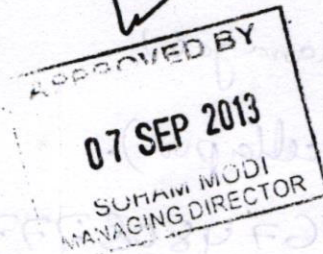


1) Subba Reddy (Project Manager)
Mayflower Platinum. (Mellapur).
Mob. 7674808777

Scanned

2) S. Sonil Kumar - QC. incharge,
Soukup / site office - Choolapally
Mob. : 9502233011.

Soham Modi



[Faint handwritten notes in blue ink, including "2007-2011", "2012-2013", and "2014-2015"]

Bio-Data**Note:** Attach copy of Resume / Bio-data

80

Appointment
Letter done

Application for post of	project manager	
Date of application	9/7/2019	
Application through	☒ Advertisement	☐ Referred by:

Personal Details:

Full Name	K. Kumar		
Age	48..years	Date of Birth	04.10.1970
Fathers Name	K. CHINNA Buchanna		
Address for Correspondence	101, B, BLOCK, Vth phase, mirapur Hyderabad		
Phone & Mobile	6301038043, 9704884324		
Permanent Address	Same as above		
Aadhar number	525428290232	Category	SC / ST / BC / Open

Education:

Post Graduation			
Name of college			
Location		Percentage marks	
Course type	☐ Regular Course ☐ Correspondence Course		
Year of completion		Medium of Instruction	English /Telugu/ Hindi

Degree/ Diploma	Diploma in civil engineering		
Name of college	K D R Govt Polytechnic Wanaparthy		
Location	Wanaparthy	Percentage marks	55%
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	April 1991	Medium of Instruction	English /Telugu/ Hindi

Name of Inter/ Jr. College	Govt Jr college Wanaparthy		
Location	Wanaparthy	Percentage marks	60%
Year of completion	1988	Medium of Instruction	English /Telugu/ Hindi

Name of school	2 PHS boys High school		
Location	Wanaparthy	Percentage marks	59%
Year of completion	1986	Medium of Instruction	English /Telugu/ Hindi

Description of other courses or diploma	

Computer Skills:

MS Office	☒ Good ☐ Average ☐ Poor
MS Word	☒ Good ☐ Average ☐ Poor
MS Excel	☒ Good ☐ Average ☐ Poor
Auto CAD	☒ Good ☐ Average ☐ Poor ☐ N.A.
Email	☐ Good ☐ Average ☐ Poor
Other	

Two Wheeler / Car:

Make		Year	car 2015
------	--	------	----------

Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	CHINNABUHAMMA		—	—
Mother	Kistamma		—	—
Wife / Husband	vicky Latha	42	House wife	SSC
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / daughter	Kuswanth	12	8th class	
Son / daughter	vavshiltha	18	MBBS	
Son / daughter				

Salary Details:

(Copy of 1 yr bank statement of salary account will have to produce at the time of employment)

(Copy of 17) Bank statement of salary account will have to produce at the time of employment)		
Last Drawn Salary	50,000/-	
Does the above salary include:	ESI: ☒ Yes ☒ No	PF: ☒ Yes ☐ No
	Conveyance: ☒ Yes ☐ No	Mobile Allowance: ☒ Yes ☐ No
Expected Salary	55000/-	

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				☐ Yes ☐ No
Surety 1:	Name	Jayareddy	Company	Indy project
	Designation	p.m	Your Relation	friend
Surety 2:	Name	Dhanu Jay	Company	Bank F. forms
	Designation	M.D	Your Relation	Son in Law

Commitment

Can you commit to work for a minimum of 2 years?	☒ Yes ☐ No
--	---

Experience & Employment Details:

Years of experience in relevant field	20 years
---------------------------------------	----------

Name of Company	Tanapriya Engineers Syndicate		
Duration of employment	years	From date: 1...13.11.94	To date: 9...14.12.04
Location	Hyderabad		
Designation	Sr. engineer		
Last drawn salary	15000/-		
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.	site execution, Bills preparation for sub contractors, Study to drawings and marking, Survey levels Reinforcement, Shuttering		
Reason for leaving	good position		

Remarks: (For office use only – Do not write in this box)

Name of Company	Ladu projects LTD		
Duration of employment	years	From date: ...15.2004	To date: ...10.2009
Location	Hyderabad		
Designation	Dpm		
Last drawn salary	30,000/-		
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.	To maintain all check list and prepare contractor bills clearing and coordination of site staff, inspection of slab etc.		
Reason for leaving	work is completed		

