

Resignation – Ravi Kumar Gupta [Head Procurement – MEP] > Inbox x



Ravi Kumar Gupta

28 Feb 2026, 16:50 ☆

Dear Sir, As discussed with you today, I hereby formally submit my resignation from my position as Head Procurement – MEP with the company, effective 28 Februar



Ravi Kumar Gupta <ravigupta878@gmail.com>

28 Feb 2026, 16:53 ☆ 😊 ↶ ⋮

to Manoj, sunita, HR ▾



Manoj Morye <manoj@sdfinframep.in>

1 Mar 2026, 15:05 ☆ 😊 ↶ ⋮

to me, sunita, HR ▾

Dear Ravi,

Approved from our side

We will let you handover procedure in a couple of days

Regards,
Manoj Morye



SD Infra & MEP Services pvt.ltd.
108/101/227 1st floor,Allied industrial estate.

DECLARATION BY OUTGOING HEAD OF PROCUREMENT

From: Ravi Kumar Gupta – Head Procurement MEP

To: Mr. Manoj Morye – Director | Mrs. Sunita Morye – Director | Mr. Viraj – HR Department

Date: 30 March 2026

Subject: Declaration for Procurement Handover Completion

I hereby confirm that, to the best of my knowledge and based on the records and information available with me at the time of preparing this handover, the procurement-related documents, records, and operational information under my responsibility have been compiled and shared with the management.

The Procurement Handover Checklist, along with relevant supporting documents, has been prepared and submitted. Copies of available documents and related information have also been shared with the management through official email communication wherever applicable.

Based on the records and information available with me:

1. Procurement-related documents, vendor details, and purchase records available with me have been shared with the management.
2. No intentional or undisclosed commitments to vendors are known to me at the time of this declaration.
3. Purchase Orders have been issued through the established procurement process and system records.
4. Known vendor discussions, negotiations, and procurement matters available on record have been communicated.
5. No pending financial obligations related to procurement are known to me beyond the records and information available and shared with the management at the time of this declaration.

This declaration is made in good faith and is strictly limited to the information, documents, and records available with me during my tenure and at the time of preparing this handover.

Procurement

Ravi Kumar Gupta

Head – Procurement MEP

Director (Authorized Signatory)

Mr. Manoj Morye / Mrs. Sunita Morye

Director

| HR

| Mr. Viraj

| HR Department

Signature: _____

Date: 30/03/2026

Signature: _____

Date: 30/03/26



Signature: _____

Date: 30/3/2026

Staff Relieving Checklist

Full Name: Ravi Kumar Gupta

Employee ID: SD00049

Department: Procurement

Designation: Head – Procurement (MEP)

Date of Joining: 04/11/2011

Last Working Day: 30/03/2026

Checklist

Sr. No.	Description	Yes/No/N/A	Remark
1	Notice period as per offer	Yes	30 days
2	Company ID card	Yes	
3	Laptop/Charger/Mouse/Bag	Yes	Desktop System (Monitor, CPU, Keyboard, Mouse, Bluetooth/Wi-Fi Adapter)
4	Pen drive	N/A	
5	Mobile/SIM	N/A	
6	Safety shoes	Yes	
7	Stationery	Yes	Stapler, Hole Punch Machine, Marker, Highlighter, etc.
8	Expenses submitted 3 days prior	Yes	
9	Account confirmation mail of outstanding duly agreed by staff	Yes	As per available records and email confirmation – Supplier Vendor Ledger
10	Loan with staff	N/A	
11	Testing equipment	Yes	Meco 27-Auto-BL (Testing Equipment)
12	Measurement sheet	N/A	
13	Drawings	N/A	
14	Handover sign-off at site level duly signed by concerned authority	Yes	As per available handover records
15	Future communication mobile number	Yes	8108614428
16	Future communication email ID	Yes	Ravigupta878@gmail.com


30/03/26





Sr. No.	Description	Yes/No/N/A	Remark
17	Future address	Yes	As per Aadhaar Card
18	Relieving mail	Yes	To be issued on the same day
19	Experience/Relieving Letter	Yes	To be issued by HR within 2-7 days (standard timeline)
20	Future employment confirmation	Yes	
21	Attendance register/book	Yes	As per Timelabs Attendance App
22	Material register/book	Yes	Inventory stock list shared
23	Material handover book	Yes	Inventory stock list shared
24	Removal from Timelabs App (as ex-employee)	Yes	
25	Exit from all WhatsApp groups	Yes	To be removed by Admin/HR

Exit Details

Reason for Exit: Future Growth & Learning Opportunities

Primary Reason for Leaving: Career Growth

Employee Declaration

I hereby confirm that I have returned all company property in my possession and completed all exit formalities to the best of my knowledge.

