

## **CIRCULARS - ADMIN DIVISION – IN FORCE**

<b>Circular No.</b>	<b>Circular Date</b>	<b>Subject</b>
100(a)	16.4.07	List of circular nos. allotted
100(b)	05.06.08	Standard Procedures of sending circulars
101(b)	18.01.10	Server configuration and network at head office
102(a)	28.07.05	Attendance Sheet
103(a)	28.07.05	Procedure for inward and outward
104(a)	28.07.05	Desk Clean up
105(a)	18.02.06	Employee referral incentive
106(a)	14.06.07	Procedure of taking leaves
106(b)	05.06.10	Procedure of taking leaves
107(a)	08.07.07	Refill of toner cartridge
108(b)	23.12.09	Extension numbers for Head office
109(a)	07.05.07	Policy for education subsidy/grant
112(a)	19.06.07	Repairs and maintenance of equipment
114(c)	02.10.9	Softwares to be loaded on Computers
116(a)	02.08.07	Duties of Admin Officers at site
116(f)	08.10.10	Check list for Site Audit Report
117(a)	04.08.07	Weekly maintenance of computers
123(a)	05.12.07	Labeling of CDs
125(a)	25.03.08	Details of incentives
126(a)	29.07.08	Timing on Saturdays
127(a)	27.10.08	Personal Loans from contractors
128(a)	12.11.08	Dress code
129(a)	09.12.08	Permissions
130(a)	17.01.09	Electricity registers and installation of meters
131(a)	24.04.09	Stationary - Min. & max stock
132(a)	06.08.09	Conveyance
133(a)	05.09.09	List of hospitals
134(a)	19.9.09	Electricity power connection transfer to customers name
135(a)	25.3.10	Guideline rates for Security, Janitorial services, electricians, plumbers,
136(a)	29.3.10	Scanning of documents in PDF format

Standard procedures of the office shall be formally defined and circulated by way of circulars. Responsibility of delivery of circulars to sites shall be of Majid/Jay Kumar. Shankar Reddy shall be responsible for delivery of circulars at head office. All circulars shall be numbered division wise as follows:

Division	Nos. allotted
Administration	100 – 199
Accounts	200 – 299
Purchase	300 – 399
Sales & Customer relations	400 – 499
Construction	500 – 699
General Circulars	800 – 899
Notes & Memos	900 – 999

Circulars shall be numbered as 100(a), 100(b), etc., circulars on the same subject shall be issued as 100 (b), 100 (c), etc.

Aruna shall maintain original circulars. Project Managers shall ensure that full list of circulars is maintained in a file at the site office.

By 30.04.2007 all old circulars shall become void and in its place new circulars shall be issued.

Aruna shall maintain a list of all circulars (Note 900(a)) in a table format clearly specifying circular no., circular date, subject, division and status i.e., in-force or void.

Managing Director

Earlier attempts to make a Circular List so that all staff members receive circulars is being dispensed with. Hereafter, circulars will be sent to heads of each division/project. They will be responsible for ensuring that the circular reaches the relevant people. Circulars will be sent to every one by email.

Heads of divisions/projects shall ensure that senior staff members/engineers shall receive the copies of circulars. Other staff members shall be provided a copy of the circular if it is relevant to them. Heads of divisions/projects managers shall ensure that circulars reach the relevant people. Circulars will be sent to the following people:

- |                                   |   |  |
|-----------------------------------|---|--|
| a. Purchase Division              | - | Gaurang / Raghunath  |
| b. Admin Division                 | - | Shankar Reddy / Jai Kumar  |
| c. Customer Relation              | - | Rambabu / Prabhakar Reddy  |
| d. Accounts                       | - | Ramana Murthy / Sambasiva Rao  |
| e. System Administrator           | - | Raj Kumar  |
| f. Sales                          | - | Jagdish/Deshmukh   |
| g. Construction Division at sites | - | Circulars will be send by email and respective Project In-charge and Admin. Officers are responsible for distribution. |
| h. Construction Division at HO    | - | Aruna  |

Whenever required respective divisional managers / project incharges shall hold a brief meeting to discuss the circulars.

Managing Director

Sub.: Server configuration and network at head office

1. A new IBM server has been purchased for the head office. All computers in the head office excluding computers having access to internet shall be directly connected to this server. At present accounts division and rest of the office are on two different servers. They shall be replaced by a single server.
2. Server B – use for rest of the office shall be replaced by the new server on or before 27.1.10. Accounts shall be migrated to Tally software from 1.4.10. Tally shall be loaded on to the new server and the use of the old server shall be discontinued by April end. The old server A shall be handed over to Sambasiva Rao for audit and finalization of accounts for FY 2009-10. Other accountants shall not have access to it from end of April 10.
3. Configuration of the server is as follows:
  - a. The 250 GB hard disk shall be partitioned into 7 parts.
  - b. Drive C of 40 GB – OS + MS works + antivirus shall be loaded on it.
  - c. Drive D of 60 GB – shall be for my documents of entire office. It shall contain one folder each for each division namely - accounts, admin, sales, CR, purchase & construction. Folder should be accessible to employees of respective divisions only. Existing data from server A and server B to be copied appropriately into each folder including individual folders.
  - d. Drive E of 30 GB – shall contain accounting software Tally + data and shall be accessible only to accountants.
  - e. Drive F of 10 GB – shall contain all databases. It too shall have division wise folders with limited access as in drive D. CR shall be given read only access to accounts database.
  - f. Drive G of 40 GB – shall contain a backup of all drivers and software of every computer and peripheral. Drivers shall be stored in separate folders labeled appropriately clearly showing item description, make and model no.
  - g. Drive H of 40 GB – shall contain the scanned document database and scanned documents. Limited read only access shall be provided to some staff members.
  - h. Drive I of 20 GB – shall be for backup of databases and accounts data on a daily basis.
4. Access to drive C, G, H & I shall remain limited to system administrator. Autocad data shall be transferred to server.
5. 4 machines having access to internet i.e., for admin + accounts, sales, CR & purchase shall be stand alone machines and not connected to server.
6. A separate solution apart from weekly backup on CD drives needs to be implemented. Backup of databases and Tally data can be taken on a daily basis.
7. A intranet email system shall be implemented wherein mails can be sent within the office.

8. Server B shall be configured in exactly the same manner as the new IBM server so that in case of failure of the IBM server, server B can replace it in a matter of minutes and data can be resorted within 2 hours.

Soham Modi

An attendance sheet has been provided at head office and every site. Staff members must sign-in and sign-out every day. Plumbers, electricians and other staff visiting sites are also required to sign-in and sign-out on the attendance sheet.

The timing for all sites shall be 9:30 am to 6:00 pm for construction staff and 10:00 am to 6:00 pm for marketing staff. Timings at head office shall be 10:00 am to 6:00 and Saturday shall be half day i.e., from 9:30 am to 1:30 pm. However, staff members who have pending work will continue to work till 6:00 pm.

All staff member arriving more than 5 min. late shall be marked as late for that day. Each staff member shall be permitted to come late by more than 5 min. and less than 15 min. twice a month. Thereafter on arriving late he / she shall be given attendance only for half day.

Mr. Shanker Reddy has been informed to enforce this strictly.

**Managing Director.**

Circular No. 103(a)- Administration

28<sup>th</sup> July, 2005.

To,

The Staff Members,

Modi Properties & Investments Pvt. Ltd.

All documents including letters, faxes, plans, notices, bills, etc., shall be received at the reception at our head office. Each document shall be stamped with the inward / outward stamp and entry for the same shall be made in the Letters Inward Register. Similarly all letters shall be sent only after making an entry into the Outward Register. Outward stamp need not be stamped on the documents. This procedure should be strictly followed.

**Managing Director.**

**Sub.: Desk Clean up**

Staff at the head office and all the sites shall report to work at 9:30 am on Saturday. The first one hour on Saturday i.e., 9:30 am to 10:00 am shall be dedicated exclusively for cleaning their respective desk. The following activities will be undertaken:

1. Filing loose papers
2. Arranging documents in files and within files
3. Arranging their desks and storage cabinets
4. Remove and destroy all unnecessary or outdated documents
5. Complete pending correspondence
6. Send necessary documents to head office for filing / scanning
7. Arrange plans and remove old and cancelled plan.

During the first hour on Saturday no telephone calls, meetings with suppliers, contractors, etc., shall be entertained. Meeting between staff members should also be avoided. Staff members are requested to take up other works only after the desks are cleared.

Front-office executive / receptionist shall not transfer any calls. They may take messages and staff may call back after 10:00 am.

**Managing Director.**



Circular No. 105(a) - Administration

Date: 18.02.2006.

Sub.: Employee referral Incentive.

