Internal Memo no. 901/2 - Admin division Date: 24.09.2008

Sub.: Recommended schedule of work for Admin Officers at site.

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| **S. No.** | **From time** | **To time** | **Description of Work** |
|  | 9:30 a.m. | 10 a.m. | Attendance check. Sit at the security kiosk along with data entry operator. |
|  | 10 a.m. | 10:30 a.m. | Take rounds of labour quarters. Ensure that lights are switched off. Ensure that all children are at school or at the crèche. |
|  | 10:30 a.m. | 11:30 a.m. | Take rounds of all blocks / bungalows. Check for scrap, building material, other material & equipment lying around. Ensure that it is sent to stores or properly arranged. Take help from a supervisor / store keeper – assign him 1 or 2 labours for the job. |
|  | 11.30 a.m. | 12.30 p.m. | Checking of stores. Check stocks. Every day check physical stocks of one or two store rooms. |
|  | 12.30 p.m. | 1.30 p.m. | Misc. Works |
|  | 1.30 p.m. | 2 P.M. | Lunch |
|  | 2 p.m. | 2:30 P.M. | Physically check dept. labour & job work labour working at site. This check is mandatory for all admin. officers. |
|  | 2:30 p.m. | 3 p.m. | Check all registers & database entry. Approve on a daily basis the printout of attendance record, general material inward, building material inward and hire charges of the previous day. |
|  | 3 p.m. | 3.30 p.m. | Check requisitions with inward register. Co-ordinate supplies with purchase Division. |
|  | 3.30 p.m. | 4 p.m. | HO correspondence, equipment repairs follow up, liaison works, bill payments, etc. |
|  | 4 p.m. | 5 p.m. | Miscellaneous work. |
|  | 5 p.m. | 6 p.m. | Sit at Security kiosk along with data entry operator. Check outgoing labour. Ensure that all registers are signed by admin officer and Engg. Specially check block production register. |

Soham Modi