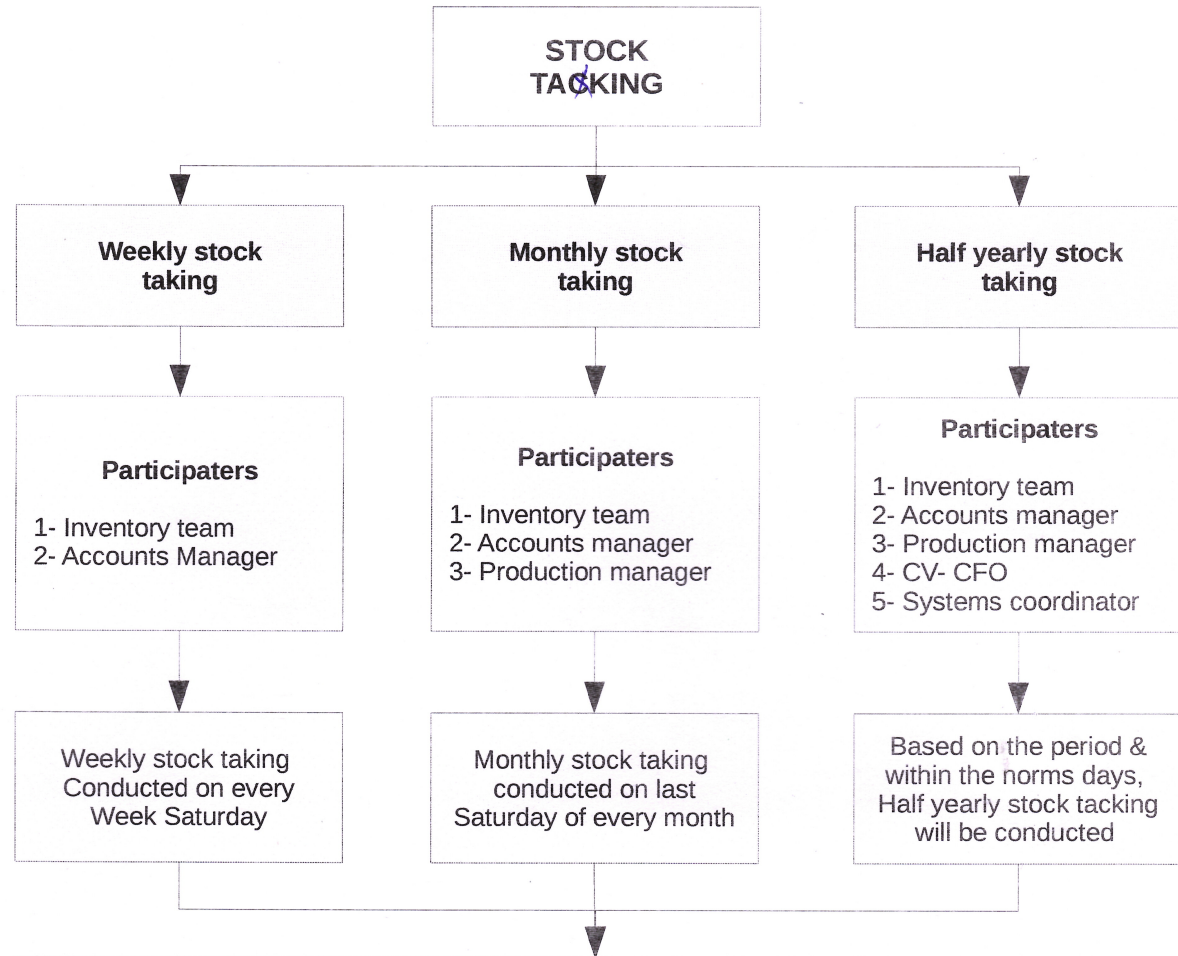


NAGA LIMITED CONSUMER VERTICAL



PROCEDURES OF STOCK TAKING

NLCV Ver 1 Department – Inventory Implement Date 09/08/18



The below must be completed by concerned department:

1- All Purchase PO - Short close Compulsory	- Purchase department
2- All Process Order - Short close compulsory	- Production, Inventory & Maintenance
3- All Sales Order - Short close Compulsory	- Commercial department
4- Physical Reconciliation must be done	- Inventory department

Note:

- 1- The remaining days of the month, Kindly book **Purchase + Production + Maintenance issue - Sales.**
- 2- Any extra working day will be made compensated on immediate week. and should be routine basis of Inventory Team.

[Signature]

Prepared by

[Signature]

Verified by

[Signature]
09/08/18

Approved by