We have a constant requirement of new employees at the head office and sites. It is becoming increasingly difficult to get new employees on a regular basis.

Therefore, the management has decided to offer an incentive of 40% of the net salary of the new employees, who have been referred for a vacant post by an existing employee.

However, the incentive will be paid to the employee who has referred the new employee only on completion of 3 months service by the new employee. The employee who has referred the new employee shall not be liable / responsible for the conduct of the new employee.

Please ask the applicant to specify at the time of the interview that he / she has been referred to by a staff member. Incentive will not be paid if the applicant fails to do so.

**Managing Director.**

In spite of several reminders staff is not following the correct procedure for taking leaves. Henceforth the following procedure must be strictly followed:

- Staff who have applied for leave must confirm the approval of leave before taking the leave.
- Staff who are going out of town on a planned trip must apply for leave 1 week in advance.
- Causal Leave will be sanctioned in case of emergencies only.
- Site in-charge and heads of respective divisions must delegate / organize the work during the period of leave before taking the leave. They must ensure that the work continues in a smooth and organized manner during their absence.
- Heads of construction and purchase divisions should ensure that the material requirements are planned in advance.
- Staff of marketing divisions should ensure that housing loans and collections are planned in advance.

The following people shall inform M.D. personally (even after taking a written approval of leave) and discuss coordination of their work during the time of leave.

- G. Kanaka Rao
- Aruna
- All Managers & Asst. Managers.

**Managing Director**

In spite of several reminders staff is not following the correct procedure for taking leaves. Henceforth the following procedure must be strictly followed:

- Leave application form must be filled in advance and approval of respective division managers or project managers must be taken. In case of project managers and heads of division leaves must be approved by M.D.
- Leave application form for casual leaves and sick leaves must be made on the first day of joining the duty. In case of such leaves intimation by phone or SMS must be sent to Shankar Reddy /Jai Kumar and respective divisional head or project manager. In case of sick leaves documentary proof from doctor or ESI must be provided.
- Leave application form must be filled in advance for leaves taken for a fraction of the day.
- Shankar Reddy / Jai Kumar shall ensure that leave application forms for each leave taken must be available at the H O. Wherever leave application forms are not available or not duly approved, deduction for twice the no. of days for such leaves shall be made from the salary.
- Staff who have applied for leave must confirm the approval of leave before taking the leave.
- Staff who are going out of town on a planned trip must apply for leave 1 week in advance.
- Causal Leave will be sanctioned in case of emergencies only.
- Site in-charge and heads of respective divisions must delegate / organize the work during the period of leave before taking the leave. They must ensure that the work continues in a smooth and organized manner during their absence.
- Heads of construction and purchase divisions should ensure that the material requirements are planned in advance.
- Shankar Reddy to ensure that this message is sent by SMS to all staff.

**Managing Director**

Sub.: Refill of toner cartridge

Laser printers have been provided at sites and at head office. The toner cartridge of the laser printer is to be refilled only twice. Thereafter the old cartridge is to be discarded and a new one ordered. Make sure that at the time of each refill the date of refill is clearly written on the cartridge using a permanent marker pen.

Responsibility of maintaining sufficient stock of cartridges at each site will be as follows:

- Head Office – Raj Kumar / Santosh.
- GMG – Primary responsibility Nagalakshmi. In her absence Subhashini.
- SOB – Primary responsibility Harika. In her absence Shweta.
- PMR – Primary responsibility K.V.L.N. Rao. In his absence Naveena.

Ensure that all printouts are taken in toner saver mode. Printouts of photographs must be taken in best quality mode. Define the settings in printer setup.

Circular No. 108(b) – Administration

Date: 23.12.2009.

Sub.: Extension numbers for Head office

Staff can directly dial 040 – 66335551 followed by extension no. The extension nos. are as follows:

<b>Name – II Floor</b>	<b>Extension</b>
Aruna	26, 62
Fax	44
Jay Kumar / Hemendra	28
Kanaka Rao	35, 53
Nagalaxmi / Veena	64
Nagamani / Lavanya	46
Harry Daniel	34
Meher	24, 42
Rinky	65
Roopa/ Bhuvaneswari	50
Rupesh/ Abhishek	31
Samba Siva Rao	41
Satyanarayan/ Keerthi / G. Jagdish	29
Security	30
Shailaja /	34
Shankar Reddy	63, 25
Soham Modi	40, 52
Srikanth / Rajkumar	59
Sunitha	20, 33

<b>I Floor</b>	
Satish Modi	44
Conference Room	58
Gaurang Mody	45, 54
Krishna Prasad	51
Narsimham	57
Prabhakar Reddy	48
Raghunath	43
Rambabu	32
Shailaja / Jayasudha	60
Srilatha/ Vineela	21
Sujatha	67
Srinivas Rao	47

**Direct Lines:**

Kanaka Rao	27543658
Aruna	27537458
Meher	27541533
Raghunath	65919596
Shailaja/ Harry	64611888 & 658737111

Staff members are requested to call other staff members whenever possible directly on their mobiles. Staff who have a Tata Indicom connection will be able to call other mobiles with the same service free of cost provided they have availed that scheme, at the rate of Rs. 75/- per month.

**Managing Director**

Sub.: Policy for education subsidy/grant.

Loan shall be given to employees for further education as given below. The Loan shall be converted into a grant at the end of 3 years on successful completion of course and three years satisfactory service in the company from date of loan.

<b>S. No.</b>	<b>Course</b>	<b>Loan / Grant</b>
1.	Matriculation	100%
2.	Intermediate / upto 12 <sup>th</sup> class	75%
3.	Graduation like B.A., B. Com, B.E. or diploma courses	50%
4.	Vocational training like electrician, plumber, fitter, diploma in computer application, etc.	50%
5.	Post graduate like M.Tech., M.B.A., M.Com., etc.,	33%
6.	Computer courses	50%

Application for grant must be made before joining the respective course. Right of approval shall be solely at the discretion of the management. Courses not relevant to our line of activity may not be approved.

**Managing Director.**

Sub.: Repairs and maintenance of equipment

A list of suppliers, dealers and service centers along with phone nos. is given enclosed for ready reference. Project managers, engineers, admin. officers at H.O. and site shall contact these persons directly for repair of equipment. They shall also maintain a list of all equipment under warranty at each site along with the copy of the bill. A requisition for bill copies may be sent to purchase division.

Repair of computer should be done in consultation with Santosh, Raj Kumar and Suresh.

In case of complete breakdown of Computer, UPS, Printer at site, it shall be the responsibility of the Project Managers, Engineers, admin officers at site to immediately send the equipment to the H.O. for repairs.

**Managing Director**

Sub.: Software to be loaded on Computers

1. Following software to be loaded on all the computers

- a. Windows XP (except on servers) with SP3.
- b. Office XP or MS works 8.0 + 2007 compatibility driver
- c. Kaspersky (Antivirus)
- d. Sure Delete
- e. Printer drivers for atleast two printer
- f. Acrobat reader or Foxit
- g. PDF redirect
- h. Required drivers
- i. Nero 6.0 or Burnware.
- j. Wordweb – an offline dictionary
- k. Picasa3
- l. Adobe flash player
- m. Macrium reflect – free edition – Complete backup software of a partition (on non Lenovo machines).
- n. Think Vantage – Rescue and recovery – complete backup software (only for Lenovo machines).
- o. F backup (or similar) – backup software with scheduler.
- p. IZARC - ZIP / UnZIP software.

2. Additional software to be loaded on some computers

- a. Ex Next Generation : on all accounts computers and server
- b. Autocad on two computers in the office and one computer at each site
- c. Windows 2000 server : on two servers in the office.

3. Internet connection

- a. Internet connection is being provided at HO through 4 internet connections, for CR + purchase, admin + accounts, sales and Soham + Aruna + Shankar Reddy. Each connection has about 1 to 4 GB free download and has a monthly charge of about Rs. 750/- In case of misuse resulting in large bills, the same shall be deducted from employees salaries.
- b. Each site has internet connection through 2 nos. USB modems for sales and construction division and wherever feasible internet has been provided with land line connections. Here too in case of excess billing, amount will be deducted from employees salaries.
- c. Provide a internet connection through broad band on 5 computers at the HO and one computer in each site. On these computers also load Google Earth Software. These computers must be disconnected from the HO LAN.
- d. Provide internet connection to all laptops at site and HO through a USB modem and tough WIFI. WIFI to be separated by division.