Employee Signature: _____

Date: 30/03/2026

Employer Approval

HR Name: Vikas Koli

Signature: _____

Date: 30/03/2026

Final Approval By: _____

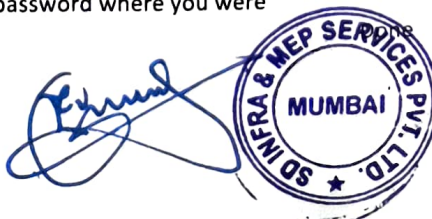


Index

PROCUREMENT HANDOVER CHECKLIST

Sr. No.	Description	Status
1	1 Vendor & Supplier Documentation	
a	* Complete Vendor Master List with contact details	Done
b	* Approved vendor list (category-wise)	Done
c	* Rate contracts / annual agreements	Done
d	* Vendor evaluation & performance reports	Done
e	* Disputed / blacklisted vendors list	Done
2	2 Purchase Orders (PO) Status	
a	* List of all open / pending POs	Done
b	* Copies of POs and amendments	Done
c	* Delivery status against each PO	Done
d	* Short / excess supply details	Done
e	* PO vs GRN reconciliation	Done
3	3 Project-Wise Material Status	
a	* Project-wise procurement status	Done
b	* Materials ordered but not delivered	Done
c	* Long lead items status	Done
d	* Site-wise pending material requirements	Done
4	4 Vendor Payments & Accounts	
a	* Vendor outstanding list	Done
b	* Advance payments given	Done
c	* Security deposits	Done
d	* Debit / credit notes pending	Done
e	* Commitment register	Done
5	5 Contracts & Guarantees	
a	* Procurement contracts copies	Done
b	* AMC contracts	Done
c	* Warranty / guarantee documents	Done
6	6 Inventory & Stores	
a	* Current stock statement	
b	* Slow moving / dead stock list	Done
c	* Physical verification report	Done
d	* Site-wise material balance	Done
7	7 Ongoing Negotiations & Risks	
a	* Vendors under negotiation	Done
b	* Price revision risks	Done
c	* Upcoming tenders	Done
d	* Supply chain risks or disputes	Done
8	8 System & Access Handover	
a	• Official email handover	Done
b	• Shared drive folders	Done
c	• All system related users ID, password where you were involved.	


30/03/2026



Date: 30/03/2026

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. **Ravi Kumar Gupta** has been employed with **SD Infra & MEP Services Private Limited** from 04th November 2011 to 30th March 2026 in the position of **“Head – MEP Procurement”**

We appreciate his dedication and hard work.

This experience letter is issued at the request of **Mr. Ravi Kumar Gupta** for his future endeavors.

We wish him all the best in his future assignments.

Sincerely,

For **SD Infra and MEP Services Pvt. Ltd**


Authorised Signatory



SD INFRA & MEP SERVICES PVT LTD

108, First Floor, Allied Industrial Estate, Prof. Ram Panjwani Road, Mahim (W), Mumbai 400016, Maharashtra, India.

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Branches : Pune, Ahmedabad, Noida, Bengaluru, Hyderabad CIN : U45400MH2016PTC274137

SD INFRA & MEP SERVICES PVT. LTD.

108, Allied Industrial Estate, Prof Ram panjwani road. Mahim (W).Mumbai 400016

**Salary Slip**

Name of the Employee : Ravi kumar Gupta
Designation : Head Procurement MEP
Month & year : Dec-25 **Present Days** 31
Monthly Salary 60500
Loan Since: NA **Loan O/S:** NA

Earnings		Deduction	
Basic & DA	60500.00	Provident Fund	1800.00
Mobile Allowance	1500.00	ESIC	NA
Travelling Allowance	575.00	Profession Tax	200.00
Food	NA	loan	NA
Exp	NA	Adv for Exp	NA
Total Addition	62575.00	Total Deduction	2000.00
		NET Salary	60575.00

"This is computer generated salary slip and required no physical signature or stamp"

SD INFRA & MEP SERVICES PVT. LTD.

108, Allied Industrial Estate, Prof Ram panjwani road. Mahim (W).Mumbai 400016

**Salary Slip**

Name of the Employee : Ravi kumar Gupta
Designation : Head Procurement MEP
Month & year : Jan-26 **Present Days** 31
Monthly Salary 60500
Loan Since: NA **Loan O/S:** NA

Earnings		Deduction	
Basic & DA	60500.00	Provident Fund	1800.00
Mobile Allowance	1500.00	ESIC	NA
Travelling Allowance	565.00	Profession Tax	200.00
Food	NA	loan	NA
Exp	NA	Adv for Exp	NA
Total Addition	62565.00	Total Deduction	2000.00
		NET Salary	60565.00

"This is computer generated salary slip and required no physical signature or stamp"

