

Dear Sir / Madam

This is to intimate you, that the Company will introduce ERP module on material procurement with effect from 1<sup>st</sup> February 2024.

Therefore, you are requested to send the item-wise quantity and value for each and every inventory as on 31.01.2024 in respect to your job order.

You are also requested to send all possible items expected to be procured for your job

Kindly provide the requisite details in excel format (as attached) and email to khemchand.mali@bridgeroof.co.in.

Thanks and regards





Somenath Chakraborti

DGM(Financial Services)

cc: D(F)

cc: ED(F)

  
GM(PT)  
kindly circulate  
  
22/01/2024

# BRIDGE AND ROOF CO.(INDIA) LTD.

A GOVT. OF INDIA ENTERPRISE

## M E M O

Dated September 12, 2023.

FROM	DGM(FS)	TO	All Project Sites/Zonal Offices.
Your Ref.		Our Ref.	

You are requested to send the item-wise quantity and value of each and every Inventory items as on 31.03.2023 (The value/quantity of Inventory should match with that of declared in Annual Closing documents as on 31.03.2023 send to H.O.).

You are also requested to send all possible Inventory Items received for the jobs.

Above two statements should be in attached Excel format.

Do not send any PDF Copy.

This is urgently required.



( Somenath Chakraborti )

Encl : as stated.

CITO  
Please circulate.  