#### 4. Original software and Data Backup

a. Hard disk of all computers should be partitioned as follows:

- i. Drive C – For OS and other softwares (10% of disk drive with minimum of 15 GB).
- ii. Drive D – For My documents an user data. (20% of HDD with minimum of 20 GB).
- iii. Back-up files and software dump (balance Hard drive)

a. Reload software on all computers which are slow or not functioning properly.

b. In Lenovo machine use rescue and recovery to backup C drive on to E drive when the computer is freshly loaded with new software. Schedule backup of entire D drive on E drive every Wednesday at 11.30 am. Make bootable CD of OS and software and store at HO, labeled as recovered CD with date, machine make and Sl. No.

c. For non Lenovo systems create bootable backup CD of complete C drive using Reflect. Maintain CD copy at HO. Also make backup of C drive on E drive. Using F backup schedule a back up of entire D drive on E drive every Wednesday at 11.30 am.

d. For all machines ( Lenovo and non Lenovo) schedule 6 backups using F backup, one for each day of the week at 11.30 am of databases on D drive. This will ensure that in case of database getting corrupted data is lost only for one day.

e. Using rescue and recovery or reflect the entire computer can be restored through hard drive or CD whenever required.

f. Installation of reflect / rescue and recovery on all computers and making a bootable CD to be completed by end of November 09.

#### 5. Make a single CD with the following software and leave a copy at each site.

- a. Copy all the software referred in 1 above except licensed software like Windows XP and Office XP
- b. Make another CD of all printer drivers.
- c. Do not keep copies of other software except with system administrators.

#### 5. Delete all other software from each computer.

### **Managing Director**

Sub.: Duties of Admin Officers at site

The admin officer at site have three main duties namely labour welfare and safety, management of security and maintenance of stores / material at site and maintenance and certification of registers and vouchers. The details of these duties are as follows:

Labour welfare and safety:

- Provision and maintenance of labour quarters, bathrooms, drinking & borewell water and electric power connection.
- Send children above 5 years age to government schools.
- Establish a crèche for children under 5 years and for all children during the vacation time.
- Ensure that adequate helmets and safety belts are provided.
- Enforce use of helmets and safety belts.

Management of security and maintenance of stores / material.

- Ensure that material and tools are properly arranged in stores and maintain a stock register.
- Ensure that building materials like sand, brick, ballies, metal, etc., are stored in designated bins / areas.
- Ensure that small items, scrap, etc., is stored in designated areas.
- Get stores cleaned and stock taken once a week.
- Monitor and manage security personal and their work at site.

Maintenance and certification of registers site and vouchers

- Certify all registers on a daily basis.
- Ensure that engineers certify the required registers on a daily basis.
- Certify all weekly payments like labour, material and hire charges.

Additional duties shall be as follows:

1. Coordination for repair and maintenance of equipment like drills, pumps, generators, motors, etc.
2. Take full responsibility to ensure that office equipment like computers, phones, printers, fax, internet connection, etc., are operational at all times.
3. Coordinate sales collections and housing loans with customers and staff whenever required.
4. Attend to customers in absence of sales staff.
5. Coordinate with customers regarding additions and alterations, complaints about defects in construction and most importantly for handing over possession of flat/bungalow.
6. Collection of maintenance charges.
7. Setup a team for maintenance of common amenities like club house, swimming pool, landscape gardens, etc., and oversee their operations. (including model flat /bungalow).
8. Coordinate between purchase department and engineers with respect to requisition for material.
9. Maintain harmonious relations amongst staff at site.
10. File police complaint against theft or violence at site.
11. provide immediate medical treatment including hospitalization for labourers / staff.

Note:

- The above list is not comprehensive and the admin officer may take up other duties as required.
- The most important duty of the admin officer is to help run the operations at site smoothly and to avoid stoppage of work under any circumstances. The admin officer shall endeavor to correct/ train staff / security / labour to do their work correctly and the intent must not be to punish or penalize.

**Managing Director**

## Sub.: Check list for Site Audit Report

The check list for Admin Officer/Managers for auditing the works at each site is given below. Auditors must ensure that all items mentioned in the check list is strictly enforced at site.

Items to be audited by Admin Managers /officers on site (excluding the respective sites):

1.	Site office, Clubhouse and Model Flats are properly maintained and cleaned on a daily basis.
2.	Stock registers and stores should be properly maintained. Physically check all the stores in a few minutes.
3.	Security is properly dressed and are provided with a stick and torch
4.	Scrap is sold every 15 days
5.	Steel scrap and empty cement bags are collected and kept in a designated place on a daily basis.
6.	Check all flats /bungalows and common areas for material lying around which should be placed in the stores.
7.	Creche is running properly with midday meals.
8.	Completed Flats and Bungalows should be locked.
9.	Keys are properly labeled and numbered.
10.	Attendance sheets are faxed or emailed to HO at 9.45 and 10.15 am.
11.	Enforce use of helmets and safety belts.
12.	Dustbins and garbage is cleared on a daily basis.
13.	Steel should be secured and stored properly.
14.	Utility bills and payments details/register to be updated by Admin Officer regularly
15.	Check if outlook express is installed, internet connection working and if weekly backup of site computers taken.
16.	Check condition of labour quarters, water and sanitation facility. Check misuse of electric power.
17.	Check requisitions with inward registers
18.	Check if all equipment like lifts, generators, pumps, dewatering pump, compaction machine, etc., at site and computers, printers, UPS, water cooler, etc., at site office working properly.

## Items to be audited by J. Rambabu

1	All register to be labeled correctly
2	Physical condition of all register should be proper
3	All registers must be signed by security in-charge & Admin officer at site on a daily basis.
4	Engineers must sign the general material and building material inward registers, hire-charges registers and outward register on a daily basis

5	All documents, plans, bills, DC's, etc., should be property filled.
6	Files at site should be properly labeled.
7	Gate passes must tally with outward register.
8	Database is updated and backup is taken weekly.
9	No building material should be allowed before 9:00 am and after 6:00 pm without specific authorization of project manager.
10	Check all registers with database
11	Physically check stock registers with actual material lying in stores once a month. On a rotation basis two to three stores to be checked every week.
12	Check weekly vouchers, photographs, material shifting authorization forms and material issue authorization forms.

The formats for the audit reports are enclosed herein. The schedule for auditing the sites and assignments of sites to admin managers/officers is given below:

Sl. No.	Admin Manager /officer	Site assigned to admin officer/manager	Sites assigned for audit
1.	Praveen	SOB	PMR & MNM on alternate weeks
2.	Srinivas Rao	MNM & KNM on alternate days	GMG
3.	Ajaiah	GWE	MFH & KNM on alternate weeks
4.	T.V. Ramesh	GMG & MFH on alternate days	GWE & SOB + VSC on alternate weeks

Admin officers shall take up audit of other sites every Saturday afternoon from 2 pm to 6 pm. They may take up one site every Saturday on a rotation basis.

For the purposes of filing mark a copy of these reports to [admin@modiproperties.com](mailto:admin@modiproperties.com).

**Soham Modi**

Modi Properties & Inv. Pvt. Ltd - Site Audit Report by Admin Managers /officers on site

Company:		Date of site visit:	
Site:		From / To time:	
Visited by:		Prepared by:	
Other:		Sign:	
Stores are properly arranged and maintained? Yes/No			
Is any material lying out side the storerooms? Yes/No			
List of points in circular No 116 (e) which are not in order (Check all items): Nil			
Remarks on default in following standard procedures: Nil.			
Has the 'Requisitions details report by site' for last week received at site? Yes /No			
Are requisitions filed properly in two separate files? Yes /No			
Have the requisitions been tallied with the inward register? Yes /No			
Have the requisitions been signed by the Project Manager? Yes /No			
Electric power consumption details.			
Meter no.,	Location	Used for	Previous month bill amount
Are electrical connections are made as per circular 130(a)? Yes /No			
Sub-meters / MCBs have been fixed accordingly? Yes /No			
Labour quarters are lit by tube lights only? Yes /No			
Is Outlook Express installed and working properly? Yes /No			
Are telephone and internet working properly? Yes /No			
Has weekly backup of site computers taken? Yes /No			
Are all equipment like lifts, generators, pumps, dewatering pump, compaction machine, etc., at site and computers, printers, UPS, water cooler, etc., at site office working properly? Yes /No			
Complaints: Nil			
Suggestions: Nil			

Modi Properties & Inv. Pvt. Ltd - Site Audit Report by J. Rambabu

Company:		Date of site visit:	
Site:		From / To time:	
Visited by:	J. Ram Babu.	Prepared by:	J. Ram babu.
Other:		Sign:	
Is the 'Material shifting authorization forms' used at site? Yes /No			
Are the form's serial nos mentioned in the Hire charges register? Yes /No			
Is the 'Material issue authorization forms' used at site? Yes /No			
Are the form's serial nos mentioned in the stock register? Yes /No			
List of points in circular No 116 (e) check all items : Yes /No			
Stores are properly arranged and maintained? Yes /No			
Is any material lying out side the storerooms? Yes /No			
Stock Register quantity tallies with physical quantity? Yes /No			
List of stores checked	Stores checked (Y /N)	Qualitative rating (G/A/P)	
Electrical			
Cement			
Plumbing – PVC			
Plumbing –GI			
Sanitary			
CP fittings			
Tiles			
Lift			
General Material			
Tools			
Doors & hardware			
Misc.			
Remarks on default in following standard procedures: Nil			
Remarks on corrections made in registers or database: Nil			
Complaints: Nil			
Suggestions: Nil			

Sub.: Weekly maintenance of computers

The following is to be undertaken by Sreekanth / Raj Kumar every week preferably between 2 to 6 p.m. on Saturdays.