Remarks: (For office use only – Do not write in this box)

Name of Company	Larson & Toubro LTD			
Duration of employment	years	From date:	1..1.8.2009	To date: .../.../2014
Location	Kollkath			
Designation	Assistant manager			
Last drawn salary	40000/-			
Number of employees in the company / branch?		Number of employees in your dept. or division?		
Brief description of work handled by you.	everyday work progress and programme and planning and co-ordination with various sections follow-up from bidding plan			
Reason for leaving	long distance			

Remarks: (For office use only – Do not write in this box)

Name of Company	L&T projects Limited			
Duration of employment	years	From date:	1..1.8.2015	To date: 01.10.2019
Location	New Delhi			
Designation	Px. project manager			
Last drawn salary	50,000/-			
Number of employees in the company / branch?	200	Number of employees in your dept. or division?		
Brief description of work handled by you.	planning, scheduling cost controlling, and management of activities and resources labour, and materials, contractor			
Reason for leaving	shifted to Hyderabad.			

Remarks: (For office use only – Do not write in this box)

Good per GMR.

Ask for additional sheets if required.

DECLARATION

From:

Date: 9th, July 2019

K. Kumar
101, B, Block 2nd Phase
Miyapur, Hyd.

To,
HR Manager,
Modi Properties Pvt. Ltd.,
M.G. Road, Secunderabad-03.

I have submitted my bio-data/ resume for a suitable post in your company and its associated firms/subsidiaries.

I hereby certify/declare that the details given herein are true to the best of my knowledge.

In case the information given by me is found to be un-true, I will be liable for consequences thereon.

I shall provide proof of last drawn salary as and when requested.

I shall provide letters of good conduct/recommendation from past employers as and when asked for.

I further undertake to work for a minimum period of 2 years, if I am offered employment in your company.

Thank you.

Yours sincerely,

Signature 

Name: K. Kumar

Place: Hyderabad

Date: 9th July, 2019

Remarks by Admin.: (For office use only – Do not write in this box)

Background – Personal	☐ Good ☐ Average ☐ Poor
Background – Work	☐ Good ☐ Average ☐ Poor ☐ NA
Personality	☐ Good ☐ Average ☐ Poor
Appearance	☐ Good ☐ Average ☐ Poor
Communication skills	☐ Good ☐ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

Remarks by Divisional Manager: (For office use only – Do not write in this box)

Relevant experience	☒ Good ☐ Average ☐ Poor ☐ NA
Knowledge of subject	☒ Good ☐ Average ☐ Poor
Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

AS per MD Sir Decision,
He is ok. He knows the situation
knowledge. I will recommend to employ
him. *not to 18/7/19*

Jas
17/08/19

Remarks by MD (For office use only – Do not write in this box)

Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	<i>60k. kura to decide.</i>
	<i>Good can hire for GMR.</i>
	<i>under. Asst. P.M.</i>
	<i>Ar</i>
	<i>17/07/19.</i>
	<i>Armed to speak to</i>
	<i>Upal Reddy!</i>

Offer Details

Salary offered		Date of joining	
Remarks:			

in
19/7/19

CURRICULUM VITAE

K. KUMAR,

Flat No: 101, B1-Block,
Phase -V, Janapriya Apartments,
Miyapur,
Hyderabad.

Ph:6301038043 9704884324,

E-Mail Id: kumarkeshapaga@gmail.com

Objectives:

To achieve challenging position in a reputed organization, working hard to fulfill all the targets set forth. To dedicate totally to the organization, I work for, by converting challenges into opportunities and mean while ensuring long time career in the organization.

Carrier skills:

- 1 Team management and leadership
- 2 Project planning & Co-ordination
- 3 Cost control
- 4 Quality assurance
- 5 Inter-personal, Client servicing, decision-making.

Educational Qualifications:

Course	Collage/University	Year of Passing
Diploma in civil engineer	K.D.R, Govt polytechnic, Wanaparthi, mahabubnagar Dist (O.U)	1991
Intermediate	Govt Jr Collage, Wanaparthi, Mahabubnagar Dist	1988
S.S.C	ZPHS boysHigh School wanaparthi, mahabubnagar Dist	1986
B.Tech	Gayatri Engineering College Wanaparthi, JNTU	(2014)

Work Experience:

15 years of experience in buildings.

