

Chennai Finance

From: Shruti Shroff
Sent: 03 December 2024 16:59
To: Shankkar P; Chandrasekar V; Chennai Finance
Cc: Samarth Rastogi; Amit Singh; Azmath Baig; Vipul Parikh; Surya Prakash
Subject: Re: Chennai- Increase in Washroom HK headcounts

Dear All,

As discussed, and confirmed by Shankar, we are maintaining a headcount of 35 for washrooms from Nov 24 onwards. Any deviation from the same would not be paid to vendor in case invoice is raised by vendor.

Any additional man-days hired should be along with requisite approvals in place.

Dear Aarthi,

Please process Evergreen invoices and make a note of the above while checking invoices.

Thanks & Regards

Shruti Shroff

Senior Manager-Finance
TFS Kolkata

From: Shankkar P <shankkar.p@travelfoodservices.com>
Sent: Wednesday, November 27, 2024 12:42 PM
To: Shruti Shroff <shruti.shroff@travelfoodservices.com>
Cc: Samarth Rastogi <samarth.rastogi@travelfoodservices.com>; Amit Singh <amit.singh@travelfoodservices.com>; Azmath Baig <azmath.baig@travelfoodservices.com>; Vipul Parikh <vipul.parikh@travelfoodservices.com>; Chandrasekar V <chandrasekar.v@travelfoodservices.com>; Surya Prakash <suryaprakash.v@travelfoodservices.com>
Subject: RE: Chennai- Increase in Washroom HK headcounts

Dear Ms shruthi
Greetings

1. Penalty proceedings have been initiated- How did we arrive at a penalty charge of Rs 200? Please share the calculation

For example, per day 35 staff should be reported, if only 34 staff reported mean. Per staff, 200rs is the penalty. So we have done the penalty clause accordingly.

2. If optimum manpower was not maintained, then why the cost has gone up to Rs 7.07 lakhs in Oct?
As per the old AOP, T2 Lounge should be provided 4 people per shift, so accordingly, it was deployed. But now there is a shortage in KST, so we have reduced manpower of Restrooms and that count has been taken in KST. And the same I have discussed this with you I have attached mail of the revised Approved manpower details for your reference. And without prior approval, no staff has been recruited for the last two months. As per the approved manpower, we are maintaining the count of 83.
3. Why do we need 3 OS manpower in office restroom in afternoon- we have only 2 washrooms and this can be optimized by allocating only 2 ppl in general shift in place of morning and afternoon.
As you know our admin block is 24/7 operational and we have a warehouse too. So we need to cover two shifts with 4 staff in admin and one staff in the warehouse who will be reporting in the general shift. This will also be included in the total count of 35. I will attach the file final approved manpower details of OS for your reference.

Particulars	HK			Reduction			Updated			
	M	A	N	M	A	N	M	A	N	
Main Kitchen KST	10	10	10	5	5	5	9	9	9	Main Kitchen, Since can't pin the food handlers can't ha Standards (Chef Srinivasan discu
Relivers	2	2	1				1	1	1	
Total	12	12	11	5	5	5	10	10	10	
Restroom Lounge A	2	2	2				2	2	2	
Restroom Lounge B	2	2	2				2	2	2	
Restroom Lounge CCL	2	2	2				1	1	1	Discussed with GM & Lounge same
Restroom Lounge BCL	2	2	2				1	1	1	
Restroom Lounge T4	2	2	2				2	2	2	
Restroom office	2	3					2	3		
Relivers	2	3	1				2	3	1	
Total Washrooms	14	16	11				12	14	9	
	M	A	N				M	A	N	
Name	KST						KST			
Lounge A	1	1	1				0	0	0	Discussed with GM & Lounge manage here & agreed on the
Lounge B	1	1	1				0	0	0	Discussed with GM & Lounge manage here & agreed on the
Copper Lounge										

T4 Lounge	1	1	1					0	0	0	Discussed with GM & Lounge manager here & agreed on the
Bus Class Lounge	3	3	3					3	3	3	
Credit Card Lounge	3	3	3					3	3	3	
All Lounge Relievers											
Supervisors											
Total Lounges	9	9	9					6	6	6	
Total	35	37	31		28	30	16	28	30	25	
Overall	103				74			83			Additional 9 Manpower Required and discussed with all stakeholders (Row)