Similar maintenance to be done once in a fortnight at all sites.

1. Ensure that software is loaded on computers as listed in circular 114(b).
2. Update antivirus software on each computer and scan for viruses.
3. Delete all data on each node or transfer the data to server /designated computer. After that, run “SD disk” on all drives using Sure Delete software.
4. Run programs like disk clean-up, scan disk, etc., once a month on each computer.
5. Ensure that software, printers, drivers, internet connection, etc., is running properly on each computer.
6. Delete any other software apart from the ones mentioned in Circular 114(b).
7. Ensure that all screws of each computer are fitted properly.
8. Make sure that the following is defined in set-up of all printers.& set default to A4 Eco Portrait.
  - a. A4 Portrait
  - b. A4 Landscape
  - c. A4 Eco Portrait
  - d. A4 x 2 Eco Portrait
  - e. A4 x 2 Landscape
9. Take back-up on CD of
  - a. Server A - Ex Data & My Documents.
  - b. Server B – My Documents & Purchase Division documents.
  - c. On site : All data ie., databases, word and Excel documents.
  - d. Drive E on Server B (once a month).
10. Arrange folders and documents on server
11. For site office define the following folders and arrange files in them.

<ol style="list-style-type: none"><li>a. Current Database</li><li>b. Database backup</li><li>c. Individual folders</li><li>d. Correspondence</li><li>e. PDF docs</li><li>f. Autocad drawings from consultants</li><li>g. Other Autocad drawings</li><li>h. Miscellaneous documents</li></ol>	<ol style="list-style-type: none"><li>i. E-mails</li><li>j. Draft documents</li><li>k. Extra Specs. docs</li><li>l. Estimates</li><li>m. Bills</li><li>n. Customer and visitor list</li><li>o. Housing loan correspondence</li><li>p. Misc. Docs.</li></ol>
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**Managing Director**



Sub.: Labeling of CDs

CDs which have received from consultants / ad agencies are not being labeled properly. Ensure that the following information is written on the CD with a permanent marker.

1. Company Name
2. Project name and phase
3. Description of plans, elevations, Ad, etc., in the CD.
4. Date of receipt of CD
5. Consultants name from whom CD is received.

It shall be the responsibility of Aruna, Rani, Shailaja, Sai Kumar, Sunitha and Naveen to ensure that the CD is appropriately labeled.

**Managing Director**

Sub.: Details of incentives to employees.

As a company policy salary will be revised once in a year i.e., on 1<sup>st</sup> of April every year. Salary for the month of April will be paid in May. From the year 2009 it is proposed that, salary increase is in fixed slabs depending on performance, qualification, seniority, etc., shall be given. The salary increase shall be in the range of 5% upto 30%.

No separate conveyance for employees to and fro from their residence to place of work shall be provided. However, people living more than 12½ kms from their place of work and commuting by their own automobile can make an application for conveyance beyond 25 kms. Conveyance to and fro shall be paid @ Rs. 1.10/- for motorbikes and @ Rs. 1.50/- for scooters per kilometer. The same shall be increased or decreased on a prorata basis with increase or decrease in price of petrol.

In order to encourage use of efficient automobiles, employees are encouraged to shift from vehicles more than 10 years old to new or more fuel efficient vehicles. For that purpose the company shall provide an interest free loan of Rs. 10,000/- towards down payment for purchasing a new vehicle.

To encourage use of public transport for reducing congestion of roads and reduction of CO<sub>2</sub> emission, employees are encouraged to use public transportation. Employees earlier using a 2 wheeler who have switched to public transport can claim an allowance equal to 60% of bus or train pass.

For those employees using their own vehicles for company work during office hours, 75% of maintenance charges can be claimed from the company. However, to be eligible for maintenance charges reimbursement, a pacca bill from a reputed authorized service centre must be provided. Maintenance charges shall also be paid for replacement of tyres and tubes.

Employees shall be eligible to claim mobile allowances equal to 50% to 75% of average monthly bill of previous 3 months. An application can be made for increase in mobile allowance with copies of last 3 months bill. Employees are encouraged not to call other employees during the time of commute in the morning and evening.

ESI will be deducted from all employees having a gross salary of less than Rs. 10,000/- . ESI covers medical costs of all dependent members of an employee. Reimbursement for loss of pay is also available. Medical insurance for the employee and the immediate family up to Rs. 2,00,000/- shall be provided for all employees whose gross salary is more than Rs. 10,000/-. 25% of the premium for the same shall be deducted from the employees salary.

P.F. shall be deducted from the employees salary where the basic salary is less than Rs. 6,500/-. Employees whose salary is more than Rs. 6,500/- may opt not to get P.F. deducted from their salary and an application for the same should be made.

Incentives are being paid to Engineers (Circular No. 539(a)), Sales Executives (Circular No. 414(b)) and the Customers Relation Team as per the company policy. Incentives amounts to a substantial portion of income to Sales Executives. Engineers can expect large lumpsum payments at the end of each project.

Personal Accident Insurance of Rs. 2,00,000/- shall be taken for all employees. Employees who are not wearing helmets or using mobile phones while driving may be penalized by deduction of accident insurance premium and/or medical insurance premium from their salaries. Administrative Officers/Managers at each sites shall enforce the above.

To encourage employees to complete their studies and for further studies, the loans and incentives shall be given as per details mentioned in circular no. 109(a). Similar policy has been given to encourage employees for learning computers.

Employees are encouraged to buy their own houses in the company projects. A discount of Rs. 100/- per sft., on list price shall be offered to the employee along with an interest free loan of Rs. 50,000/- adjusted in the last installment. Management reserves the right to approve or reject an application for purchase of house under this scheme.

The company is offering 24 leaves a year to each employee i.e., over and above 52 Sundays and 12 holidays. Employees not availing the leave can encash them on a monthly basis.

As a general policy OTs are not being paid to employees . However, employees may claim OTs for working on holidays or when they have work for more than four hours on any working day beyond office hours.

Managing Director.

Circular No. 126(a): Admin Division

Date: 28.07.2008

It has been noticed many a time that most of the staff are leaving by 2.30 p.m. on Saturday even though they have lots of pending work to be completed and they are not informing concerned heads before leaving the office.

Further half day permission has been cancelled on Saturdays for Purchase Division till further notice and the timing will be from 9.30 a.m. to 5.30 p.m.

A. Shankar Reddy  
Asst. General Manager – Admin.

Sub.: Personal loans from contractors / office employees

It has come to the managements notice that several employees have borrowed money from contractors and suppliers. There is clear conflict of interest with the company's policy of zero tolerance for corruption. Loans taken from contractors /suppliers could have easily been taken from them under pressure.

Therefore, from today all employees shall be absolutely prohibited from borrowing any amount from any contractor/supplier or their staff. Any violation shall lead to immediate termination from service.

As a one time opportunity, if any, employee has taken a loan from any contractor/ supplier, they will be required to send a written declaration with the details of loan on or before 4<sup>th</sup> of November, 2008 and a one time exemption shall be given to them.

In case of emergencies like accidents, police complaints, etc., if a loan is taken from the supplier/contractor, the same shall be declared in writing within 48 hours.

Employees are discouraged from lending money to their colleagues. It has been observed that in most cases employees seeking loans are doing so for financing their ill habits. By giving the loans one is further encouraging the ill habits of their colleagues. For any loan of more than Rs. 1,000/- given to a colleague a written declaration shall be made.

In general the office is financing emergencies like medical, education, etc., to discourage the practice of borrowing from colleagues or loan sharks.

Soham Modi

Sub.: Dress Code.

To clear all doubts about the dress code this circular is being issued. The following dress code shall be followed by all staff members.

1. Staff attending Head Office, Site office or visiting a customer on any day of the week including holidays and Sundays, shall be permitted to wear any decent dress. However, T shirts, Jeans, shorts or any other fancy casual wear shall not be allowed at all times.
2. Male Sales Executives - Tie is recommended at all times. It shall be mandatory for all exhibitions. Jacket/ coat & tie shall be mandatory for all exhibitions held in air conditioned premises.
3. Admin Manager/ Admin Officers shall ensure that office boys, sweepers and supervisors on contract wear respectable clothes. Jeans, T shirts, etc., shall not be permitted.
4. Security services personal shall be in uniform at HO and all sites from 8 a.m. to 8 p.m. including holidays and Sundays. Earlier exemption for not wearing uniform on Sundays is hereafter withdrawn.