(High raise apartments, duplex, house and flat houses. Independent bungalows, IT parks, commercial complex independent houses)

4 years of experience in industries. (Thermal power & steel plant)

- 1 Worked as deputy project manager in M/s gkc projects limited from 2015 to till date
- 2 Worked as Assistant manager in M/s Larsen & Toubro ltd from Nove 2009 to 2014
- 3 Worked as Duputy project manager in M/s Indus projects Ltd Hyderabad from may 2004 to Oct 2009 (5Years)
- 4 Worked as senior engineer in M/s Janapriya engineering syndicate Hyderabad from March 1994 to April 2004 (10 Years)
- 5 Worked as Jr. Engineer from Jan 1992 to Feb 1994 M/s Prajay engineer syndicate Ltd (2 Year)

DETAIL OF MAJOR PROJECTS

1. GKC Projects Limited Hyderabad

- ❖ New Delhi - NBCC residential Apartments
(23 Towers upto 18th floors)
- ❖ Client - NBCC
- ❖ Cost of Projects - 563 Crores

2. M/s Larsen & Toubro ltd, Kolkatha

- | | |
|-------------------|--|
| ✚ KOLKOTA | MEDICAL COLLEGE AND HOSPITAL |
| ✚ Client | E S I |
| ✚ Consultancy | E P I [Engineering Projects India ltd] |
| ✚ Cost of Project | 450 Crores |

3. Indu Projects Limited Hyderabad

- | | |
|------------------------|--|
| ➤ Hyderabad | - Indu Fortune Fields, Villas & Apartments |
| ➤ Client | - Chidco |
| ➤ Consultancy | - Akshya Consultancy |
| ➤ Thermal Power Plants | - Bushaval in Maharastra |
| 2 X 500 mega watts | - TG Works . DM Plant, Id fan, Etc., |
| Client | - MahaGenco, Tata Projects |

4. Janapriya Engineers Syndicate Hyderabad

- ✚ Hyderabad - (High raise apartments, duplex, house and flat houses.
independent bungalows, IT parks, commercial complex
independent houses)

5. M/s. Prajay Engineers Syndicate Ltd.,

- ❖ Worked as Jr. Engineer from Jan 1992 to Feb 1994 M/s Prajay engineer syndicate Ltd (2 Year)

Role and Responsibility:

- 1 Monthly target concrete works completed
- 2 Contractor sub-contractor bills submitted in time.
- 3 Monitoring responsibility and co-ordination with complete site executions.
- 4 Planning, scheduling, cost controlling and management of activities and resources.
- 5 Monitoring and implementation of quality work and also to train all engineering and sub contractors to ensure implementation.
- 6 Conducting weekly the program review meeting with all engineers and monthly twice safety meeting to imperatival of safety precautions.
- 7 To review everyday regarding program and planning to achieve the weekly programmed.
- 8 To maintain all check lists and prepare contactor bills and co-ordination.

- 9 Review weekly meeting regarding to achieve of work programmed.
- 10 Inspection of slab shuttering and reinforcement as per drawing and check list.
- 11 Co-ordination with various sections in charges and continuous follow-up from batching plan to timely supply of concrete. On that results of achieve slab cycle less than 10 days.
- 12 To prepare reinforcement schedule and to involve planning preparation of sub-contractor bills and client bills.
- 13 To prepare and maintain checklist for block masonry and plastering as per specification.

Personal profile:

Name	:	K. Kumar
Father's Name	:	Chinna buchanna
Date of birth	:	04-02-1970
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Language Known	:	English, Hindi & Telugu
Work experience	:	20 years

Declaration:

I hereby declare that above mentioned particulars are correct to the best of my knowledge.

Place:

Date:

(K. Kumar)

1. To provide information to the public regarding the project and to obtain comments and suggestions from the public.

2. To provide information to the public regarding the project and to obtain comments and suggestions from the public.

3. To provide information to the public regarding the project and to obtain comments and suggestions from the public.

4. To provide information to the public regarding the project and to obtain comments and suggestions from the public.

Project Name	Project Number	Project Status	Project Location	Project Date	Project Description
Project A	101	Completed	Location A	2020-01-01	Description A
Project B	102	In Progress	Location B	2020-02-01	Description B
Project C	103	Planned	Location C	2020-03-01	Description C
Project D	104	Completed	Location D	2020-04-01	Description D
Project E	105	In Progress	Location E	2020-05-01	Description E
Project F	106	Planned	Location F	2020-06-01	Description F
Project G	107	Completed	Location G	2020-07-01	Description G
Project H	108	In Progress	Location H	2020-08-01	Description H
Project I	109	Planned	Location I	2020-09-01	Description I
Project J	110	Completed	Location J	2020-10-01	Description J

