

Standard Operating Procedures

Making the Organization Better Prepared



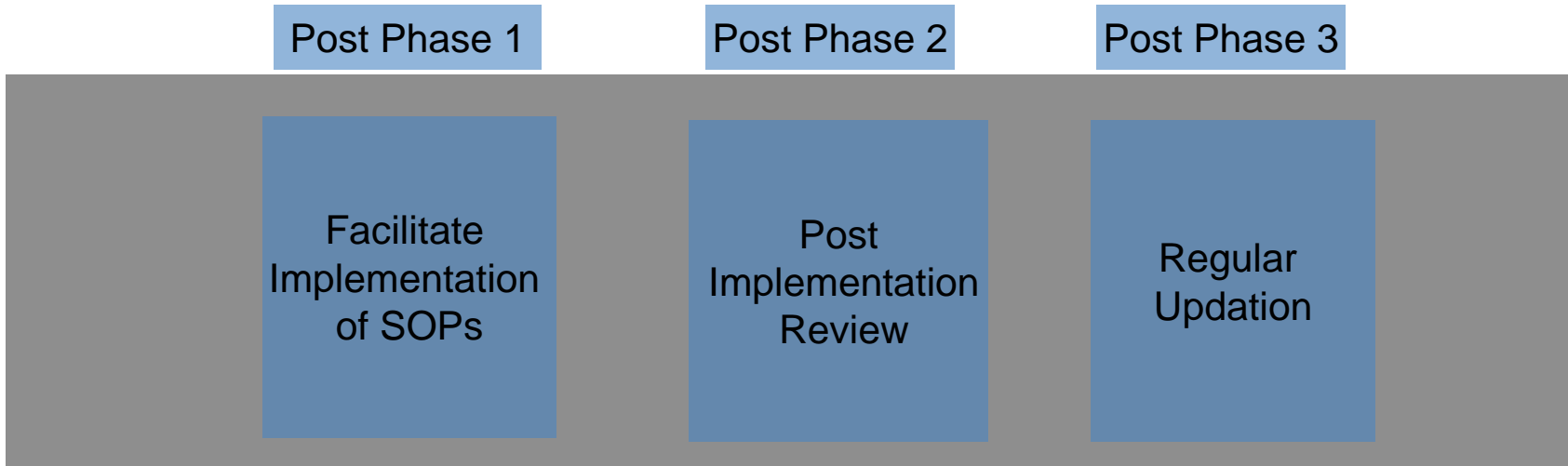
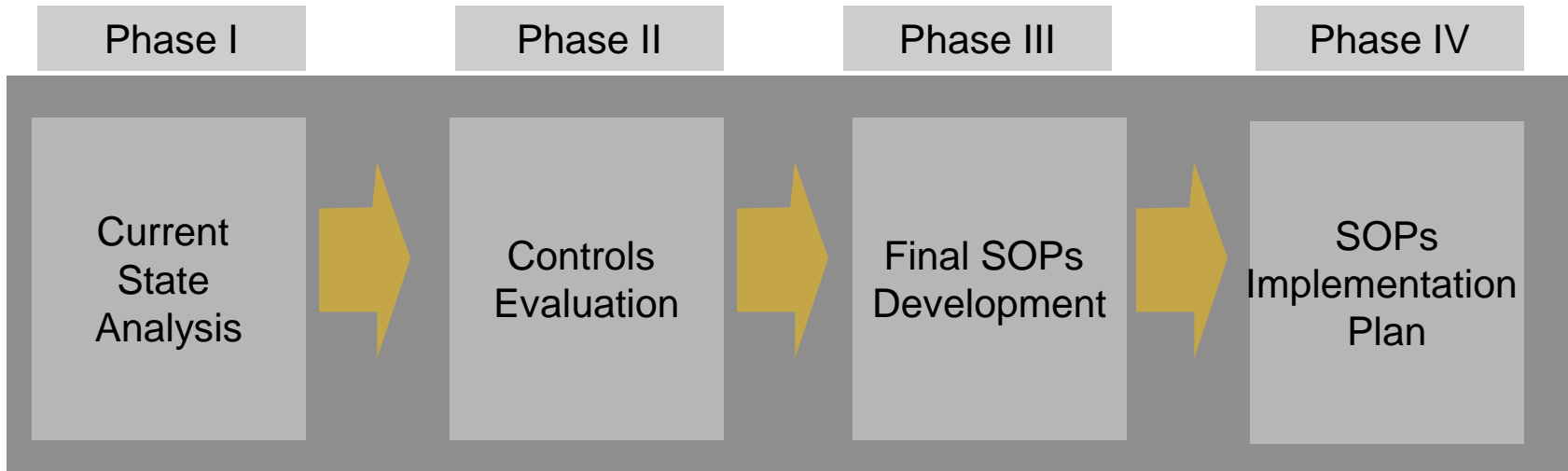
SOPs: What they Encompass

- 1 Information that distinctly illustrates the flow of activities and tasks within the processes
- 2 Define and deliberate ways for executing the processes
- 3 Acts as a proactive measure to address risks and controls for an organization
- 4 Define authority and establish responsibility
- 5 Define timelines for completion of tasks