Managing Director.

Circular No. 129(a): Admin Division

Date: 09.12.2008

Sub.: Permission – reg.

It has been noticed that some of the staff are availing permissions in the morning or evening saying 1 hour with information, but most of them are availing permission more than 1 hour. Hence the management hereby clearly states that only 1 hour permission is allowed (evening or morning). If any staff availing permission more than 1 hour, it would be treated as ½ day leave. Only 1 permission is allowed in any particular month. If any person coming 1 our late in the morning, it will be treated as a late.

Shankar Reddy.  
AGM – Admin.

Sub.: Electricity registers and installation of sub-meters

Instructions have been given by me from time to time to Admin Officers regarding steps to be taken to save on power consumption bills. This circular is to formally list out the procedures so that they can be strictly enforced. The following procedures should be implemented in all sites:

1. Install a 3 phase distribution board with 32/63 amps isolator for each electric power connection. MCB should be of lowest capacity to ensure safety (6 amps).
2. A separate distribution board can be installed at the labour quarters. Ensure that 1 MCB of 6 amps supplies power to 4 to 6 quarters/huts. It will ensure safety and prevent excessive drawing of power. The distribution board should be installed in a locked room.
3. Install sub-meters for each of the following:
  - a. Labour quarters. Install multiple sub-meters if labour quarters are at different locations like in SOB.
  - b. Brick production.
  - c. For carpentry and welding workshops
  - d. Site office and model house.
  - e. Security kiosk, street lighting and pumps.
  - f. Sub-meter for each block, sub-block or group of bungalows for internal works like cutting, polishing, etc
4. Maintain a separate page for each sub-meter and the main meter in the electricity register.
5. Power to labour quarter should be provided from dusk to dawn. Day time power including Sunday should not be provided.
6. Inspect all labour quarter atleast once a week and ensure that no labour quarter has bulbs, heaters or other appliances except one tube light an optionally a TV and fan.
7. In case it is found that there is a misuse of power in labour quarters like using of light bulbs then disconnect power for entire row of labour quarters for one night. Incase of repeat offence disconnect power for entire row for 3 nights. In that way it will become collective responsibility of labourers to ensure that there is no misuse.
8. In case of apartments at each lift core install a small board with 2 or 3 15 amps sockets connected to an MCB on each floor. Use 10 sq mm 4 core cable for connecting these boards to the power supply. Connect through a 32 amps isolator on the stilt floor. Incase of bungalows similar procedure of apartments can be followed and the power can be drawn for each bungalow from the street light poles.



9. Street lights or security lightings must be divided into 2 or 3 groups. One set of main lines can be operated from dusk to dawn. Rest of the groups can be switched off by 9 or 10 p.m. Give specific instructions to security for enforcement of timings. Control for security /street lighting should be preferably brought to a central location for operational ease.
10. Provide distribution boards, MCBs and isolators as required for all workshops and brick production facilities.
11. No bulbs or CFLs are to be used on any site except for model flats. Use only 2 ft /4 ft tube lights or metal halide lamps. Do not use halogen lamps. Labour quarters/huts must have 2 ft tube lights.
12. Use 7/20 or 3/20 aluminum cables for supplying power or inter connections wherever wires are exposed to sunlight or rain. Do not use 1/18, 3/20, 7/20 copper wires for such supply/connection.

Managing Director.

Sub.: Stationary - Minimum and maximum stock

Voucher pads, files, registers, etc., are being ordered without planning or checking stock. Hereafter the minimum and maximum stock to be maintained and the quantity to be ordered is specified in the Annexure. All stock is to be maintained at the head office. However, site registers which are bulky i.e., item nos. 1 to 16 and 21 shall be stocked at the store room at Silver Oak Bungalows and the quantities specified shall be maintained at head office.

For the 8 ongoing projects, the quantities of vouchers, letter heads, booking forms, receipt books and flat files shall be as specified. For other projects and firms, the quantities have also been specified. These projects and firms includes:

1. Nilgiri Estates
2. Vista Homes
3. Modi Estates
4. Paramount Estates
5. Modi Housing P. Ltd.
6. Vishwajit Castings
7. MBMC
8. UKC
9. Soham Modi
10. Syed Mehdi & Razia Bano
11. KJK (Greens)
12. MCMET
13. Soham Mansion
14. Tejal Modi
15. Satish Modi

Because of paucity of space at head office brochures, flyers, envelopes, letterheads, flex, etc., shall be maintained at store room at Silver Oak Bungalows. Minimum and maximum stock of each item to be maintained at head office is specified in the annexure

The order value for each stock is only a guideline and quantity lesser than order value can be ordered. However, for any quantity larger than order value specified must be approved by the M.D. Jai Kumar shall be responsible for maintaining the entire stock. He shall purchase and 200 pages stock register and assign one page for each item.

Store keeper at Silver Oak Bungalows shall maintain a separate 100 pages stock register for items at site. He shall send a stock statement every week on Saturday to Shailaja/ Jai Kumar at head office.

Soham Modi.

Division	S.No.	Item Description	Minimum Stock	Qty. for which order is to be placed	Maximum Stock	Minimum/maximum stock to be maintained at head office	Remarks
Const.	1	Worker Attendance Register	10	15	25	2/4	
	2	Worker ID Register	10	15	25	2/4	
	3	Building Material Inward Register.	10	15	25	2/4	
	4	General Material Inward Register	10	15	25	2/4	
	5	Cement Register	10	15	25	2/4	
	6	Hire Charges Register	10	15	25	2/4	
	7	Outward Register	5	10	15	2/4	
	8	Blocks Production Register	5	10	15	2/4	
	9	Tools & Helmets Register	5	10	15	2/4	
	10	Electricity Consumption Register	5	10	15	2/4	
	11	Visitor's Register	5	10	15	2/4	
	12	Taxi Register	5	10	15	2/4	
	13	Rent Record Register	5	10	15	2/4	
	14	Staff Moment Register	10	15	25	2/4	
	15	Movement Register ??	10	15	25	2/4	
	16	4 in 1 Register	5	10	15	2/4	
	Admin.	17	Consultant Comments Forms	2	5	7	2/4
18		Material Shifting Authorization Forms	10	15	25	5/10	100 pages
19		Material Issue Authorisation Forms	10	15	25	5/10	100 pages
20		100 Pages Register	10	15	25	5/10	100 pages
21		Muster Roll Register - Form XXV	10	15	25	5/10	100 pages
22		Brown Envelope	200	500	700	entire stock at HO	
23		White Envelope	200	500	700	entire stock at HO	
24		Requisition Forms	10	15	25	entire stock at HO	100 pages
25		Leave Application Forms	5	10	15	entire stock at HO	100 pages
26		Overtime Vouchers	5	10	15	entire stock at HO	100 pages
27		Attendance Sheet	5	10	15	entire stock at HO	100 pages
28		Conveyance Sheet	5	10	15	entire stock at HO	100 pages
29		Muster Roll Register - Form XXII	5	10	15	entire stock at HO	
30		Wages Register - Form XXIII	5	10	15	entire stock at HO	
31		Leave Register	5	10	15	entire stock at HO	
32		Accident Register	5	10	15	entire stock at HO	
33		Visiting Cards - sales division	200	200	400	NA	
34		Visiting Cards - Others divisions	100	100	100	NA	
35		Visiting Cards - Blans	200	200	200	NA	
36	Fax Rolls.	10	30	40	entire stock at HO		

	37	White Paper - A4 Size	5	10	15	entire stock at HO	
	38	White Paper - A3 Size	2	2	4	entire stock at HO	
	39	Box Files - Big	10	15	25	entire stock at HO	
	40	Box Files - Small	10	15	25	entire stock at HO	
Sales & CR	41	CIS Pads	10	15	25	entire stock at HO	100 pages
	42	CDS Pads	10	15	25	entire stock at HO	100 pages
	43	Remarks Books	10	15	25	entire stock at HO	100 pages
	44	Executive Bond Paper - A4 Size	2	2	4	entire stock at HO	
	45	Ledger Paper	2	2	4	entire stock at HO	
Current Projects - 8 Nos.	46	Debit Vouchers	5	10	15	entire stock at HO	100 pages
	47	Credit Vouchers	2	2	4	entire stock at HO	100 pages
	48	Journal Vouchers	5	10	15	entire stock at HO	100 pages
	49	Letter Heads	100	200	300	entire stock at HO	
	50	Booking Forms	2	3	5	entire stock at HO	50 pages (1+2)
	51	Receipt Books	3	3	6	entire stock at HO	100 pafes (1+2)
	52	Flat Files	25	50	75	entire stock at HO	
Other	53	Debit Vouchers	2	3	5	entire stock at HO	
Projects/ firms	54	Credit Vouchers	2	2	4	entire stock at HO	
	55	Journal Vouchers	2	3	5	entire stock at HO	
	56	Letter Heads	50	100	150	entire stock at HO	
	57	Receipt Books	3	3	6	entire stock at HO	
	58	Flat Files	25	50	75	entire stock at HO	
Brochures	59	Brochure+ envelope+ letterhead	100	250	350		
/ Flyers	60	All projects flyers	500	1500	2000		
	61	All other types of flyers	500	500	1000		this stock is for HO

Sub.: Maintenance charges of vehicles & conveyance.

