

Subject: Shared Team – Construction Division.

Keywords: Shared teams,

1. Modi Properties management and team structure is been reorganised. Some details are given herein.
2. The details of management is given in the chart attached herein.
3. The shared team related to administration, sales and construction at each site will remain as is without any major changes. The details are given in the chart attached herein. Small teams of 3 to 5 engineers are proposed at more sites. These teams at site will be assisted by shared teams that shall be common for all the sites and such shared teams will specialize in one aspect of construction.
4. The shared teams for construction division are now reorganized as under:
 - a. MEP team. Ramesh Reddy shall head the team. He shall be assisted by Akhil and we propose to employ an other senior MEP engineer. MEP team shall depute one dedicated engineer to each site where major MEP works are being undertaken. Additionally, the MEP team shall deploy supervisors to the sites, wherever required. They shall be responsible for execution of works related to fire safety (downcomers + sprinklers, + yard hydrant + fire alarm), HVAC, lifts, power supply, power backup, compressed air, vacuum, water supply, ETP, STP, common area lighting, etc. They shall assist the sites in reviewing /approving plans, technical specifications, SOPs, ordering material, etc. They shall also assist purchase/procurement for issue of PO/WO for these works which includes reviewing technical specifications/plans and negotiations.
 - b. Engineering and design team. We propose to employ a senior architect to help this team. He will be assisted by Sujith (structural engineer). Nagalaxmi, Asha and Kauser shall be part of the team. The E&D team shall liaison with consultants (like architects, structural engineers, MEP, etc.), sites, MEP team, vendors, purchase/procurement, etc., and ensure that up to date plans are issued to sites (i.e., GFC – good for construction drawings). They shall also make minor corrections and drawings for minor works to expedite issue of GFC drawings. Nagalaxmi shall assist the team in preparing/making corrections to permit plans.
 - c. Construction audit. Sivadas shall head this team. He shall be given one or two junior engineers to assist him. His primary responsibility is to interact with our engineers and workers at site to ensure that SOPs are being followed and quality of construction is upto the mark. He shall provide technical assistance to site engineers including training to workers and site engineers. A new SOP will be issued wherein he shall be responsible for signing off and closing QC and customer complaint reports.
 - d. Quality control. This team is headed by Sunil along with 2 or 3 assistant engineers. Construction audit to assist QC team in improving SOPs and QC reports.
 - e. Quantity survey team. The team shall be headed by Rambabu M. He shall be assisted by Swathi P and Jayaprada. All contractor bills to be jointly approved by existing E&D team and the QS team upto 30-9-23. Thereafter, this activity shall be handed over to the QS team. They shall approve all bills of contractors. It is proposed that all major contracts (more than Rs. 5 lakhs) shall require the work order to be issued in advance (through M-codex) – separate circular shall

be issued – shall come into force from 1-10-23. The team shall estimate the entire project BOQ and cost in advance and track the cost through the execution of the project. If required, one or two members with construction management will be added to this team.

- f. EHS (Environment Health & Safety). This team is headed by Lokesh. He is assisted by Jagadish & Asma. One or two supervisors/assistants to be provided to the team. They shall ensure that proper safety procedures are followed at site. Further, they will be responsible for the welfare of workers at site (quarters, toilets, creche, water supply, etc.).
- g. Purchase division: purchase division is headed by Minish. There is a 10 member team looking into the logistics of purchase and supply of material. Main stores are at a one acre land at Rampally. Additional stores are at MPL, SOV & GMR. Stores for MEP items used for GV sites is presently at NRK under the management of Praveen. Entire process of purchase including requisitions, issue of Pos, receipt of material/MRN, approval of bills, etc., is now largely paperless through M-codex.
- h. Procurement division. This is headed by Prabhakar. Anwar is providing technical assistance to Prabhakar. Vanaja is appointed as coordinator between sites, MEP team and procurement. Procurement is exclusively responsible for negotiations for all items. They are not authorized to issue purchase orders or payments. However, they will be entirely responsible for obtaining technical specifications from vendors, liaising with consultants/MEP/site/E&D to finalise terms of purchase of technical items related to MEP.

Soham Modi.