

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

- a. Labour for department work, job work and hire charges are being employed on adhoc basis. Most of these works must be taken up by the main contractors at site or alternately these works must be estimated and lumpsum cost negotiated.
- b. This memo is being issued to minimize the expenditure towards department labour, job work and hire charges.
- c. Weekly limits of these expenses shall be strictly followed. In case of default such excess expenditure shall be deducted from engineers salaries.
- d. In case additional labour/equipment for department work, job work and hire charges is required, site engineers need to take prior approval in writing (use form given in Annexure -A).
- e. The details of department work, job work, rock cutting, earth work, hire charges should be sent on a weekly basis along with vouchers as per format given in annexure – B (format as per internal memo no. 912/106/A). Annexure – B should be from 1st Friday of the calendar year to the 1st Thursday of the next calendar year.

f. The limits for these works are specified as under:

S. No	Category	Category I sites	Category II sites	Category III sites
A.	Earth work – pair of labours	3 pairs	2 pairs	1 pair
B.	Civil work – Mason + helper	2 pairs	2 pairs	1 pair
C.	Welder – Mason + helper	1 pair	1 pair	1 pair
D.	Electrical – Mason + helper	1 pair	1 pair	1 pair
E.	Plumber – Mason + helper	1 pair	1 pair	1 pair
F.	Carpenter – Mason + helper	1 pair	1 pair	1 pair
G.	Tile fitter – Mason + helper	1 pair	1 pair	1 pair
H.	Weekly limit for department payment for all kinds of labour	Rs. 50,000/-	Rs. 25,000/-	Rs. 10,000/-
I.	Weekly limit for job work i.e., labour + material for the above category of works	Rs. 50,000/-	Rs. 25,000/-	Rs. 10,000/-
J.	Weekly limit on JCB hire charges	Rs. 30,000/-	Rs. 15,000/-	Rs. 10,000/-
K.	Weekly limit of compressor /chipping machine charges for breaking stones/earth/etc. - hire charges	Rs. 20,000/-	Rs. 10,000/-	Rs. 5,000/-
L.	Weekly limit on tractor hire charges with or without labour	Rs. 15,000/-	Rs. 10,000/-	Rs. 5,000/-
M.	Weekly limit on JCB – job work	Rs. 30,000/-	Rs. 15,000/-	Rs. 10,000/-
N.	Weekly limit of compressor /chipping machine charges for breaking stones/earth/ etc. – job work	Rs. 20,000/-	Rs. 10,000/-	Rs. 5,000/-
O.	Weekly limit on tractor with or without labour – job work	Rs. 15,000/-	Rs. 10,000/-	Rs. 5,000/-
P.		GVRC, MPL, GMR,	AGH, GHT, SOV, NRK, GVDC	BRGV, MGA, MCMET, NE, BNC, Maintenance works, GVSH, KNM, Greens

				towers, Vista, Serene, VOC, all other new & old projects
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Notes:

1. Avoid departmental works for water proofing, marble fitter, gardener, painter and other works not mentioned above.
2. Most major works should be done by contractors whose rates are clearly defined and payment is made on a/c.
3. 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.
4. Job work should be limited to works that can be completed within one or two weeks.
5. In case of bigger jobs split it into parts such that each part can be completed within one or two weeks.
6. 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.
7. 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.
8. Endeavour to limit the value of job work to less than Rs. 10,000/-. Beyond Rs. 25,000/- advance approval of M.D. is required.
9. 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.*
10. 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.
11. Hereafter approval for additional departmental work, job work, hire charges must be taken in advance from MD. Annexure – A should be sent in PDF format in viber group of respective project. Annexure – A must be sent by 5pm on the previous day. These works are not to start without prior approval.
12. Ashaiya is advised to take printout of Annexure -A before the end of the day and take MDs approval.
13. Annexure – B – copy must be sent at the end of the week to respective accountants and Ashaiya by email.
14. A copy of the approved Annexure – A must be attached to the weekly voucher. Accountants are advised not to pay the amount beyond limits specified in the internal memo unless annexure – A is attached.

Annexure - A
Approval for department labour/job work

Company Name:		Site:	
Villa/Flat/Block No.			
Details of additional labour required for: department work / job work			
Contractor name			
Type of labour		No. of pairs required	
From date		To date	
Required for:			
Details of additional labour required for: department work / job work			
Contractor name			
Type of labour		No. of pairs required	
From date		To date	
Required for:			
Details of additional equipment required on hire charges			
Contractor name			
Type of equipment		No. of hours per day	
From date		To date	
Required for:			
Details of additional equipment on job work			
Contractor name			
Type of equipment		No. of hours per day	
From date		To date	
Required for:			
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 send by viber to Ashaiya for MDs approval.

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 Weekly report - Dept, JW, Hire

Firm/Company:			Site:								Date:
Prepared by:											Sign:
Limits as per internal memo no. 192/64/F											
Category I sites			50,000	50,000	30,000	20,000	15,000	30,000	20,000	15,000	2,30,000
Category II sites			25,000	25,000	15,000	10,000	10,000	15,000	10,000	10,000	1,20,000
Category III sites			10,000	10,000	10,000	5,000	5,000	10,000	5,000	5,000	60,000
			A	B	C	D	E	F	G	H	I = sum A-H
Sl. No.	Week starting date (Fri)	Week ending date (Thu)	Total Dept. charges for week - Rs.	Total Job work charges per week - Rs.	Total JCB Hire charges per week - Rs.	Total Compressor/chipping Hire charges per week - Rs.	Total Tractor Hire charges per week - Rs.	Total JCB Job work charges per week - Rs.	Total Compressor/chipping Job work charges per week - Rs.	Total Tractor Job work charges per week - Rs.	Total of Dept. & Job work charges - Rs.
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