As per circular no. 125(a), 75% of maintenance/service cost of employees two wheelers has been paid by the employer in the interest of the environment and safety.

Several employees now own cars and have requested for maintenance charges for the same. Accordingly maintenance cost of 2 wheelers and 4 wheelers will be reimbursed to the employees as follows:

2 wheelers - 75% of maintenance cost once every 4 months with a cap of Rs. 1,000/-

4 wheeler - 50% of maintenance cost once every 4 months with a cap of Rs. 2,000/-

Employees are encouraged to regularly service their vehicles in order to ensure safety, better mileage and lower emissions. Reimbursement shall be given only on production of bill from a authorized service centre approved by the manufacturer of the vehicle. The reimbursement of maintenance cost will lapse and can not be accumulated. This is to ensure that employee vehicles are regularly serviced.

Period for claim of maintenance/ service charges shall be January to April, May to August & September to December.

Reimbursement shall only be made for consumables like oil, fluids, bushes, gaskets, plugs, tyres, bearings, service charges, etc., but not for denting, painting , replacing covers and other such cosmetic changes.

The conveyance that shall be paid for 2 wheelers and 4 wheelers from 1.8.09 shall be as follows:

2 wheelers : Price of petrol per liter / mileage = Rs. 50 / 50 kms = Rs. 1/- per km.

4 wheelers : Price of petrol per liter /mileage = Rs. 50 /15 kms x 60% = Rs. 2/- per km.

To encourage employees to shift from scooters to motorbikes, enhanced conveyance for scooters shall no longer be paid. To discourage employee from using cars, conveyance shall be paid at the rate of 60% of actual cost.

The conveyance shall be increased or decreased periodically with the change in price of petrol as per the about formula. Sales executives shall not be eligible for conveyance.

Conveyance shall not be paid for commute from home to office / site. However, staff living beyond 12.5 kms from their place of work shall be paid conveyance on a monthly basis as per above rate.

Soham Modi.

## Sub.: List of hospitals

In case of medical emergency, especially in case of injury during working hours at out sites, the labourers/staff should immediately be taken to the hospital nearest to the site. Recommended list of hospitals is as follows:

S. No	Site	Hospital	Phone No.	Contact Person
1.	SOB, PMR & MNM	Vijaya Hospital, on main road at Nagaram	99851004389, 848014874	Mr. Kiran, Manager
2.	GMG & MFH	Aashritha Nursing Home, Mallapur, near new Shiva Hotel	27153515 9848029833	Dr. Ramohan Rao
3.	GWE	Laxminarayana Nursing Home, Yapral Cross Road.	9849468081	Dr. Satyanarayana Babu
4.	KNM	Government Primary Health Centre, Shamirpet.	9949892635	Dr. Sudhakar

The first two hospitals are full-fledged hospitals with operation theatres. The 3<sup>rd</sup> and 4<sup>th</sup> hospitals can only provide treatment for minor injuries.

In case of all emergencies, call 108 for ambulance. The Rajiv Arogyashree Ambulance is generally well equipped with trained paramedics. Avoid transportation by auto, etc., whenever possible.

Our staff is eligible for ESI benefits or Medi-claim. For availing benefits under ESI the employee has to first report to the nearest ESI clinic and then to any other hospital of their choice. Shankar Reddy to provide the information of nearest ESI clinics. Ensure that those details are available at the time of admission. Some labourers have white cards. Ensure that they are taken along with the patient so that free treatment can be availed under Rajiv Arogyashree scheme.

After primary diagnosis in the above mentioned hospitals, the patient may be shifted to Gandhi Hospital. Whenever, such patients can not be treated in Gandhi hospital, they may be shifted to a corporate hospital. Shifting of any patient from the 4 hospitals given above to Gandhi hospital or to a corporate hospital must be done in consultation with Bhavani Prasad and/or Shankar Reddy. Their decision in the matter will be final.

In case of head or spine injuries do not hesitate to get a CT scan done. The cost is small and can potentially save lives.

Expenditure for medical treatment shall( for work related injuries during working hours) be borne by the contractor in full upto the first Rs. 5,000/-. Beyond the first Rs. 5,000/- we shall share the expenditure from 25% to 75% of the total cost. The ratio of sharing costs shall be recommended by Bhavani Prasad/Shankar Reddy and approved by M.D. Project Managers, Admin Officers shall at the time of emergency provide the required funds for medical care and the same shall be recovered from the contractor in installments from the weekly payments/bills. Medical cost not related to work and outside office hours should be borne by the contractor in full. White card holders are given free treatment under Rajiv Arogyashree scheme. Therefore, do not pay any compensation for medical expenses to the laborer from our office or through the contractor. In the past some labourers have availed benefits from both the sides.

A first aid kit shall be maintained at all sites. Contents of the kit shall be specified separately and a weekly check of it shall be done by T.V. Ramesh.

Soham Modi.

Circular No. 134(a): Admin Division

Date: 19.09.2009

To,  
Admin Officers/Managers at site.

Sub.: Electricity power connection transfer to customers name.

Admin Officers/Managers are responsible for ensuring that electricity power connection is transferred in favour of the customer wherever sale deeds have been registered and bungalows/flats have been given power supply by way of a separate meter by the electricity department.

Kanaka Rao and Srinivas Reddy are monitoring the transfer. Accountants shall no longer be responsible for preparing lists or providing details to Kanaka Rao or Admin Officer/Manager at site. However, accountants shall by end of this month provide a list of meters transferred to each Admin officer/Manager and thereafter it shall be their responsibility to update it.

For transfer of electricity meter, the following documents are required:

1. Transfer application form duly signed by builder and purchaser (PDF copy enclosed).
2. Undertaking on Rs. 30/- stamp paper (CR will provide pre-printed copies upon request).
3. Copy of latest bill and receipt of payment (collect from customer).
4. 1 Passport size photograph (collect from customer).
5. Copy of the sale deed (collect from customer or CR).

The application forms and undertaking are available at the H.O. Keep a maximum stock of 10 nos each and minimum stock of 5 nos each.

Customer relation team shall ensure that the transfer forms with relevant documents are prepared and handed over to accountants/Srinivas Reddy at the time of handing over possession.

Admin Officers/Managers at site shall monitor the electricity bills received at site and wherever transfer of meter is not taken place beyond 60 days from the date of possession, they must make another application as prescribed above. Duly filed and signed application must be handed over to Srinivas Reddy for transfer of the meter. This is an ongoing process and must be monitored every month. The updated listed of meters transferred should be forwarded to Kanaka Rao once every quarter.

Soham Modi.



Sub.: Guideline rates for Security, Janitorial services, electricians, plumbers, etc.,

Guideline rates for these services outsource from contractors applicable from 1.4.10 shall be as follows:

S. No.	Description	Monthly charges
1.	Security supervisor – 12hrs shift – must be atleast inter pass with adequate skills to maintain all registers.	Rs. 6,500/-
2.	Security guard – 12hrs shift – must be atleast 10 <sup>th</sup> pass/fail with adequate training.	Rs. 4,500/-
3.	Gardner – skilled – must be capable of undertaking new landscaping work – minimum 5 years experience	Rs. 4,250/-
4.	Gardner – semi skilled – must be capable of maintaining landscaped areas – minimum 3 years experience	Rs. 3,750/-
5.	Gardner – unskilled (lady)	Rs. 3,500/-
6.	Gym supervisor – must be atleast inter pass. Timing shall be 4 hours in the morning and 4 hours in the evening.	Rs. 4,250/-
7.	Office boy – must be 10 <sup>th</sup> class pass/fail	Rs. 4,250/-
8.	Lift operator – must be 10 <sup>th</sup> class pass/fail	Rs. 4,250/-
9.	Sweeper	Rs. 4,250/-
10.	Maintenance supervisor – must be 10 <sup>th</sup> class pass/fail	Rs. 4,350/-
11.	Plumber skilled + plumber helper – site visit once a week whole day. Plumber should carry full tool kit	Rs. 3,000/- per month
12.	Plumber skilled + plumber helper – additional site visit upon request. ½ day charges / full day charges	Rs. 400 / 600/- per ½ day / full day
13.	Electrician skilled + Electrician helper – site visit once a week whole day. Electrician should carry full tool kit	Rs. 2,750/- per month
14.	Electrician skilled + electrician helper – additional site visit upon request. ½ day charges / full day charges	Rs. 350 / 500/- per ½ day / full day
15.	Electrician skilled + Electrician helper – site visit once a week from two to eight hours depending on availability of work. Electrician should carry full tool kit. This provision is for maintenance of commercial complexes.	Rs. 2,000/- per month.
16.	Teacher for crèche – minimum inter pass with atleast one year experience. Timing: 9:30 am to 5 pm	Rs. 2,000/-
17.	Aaya/helper for crèche Timing: 9:30 am to 6 pm. Can employ old or disabled lady who is unable to get other forms of employment.	Rs. 1,000/-

