To be implemented from 24-01-2020

Internal Memo No. 912/64/e - Construction Division Date. 22-01-2020

Sub.: Revised guideline for employing departmental labour and approval for job work.

Labour is being employed for departmental works arbitrarily, without proper monitoring and /or justified requirement. In order to reduce the cost of department labour the following limits are being placed on maximum number of labour that can be employed at each site for departmental work.

In case additional departmental labour is required prior written permission with details of type of labour, numbers required and time period for the requirement must be taken from M.D. before deployment of the labour (form for approval is given herein as annexure – A).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | Earth work | Civil work | Welder | Electrical | Plumber | Carpenter | Tile fitter | Sites |
| Category I | 1 | 1 | 1 | 1 | 1 | 1 | 1 | BNC, Maintenance works, GVDC, GVSH, MRGV, PMRII, all new projects |
| Category II | 2 | 1 | 1 | 1 | 1 | 1 | 1 | KNM, NE, BRGV, MGA, MCMET, Greens Towers |
| Category III | 2 | 2 | 1 | 1 | 1 | 1 | 1 | Vista, AGH, Serene, ESR, GHT, VOC, SOV, ESR |
| Category IV | 3 | 2 | 1 | 1 | 1 | 1 | 1 | GVRC, MPL, GMR |

Above numbers indicate pair of labourers i.e., Mason + helper.

The limit in rupees per week for departmental and job work as per the above table considering 6 working days in a week is given in Annexure – B attached herein.

Avoid departmental works for water proofing, marble fitter, gardener, painter and other works not mentioned above.

Most major works should be done by contractors whose rates are clearly defined and payment is made on a/c. For other minor works clearly define the scope of work and the rate for doing the work and pay on job work basis. Scope of work and payment must be decided before starting work. Job work should be limited to works that can be completed within one or two weeks. In case of bigger jobs split it into parts such that each part can be completed within one or two weeks.

Pre-printed job work booklets have been provided to each site with details of date, contractor name, approximate no. of labours required, job description, start date and approximate date of completion, value of job work, etc. Ensure that this job work sheet is prepared before the work starts and is signed by engineer and contractor.

The job work sheet must be scanned and sent to respective project accountant by email by 4 pm of the same day. Accountants have been advised not to issue job work payments if they have not received a scanned copy (duly signed) by the specified time on each day. Occasionally engineers may send the job work sheet by viber to the respective accountant.

Each job work should be limited to a maximum value of Rs. 10,000/- Beyond that approval of M.D. is required.

Don’t disguise departmental work as job work. In job work payment is made for completing a specific job irrespective of time taken to complete the job. In departmental quantum of work done is irrelevant. Labour is paid for the time they have worked. *Department work must be avoided wherever possible.*

All job work sheets must have description of work (narration), quantity, rate and amount. Accountants to only consider such amount for payment. Any amount mentioned as lumpsum must be deducted from job work sheet. This policy to be strictly implemented from 24.01.2020. Job work sheet will be suitably modified and new job work sheet will be issued in a weeks time.

A cap on job work is being imposed on all sites. Job work cannot exceed 2 times the value of limits given for departmental work above.

Soham Modi

Annexure - A

Approval for department labour/job work

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company Name: |  | | Site: | |  | |
| Villa/Flat/Block No. |  | | | | | |
| Details of additional labour required | | | | | | |
| Contractor name | | |  | | | |
| Type of labour |  | | No. of pairs required | |  | |
| From date |  | | To date | |  | |
| Required for: | | | | | | |
|  | | | | | | |
| Details of additional labour required | | | | | | |
| Contractor name | |  | | | | |
| Type of labour |  | No. of pairs required | | |  | |
| From date |  | To date | | |  | |
| Required for: | | | | | | |
|  | | | | | | |
| Details of additional labour required | | | | | | |
| Contractor name | |  | | | | |
| Type of labour |  | No. of pairs required | | | |  |
| From date |  | To date | | | |  |
| Required for: | | | | | | |
|  | | | | | | |
| Details of additional labour required | | | | | | |
| Contractor name | |  | | | | |
| Type of labour |  | No. of pairs required | | | |  |
| From date |  | To date | | | |  |
| Required for: | | | | | | |
|  | | | | | | |
| Remarks: | | | | | | |
|  | | | | | | |
| Approved by Project Manager | | | | Approved by M.D. | | |
| Date: | | | | Date: | | |
| Sign: | | | | Sign: | | |

Notes: 1. Request can be sent by email. 2. Approval on request can also be taken during MDs site visit. 3. In case of emergency work can be started and request sent by email before 2 p.m.

Annexure – B

Limit on department work in Rs. Per week

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No | Category | Welder | Earth work | Civil work | Electrical | Plumber | Carpenter | Tile fitter |
|  | Category I | 6,300 | 5,100 | 5,850 | 5,700 | 5,700 | 5,850 | 6,150 |
|  | Category II | 6,300 | 10,200 | 5,850 | 5,700 | 5,700 | 5,850 | 6,150 |
|  | Category III | 6,300 | 10,200 | 11,700 | 5,700 | 5,700 | 5,850 | 6,150 |
|  | Category IV | 6,300 | 15,300 | 11,700 | 5,700 | 5,700 | 5,850 | 6,150 |

Limit on Jobwork in Rs. Per week

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No | Category | Welder | Earth work | Civil work | Electrical | Plumber | Carpenter | Tile fitter |
| 1. | Category I | 12,600 | 10,200 | 11,700 | 11,400 | 11,400 | 11,700 | 12,300 |
| 2. | Category II | 12,600 | 20,400 | 11,700 | 11,400 | 11,400 | 11,700 | 12,300 |
| 3. | Category III | 12,600 | 20,400 | 23,400 | 11,400 | 11,400 | 11,700 | 12,300 |
| 4. | Category IV | 12,600 | 30,600 | 23,400 | 11,400 | 11,400 | 11,700 | 12,300 |