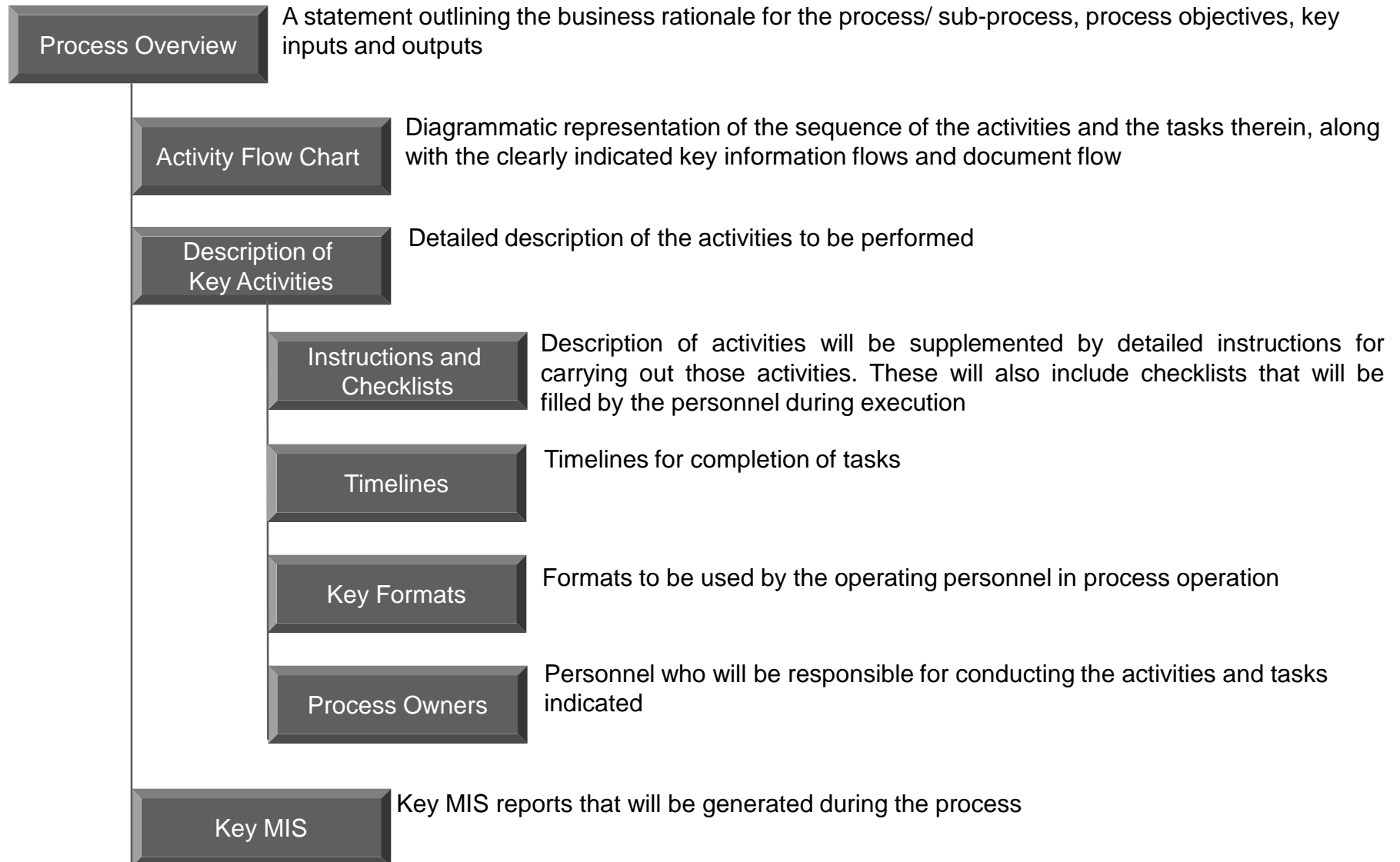
SOPs: Why?

- 1 Achieving consistency in processes across locations and the corporate office through implementation of standard policies and procedures
- 2 Move from a situation of person dependency to a process based approach
- 3 Institutionalization of controls in business and support processes
- 4 Alignment of ERP to standard policies and procedures
- 5 Creating a framework to enable future growth

SOPs Development : Our Approach



SOP Structure and Contents



Your Contact:: Vikrant Chawla

E: vikrant@xcelionadvisory.com

M: +91 9811118144

D: 91 124 4252069

Xcelion Advisory Private Limited

U&I Business Centre
Sector 32, Plot 47
Gurgaon -122001
NCR, India

Branch Office:
A-20, Sai Niketan
Sai Baba Complex
Mohan Gokhle Road
Goregaon East
Mumbai-400063

The information in this document and any oral presentations made by Xcelion Advisory Pvt. Ltd. (Xcelion) contains trade secrets and confidential and proprietary information of Xcelion, the disclosure of which would provide substantial benefit to competitors. As a result, this document should not be disclosed, used or duplicated – in whole or in part – for any purpose other than the Company's internal review.