Notes:

1. Security services must be provided 7 days a week. Security service provider must ensure substitute personal for weekly offs and leaves. Double duties or OTs by security personal shall be limited to 3 times a month. Thereafter mark absent for double duties.
2. Person for janitorial services, maintenance services and gardening shall be given one weekly off (excluding Sunday) and two additional leaves every month. Additional 12 leaves for festivals and national holidays as per list provided by HO shall also be permitted. Thereafter deduct charges for leaves.
3. Security guards/ supervisors/ sweepers must be in an appropriate uniform. All personal must wear an ID card at all times. Security shall ensure that they are not allowed into the premises without proper ID.
4. Shankar Reddy shall ensure that atleast two contractors are employed for providing each of these services to ensure that these services continue without interruption.
5. Owners of these security services must visit all sites atleast once a month. Monthly bills not to be cleared, unless such visits are made.
6. For maintenance purposes electricians and plumbers shall also be on a contract basis. They will visit site on once in a week in a fixed day and customer complaints of the entire week can be attended on that day. Incase of additional work they can be called on other days of the week and paid additional charges. Plumbers and electricians shall visit site on alternate days in case of holidays.
7. Services of plumber and electrician shall be provided to the following sites from 1.4.10, MFH, SOB, PMR & GWE.
8. All contractors must registered under ESI and PF and make payments to them on a regular basis. Proof of such payment shall be provided regularly to the admin division.
9. Rambabu to prepare and circulate the details of no. of personal to be deputed as per standard format given.

Memo no. 912/31 dated 12.10.2009 stands cancelled.

Soham Modi.

Sub.: Scanning of documents in PDF format.

At the moment we are scanning important documents in PDF format. However, retrieval of these documents by simple search is difficult. Further these documents are not available to staff / managers who require them on a routine basis. Therefore, a new database software has been made which addresses the above problems. Select staff/managers will be given access to the database and they will be able to access documents on their desk top with a simple search.

In order to implement this, documents which are already been scanned will have to be renamed as per guidelines already provided. List of company names, projects and document category have been predefined and enclosed herein. Document description, from, to and specially remarks should be smartly feed into the database.

Permissions to use the database shall be as follows:

1. Administrator with all rights – Srikanth
2. Manager with rights to add company, project & document category – Soham.
3. Manager with rights to enter, delete documents – Praveen, Rajkumar.
4. User rights read only – Kanaka Rao, Shankar Reddy, Aruna, Meher, Sambasiva Rao, Rambabu, Prabhakar Reddy, Gaurang and Raghunath.

Documents to be scanned:

1. Project wise title documents including title deeds, link documents, pahanis, orders, other documents, plans file, opinions, google plans, notes, etc.
2. Income tax files including PDF books of accounts, IT returns, assessment orders, correspondence with IT department, notes, opinions.
3. Other important documents like:
  - a. Company/society/firm registration certificates.
  - b. Trade license / labour license.
  - c. VAT, service tax, ESI, PF registration details.
  - d. Water, electricity, property tax approvals for connection and assessment orders.
4. Sanction file with correspondence, proceedings, orders, DC letters and approved plans.
5. Court case files, both old and new including petitions, counters, affidavits, enclosures, annexures, interim orders, judgments, caveats, notes, opinions, etc.
6. \*Project wise service tax details like returns, challan copies, computation details, correspondence, notes, opinions.
7. \*Project wise VAT details like returns, challan copies, computation details, correspondence, notes, opinions.
8. \*Project wise ESI, PF& professional tax details like returns, challan copies, computation details, correspondence, notes, opinions.
9. \*Perspective views, presentation drawings, working drawings and brochures of all projects. Restrict to approved drawings only.
10. \*Tenant files with agreements and correspondence.

11. \*Customer files with booking form, agreement of sale, sale deed, construction agreement, agreement for development charges, authorization forms for agreement of sale, sale deed and possession, booking declaration form to be scanned as separate documents. After the sale is completed and possession handed over, all other correspondence can be scanned as a single file.
  12. \*Equipment, bills, warranty details and annual maintenance details.
  13. \*Site weekly reports.
  14. \*Purchase: POs, WOs, quotation and product brochures.
  15. \*Circulars and internal memos
- (\* lower priority)

Restrict the scanning to the above items only. Hereafter scanning of items not mentioned above shall no longer be required. Any additions or deletions to be made to the above must be with MDs approval.

### Internal Memos

Memo No.	Date	Description
901/1	31.7.2007	Approval of purchase orders
901/2	24.9.08	Recommended schedule of work for Admin Officers at site.
901/3	14.01.08	Site visit by security personal
901/6	12.5.09	Systems to be adopted at site
901/7	09.07.09	Head office & site timings
901/10	28.7.09	Leaves by managers
901/11	7.10.09	Bills for labour payment, contractors and material suppliers
901/12	2.12.09	Updated contact list
901/13	7.01.10	Procedure for maintenance of records for maintenance bills
901/14	24.5.10	Maintenance services – plumbers and electricians
901/15	30.7.10	Refill of cartridges
901/16	27.9.10	ID cards and parking permits
901/17	19.11.10	Payment of overtime
901/18	29.11.10	System Administrators schedule

Internal Memo no. 901/1 - Admin division

Date: 31.07.2007

Sub.: Approval of purchase orders

Mr. Shankar Reddy,

You are authorized to approve all requisitions of stationery, visiting cards, vouchers, letter heads and site registers without any reference to me. However, toners and refills or new formats should be approved by me.

**Soham Modi**

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

<b>S. No.</b>	<b>From time</b>	<b>To time</b>	<b>Description of Work</b>
1.	9:30 a.m.	10 a.m.	Attendance check. Sit at the security kiosk along with data entry operator.
2.	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.
3.	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.
4.	11.30 a.m.	12.30 p.m.	Checking of stores. Check stocks. Every day check physical stocks of one or two store rooms.
5.	12.30 p.m.	1.30 p.m.	Misc. Works
6.	1.30 p.m.	2 P.M.	Lunch
7.	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.
8.	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.
9.	3 p.m.	3.30 p.m.	Check requisitions with inward register. Co-ordinate supplies with purchase Division.
10.	3.30 p.m.	4 p.m.	HO correspondence, equipment repairs follow up, liaison works, bill payments, etc.
11.	4 p.m.	5 p.m.	Miscellaneous work.
12.	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

Internal Memo no. 901/3- Admin division

Date:14.10.2008

To,  
Admin Officers,

Sub.: Site visit by security personal

Ensure that Gopi and S.P. Singh meet you at site atleast once in a month. In case they fail to meet you, make sure that their bills are not cleared. This is to be strictly enforced.

Soham Modi.



Internal Memo – 901/6 - Administration

Date: 12.05.2009

To,  
Project managers / Admin Officers / Asst. Managers - Admin

Sub.: System adopted at site

It has been observed that a large quantity of scrap is accumulated at each site and you have to dispose it before theft. Hence you are requested to dispose it by Friday evening by taking Bhavani Prasad help pertaining to rates to sell the scrap.

Further, it has been noticed that most of the responsible staff are violating the systems adopted at sites particularly timing of report and leaving the office. At each site security has to maintain the staff attendance and after 9.40 a.m. it has to be duly signed by Admin officer or Asst. Manager and has to be sent to H.O. Violation of this systems will be viewed seriously and management will take strict action to the extent of termination of services.

The management has been always advising the staff to bring their lunch to site or office. Most of the staff are going out for lunch and spending more than half an hour for lunch. Hence, all staff are advised to bring their lunch box or order from out side and have lunch at site only instead of going out for lunch.

Regards,

A. Shankar Reddy  
DGM - Admin.

Internal Memo – 901/7 - Administration

Date: 09.07.2009

To,  
All Staff,  
MPIPL.