Thanks and regards
Shankkar.p

From: Shruti Shroff <shruti.shroff@travelfoodservices.com>

Sent: Wednesday, November 27, 2024 11:31 AM

To: Shankkar P <shankkar.p@travelfoodservices.com>

Cc: Samarth Rastogi <samarth.rastogi@travelfoodservices.com>; Amit Singh <amit.singh@travelfoodservices.com>; Azmath Baig <azmath.baig@travelfoodservices.com>; Vipul Parikh <vipul.parikh@travelfoodservices.com>; Chandrasekar V <chandrasekar.v@travelfoodservices.com>

Subject: Re: Chennai- Increase in Washroom HK headcounts

Dear Shankar,

Please update on the following points:

1. Penalty proceedings have been initiated- How did we arrive at a penalty charge of Rs 200 ? Please share the calculation
2. If optimum manpower was not maintained, then why the cost has gone up to Rs 7.07 lakhs in Oct?
3. Why do we need 3 OS manpower in office restroom in afternoon- we have only 2 washrooms and this can be optimized by allocating only 2 ppl in general shift in place of morning and afternoon

Thanks & Regards

Shruti Shroff

Senior Manager-Finance

TFS Kolkata

From: Shankkar P <shankkar.p@travelfoodservices.com>

Sent: Wednesday, November 27, 2024 10:06 AM

To: Shruti Shroff <shruti.shroff@travelfoodservices.com>

Cc: Samarth Rastogi <samarth.rastogi@travelfoodservices.com>; Amit Singh <amit.singh@travelfoodservices.com>; Azmath Baig <azmath.baig@travelfoodservices.com>; Vipul Parikh <vipul.parikh@travelfoodservices.com>; Chandrasekar V <chandrasekar.v@travelfoodservices.com>

Subject: RE: Chennai- Increase in Washroom HK headcounts

Dear Ms. Shruti

Greetings

We hereby notify you that, Evergreen has failed to deploy the agreed 41 staff members in all terminals and the admin block for the period of July to October. As a result, penalty proceedings have been initiated. Please note that our current manpower requirement has been reduced to 35 staff members, including relievers, effective November 2024, and has been maintained at this level since then. Please find the deployment details chart for your reference.

Area	M	A	N
Restroom Lounge A	2	2	2
Restroom Lounge B	2	2	2
Restroom Lounge CCL	1	1	1
Restroom Lounge BCL	1	1	1
Restroom Lounge T4	2	2	2
Restroom office	2	3	
Relivers	2	3	1
Total Washrooms	12	14	9

Thanks and regards

Shankkar. p

From: Chandrasekar V <chandrasekar.v@travelfoodservices.com>

Sent: Tuesday, November 26, 2024 7:20 PM

To: Shankkar P <shankkar.p@travelfoodservices.com>

Cc: Samarth Rastogi <samarth.rastogi@travelfoodservices.com>; Amit Singh <amit.singh@travelfoodservices.com>; Azmath Baig

<azmath.baig@travelfoodservices.com>; Vipul Parikh <vipul.parikh@travelfoodservices.com>; Shruti Shroff <shruti.shroff@travelfoodservices.com>

Subject: RE: Chennai- Increase in Washroom HK headcounts

+++Looping Shankar

Refer below trail mail and revert accordingly..

Regards,
Chandru

From: Shruti Shroff <shruti.shroff@travelfoodservices.com>

Sent: Tuesday, November 26, 2024 5:47 PM

To: Chandrasekar V <chandrasekar.v@travelfoodservices.com>

Cc: Samarth Rastogi <samarth.rastogi@travelfoodservices.com>; Amit Singh <amit.singh@travelfoodservices.com>; Azmath Baig <azmath.baig@travelfoodservices.com>; Vipul Parikh <vipul.parikh@travelfoodservices.com>

Subject: Chennai- Increase in Washroom HK headcounts

Dear Chandru,

Please find below the table of Washroom cleaners MoM. We have received invoices from July-Oct 24 from Evergreen. Headcounts have increased from 33 in May to 37 in Oct 24 with an increase in monthly cost of Rs 60k pm

Understand that no new washrooms were added in the past 4 months in all terminals. Please check and update on the increase in the manpower for invoice process.

<i>Particulars</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>
Mandays	1,044	1,014	1,029	1,102	1,107	1,068	1,162
Gross Cost	6,81,251	6,40,138	6,71,463	6,95,692	6,60,145	6,58,944	7,07,846
Headcount	35	33	34	36	36	36	37

Thanks & Regards

Shruti Shroff

Senior Manager-Finance
TFS Kolkata