Intl Memo no. 912/106 **-** Construction Date: 28.01.2019

Subject: Keeping track of department, job work and hire charges.

All sites are required to make a running excel sheet, draft format is attached herein, with details about weekly payments related to:

1. Total departmental payment including all types of contractors.
2. Total job work payments including all types of contractors.
3. Total payment towards hire charges, for all types of equipment, excluding on account payments.
4. Total payment towards hire charges for rock cutting, for compressor/breakers, bifurcated into job work/ on account payments.

Hard copy of the report to be sent attested by project manager and admin manager at site along with vouchers every week.

Report must start from 1st week of January and end on last week of January. All sites are required to send this report with details from 4th January onwards.

Soham Modi.