

## **KEONICS LETTER**

Dear Sir,

This is further to the circular which was sent earlier. Kindly find attached Implementation plan (DDO wise staff – Bangalore & Hubli). This gives you the details on when the SR's should be made available in our office.

Format in which data must be captured for each of the Service Register

We would request you to kindly fill up the same and bring it as per the implementation plan to our office (respective locations Bangalore & Hubli). We are requesting you to fill the attached sheet and get it along with the SR as we have seen that these are missing in most of the SR's. Also what is in the SR might be old data and to make sure we are entering the most recent and relevant data we are asking you to get this filled by the respective employees themselves and attach with the SR. We request you to circulate this mail to all the concerned people in your organization and make sure they have this data and the SR available according to the schedule mentioned. I have given below our office address in Bangalore and Hubli. I have also given the phone numbers of the concerned people in our organization who can be contacted for any doubts or help in the above matter.

Bangalore Office address:

Open Mind Consultants pvt Ltd  
36, 1st floor, 10th cross, Jayanagar 2nd block, Bangalore-11.

Hubli office address:

KEONICS, IT Park, Opp Indira Glass house, Hubli- 580029

Contact Person and their telephone number for Bangalore region are:

Sahana - 9986507877 / 9972140415

Satheesh – 9980021666

Lalitha – 9986254032

Gajendra - 9845731819

Contact Person and their telephone number for Hubli region are:

Kedar – 9739982595

Satheesh - 9980021666