It has been observed that most of the staff taking it granted and been reporting 10:10 am at HO and 9:40 am at all sites as if they are official timings instead of taking it grace time. Hence the management has decided to fix the timings which are as follows:

H.O.		Sites	
Time in	Time out	Time in	Time out
10:00 am	6:00 pm	9:30 am	6:00 pm

If you report third time after 10:00 am/ 9:30 am, it will be treated as late and ½ day deduction will be there in that particular month for every late after grace period for two times.

If any staff wants ½ hour / 1 hour permission, they have to make a request on the leave letter itself and send it to HO for record.

Regards,

A. Shankar Reddy,  
DGM – Admin.

Sub.: Leaves by Managers.

Despite several reminders, several project Managers or Managers of the respective Divisions are taking leaves without permission of the M.D. Further, Managers are required to inform M.D. in person or through phone call 1 or 2 days in advance before going on leave so that their pending works can be reviewed. Reminder should be atleast ½ a day in advance i.e., reminder should not be made after 2 pm of the preceding day of leave. Leave application shall continue to be made well in advance.

The following people shall be required to intimate to M.D. for leaves.

1. Ranjith Prakash
2. A. Ramesh
3. P. Ramesh
4. Hari Swaroop
5. Khizer
6. Yadagiri
7. Subba Reddy
8. Ramesh Reddy
9. Jagdish Kanaiya
10. Nasingh Deshmukh
11. Gopi
12. Prashant Saraf
13. Purushotham
14. Rambabu
15. Krishna Prasad
16. Narsimham
17. Prabhakar Reddy
18. Shankar Reddy
19. Kanaka Rao
20. Sambasiva Rao
21. Ramana Murthy
22. Raghunath
23. Srinivas Rao

Soham Modi.

Internal Memo – 901/11- Administration

Date: 07.10.2009

Sub.: Bills for labour payment, contractors and material suppliers at site.

Bills from site for labour contractors and turnkey contractor like marble, painting, etc., should be forwarded to Nagalaxmi and Veena. They are maintaining AN inward register for the same. Project Managers and Admin Officers at site can send the bills to the accountants or Nagalaxmi and Veena. Accountants shall in turn forward them to Nagalaxmi and Veena.

The final bills i.e., for 100% work completed for turnkey contractors should be sent to Srinivas Rao of Purchase for approval. Contracts where materials is being supplied by contractors, only measurement and estimate sheet is to be sent and bills shall be prepared by purchase division.

2 other inward registers are to be maintained in office, one with Sunitha at reception for complaints, all correspondence and other miscellaneous items. The second inward register is being maintained by purchase for requisition, D.C.s, bills from suppliers, etc.

Staff members are requested to forward documents, bills, etc., to the appropriate person.

Soham Modi.

Internal Memo – 901/12- Administration

Date: 02.12.2009

To,  
Staff Members,  
MPIPL.

Sub.: Update contact list

On several occasion I have observed that there are spelling mistakes in the email IDs as a consequence the emails are not reaching the desired recipient. Srikanth – System Administrator has prepared a .csv file containing the updated contacts of our office staff. Staff members are advised to take help of Srikanth/Raj Kumar to update their contact list by importing the said file.

System Administrator – Srikanth shall provide an updated .csv file once every quarter.

Soham Modi.

A new procedure for maintenance of records for payment of utility bills like telephone, mobile, USB modem, water, electricity, insurance policy and AMC shall be implemented from October 09.

A sheet for each service has been prepared and Jai Kumar shall ensure that a blank spiral bound book with the sheets is sent to each site. The no. of pages and colour of each sheet for spiral bound registers is as follows:

Sl No	Sheet type	Colour	No. of Pages for Site	No. of pages for HO
1.	Electricity bills	White	20	10
2.	Water bill	Green	2	2
3.	Phone bills	White	10	30
4.	USB modem	Green	5	10
5.	Insurance	White	0	30
6.	AMC	Green	20	30

Jai Kumar to maintain another copy of the register for all sites and should be updated once a month. Rambabu & T.V. Ramesh should carry the registers in the last week of the month to cross verify and tally the HO and site registers.

Soham Modi

Sub.: Maintenance services – plumbers and electricians.

We have appointed Pochaiah Contractor for providing one experienced electrician along with one helper once a week to each site. Similarly, Tanveer shall provide one experienced plumber along with helper once a week at each site. The details of site visit are as follows:

Mayflower Heights Owners Association	-	Monday
Paramount Residency Owners Association	-	Tuesday
Silver Oak Bungalows Owners Association	-	Wednesday
Greenwood Residency Owners Association	-	Thursday

The charges being paid for these services on a monthly basis are about Rs. 2,750/- and Rs. 3000/- each per site. These contractors are free on Saturday and Sunday. In case of additional works their services can be utilized on Friday and Saturday at an additional cost of Rs. 500/- for full day and Rs. 350/- for half day for electrician and helper and Rs. 600/- for full day and Rs. 400/- for half day for Plumber and helper.

Ensure that all complaints related to plumbing and electricals are attended to on these designated dates. Also inform the members of the association regarding the days of their site visit.

Soham Modi.

Internal Memo – 901/15- Administration

Date: 30.07.2010

Sub.: Refill of cartridges

To,  
All Admin Officers / Managers,

We have several laser printers at sites and HO. The cartridges for the laser printers can be refilled twice. Thereafter, the drum of the cartridge needs to be changed and can be refilled 3 times. The drum can also be changed the second time and refilled thrice. Therefore, each cartridge can be used 9 times with 8 refills and 2 change of drums.

The cost of the new cartridge is Rs. 2,600/-, new drum Rs. 450/- and refill Rs. 170/- All cartridges must have a label showing no. of refills and change of drum. The laser printer must be carefully used – do not use stapled documents or soiled documents in the printer. Ensure that cartridges are used as above.

Soham Modi.



Sub.: ID cards and parking permits.

ID cards and parking permits will be issued to members and tenants at MFH, PMR, SOB & GWE. On a later date it will be extended to other projects. Notices for implementing the same have already been issued. Application for ID cards is enclosed herein.

Applications along with photographs should be sent to CR at head office. Mention the flat/villa no. and name of person behind the photograph. CR to issue Membership ID cards. Red colour ID cards to be issued to members valid upto 31.03.2012 and Orange colour ID cards to be issued to tenants valid for a period of 6 months. CR managers to sign the ID cards. Ensure that a round stamp is stamped across the photograph to ensure that it is not changed.

For parking permits maintain a register at site with the following columns.

1. SI No.
2. Flat /villa no.
3. Vehicle no.
4. Vehicle type (car/two wheeler)
5. Vehicle make
6. Permit issue date

Car parking permits and two wheeler parking permits of different colours are being issued valid for calendar years 2010 and 2011. Thereafter fresh parking permits will be issued with a different colour sticker. Register to be maintained by admin managers at site. Maximum of two permits can be issued per allotted parking. Do not issue permits where parking has not been allotted. Vehicles not carrying a parking permit should not be allowed within the premises. The issue date and vehicle no. of the permit must be clearly written with a OHP/permanent marker.

ID cards and parking permits can be ordered in minimum quantities of 200/100 respectively.

Soham Modi.

Sub.: Payment of overtime.

Sales division: No OT shall be paid. Executives shall instead take a weekly off in lieu of working on Sunday. For other holidays, compensatory off can be taken only for such days where executives have attended to atleast 6 hours of work.

Construction division: Work is being assigned on Sundays and holidays arbitrarily and without planning. To correct the situation OTs will be granted to site staff only when advance intimation is received by HO in writing. It is suggested that a monthly duty roaster is made for Sundays and holidays. Any changes can be intimated to HO by fax or email a day in advance. Admin officers/managers at site shall be squarely responsible for the advance intimation. Failure to do so shall attract a penalty.

All other divisions at HO: Prior intimation atleast a day in advance must be given to admin to claim OTs.

Only in exceptional circumstances like emergencies shall exceptions be made to the above rule. Project managers are strongly advised to ensure that atleast one engineer or supervisor is available at site on all holidays.

Soham Modi.

Sub.: System Administrators schedule.

Suneel and Praveen shall be responsible for maintaining all computers at HO and sites. The schedule for site visit shall be as follows:

1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month – GMG, MFH, SOB & MNM.

2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month – GWE, KNM & PMR.

Praveen shall be responsible for making the site visits and taking up back-ups as prescribed in earlier circulars.

Suneel shall be responsible for service calls to rectify problems at site. He shall try to rectify the problem within one working day. Project managers at site are encouraged to rectify the problem by consulting Suneel on the phone. For that Suneel shall ensure that Logmein software is installed on all computers at all sites. For problems that can not solved over the phone Suneel shall visit the site personally.

Soham Modi