5. To provide information to the public regarding the project and to obtain comments and suggestions from the public.

6. To provide information to the public regarding the project and to obtain comments and suggestions from the public.

7. To provide information to the public regarding the project and to obtain comments and suggestions from the public.

8. To provide information to the public regarding the project and to obtain comments and suggestions from the public.

9. To provide information to the public regarding the project and to obtain comments and suggestions from the public.

10. To provide information to the public regarding the project and to obtain comments and suggestions from the public.

Name of the candidate: K. KUMAR.

Post applied for : Project Manager Date: 10/7/19

1. Why Does The Pressure Increase Under Soil?

Answer : compacting with roller
increasing hard state,
density of soil from 92% to 96%.

2. Does brick grow bigger every year?

Answer : Rate is increase
usually bricks doesn't grow, but since
stuff gets all over it looks like it grows

3. What is the Quantity Of Cement In Mix M20 Concrete?

Answer :
Cement = 8 Bags
 $1 : 1\frac{1}{2} : 3$

4. What is Unit Weight Of Normal Concrete?

Answer : 0.034 m^3 volume one Bag
 2400 kg/cum

5. Rate analysis of M20 Grade concrete?

Answer : $1 : 1\frac{1}{2} : 3$

Cement	= 8 Bags	$\times 350/-$	= 2800/-
Sand	= 0.45 m^3	$\times 600 \text{ RS} \times 6000/-$	$3600 = w$
Metal	= 0.88 m^3	$\times 1200 \text{ RS} \times 5000/-$	$6000 = w$
			$\frac{1}{12400 = w}$

6. What are RL1 and RL2?

Answer : Reduced Level RL1 = 100
Reduced Level RL2 = 102
 $\frac{102}{020}$
RL = 020 m

First RL,
Last RL =
Last RL - First RL

K. K. K.

10/10/10

$$\begin{array}{r}
 25 \times 25 \\
 \hline
 125 \\
 50 \\
 \hline
 625
 \end{array}$$

$$\begin{array}{r}
 162 \\
 \hline
 625
 \end{array}$$

$$\begin{array}{r}
 162 \times 3 \\
 \hline
 486
 \end{array}$$

A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z
 a b c d e f g h i j k l m
 n o p q r s t u v w x y z

Name of the candidate: _____

Post applied for : _____ Date: _____

7. Unit weight of Steel?

- | | | | |
|------|------------------------|---|-----------|
| i. | 20mm per metre weight | - | 2.46 kg/m |
| ii. | 25mm per metre weight | - | 3.85 kg/m |
| iii. | 10mm per metre weight | - | 0.62 kg/m |
| iv. | 32 mm per metre weight | - | 6.32 kg/m |

8. 3m x 3m 9" brick wall analysis?

Answer : 2.025 m^3 red bricks each price rate

$\text{m}^3 = 1000 \text{ Nos Bricks} \times 6/-$	$6000 = w$	$6/-$ red bricks
$\text{Sand} = 0.275 \text{ m}^3 \times 6000/-$	$3600 = w$	$\text{cm}^3 500 \times 2$
$\text{Cement} = 3.24 \text{ Bags} \times 350/-$	$1134 = w$	$\text{Cement} = 1.6 \text{ Bag cm}^3$
$\text{for day} = \text{one million} + \text{help}$	1800	
	$12534 = w$	

9. The Failure of foundation of a building is due to? given reasons at least two?

- (1) Soil ~~stata~~ state is 40 kN/cm
- Answer : (1) foundation is laying on Black Soil without ~~without~~ fix foundation
- (2) Reinforcement concrete is properly not used
- (3) foundation of soil is hard state

10. How Do You Compute Volume Of Airflow?

Answer : By multiplying air velocity by the cross section area of a duct. you can determine the air volume flowing past a point in the duct per unit volume. volume flow is usually measured in cubic feet per minute (CFM)

$$f(x) = 0.6 - 0.5x - 0.1x^2 - 0.01x^3$$

5 1 1/2 2 7/2 1/2 1/2 1/2

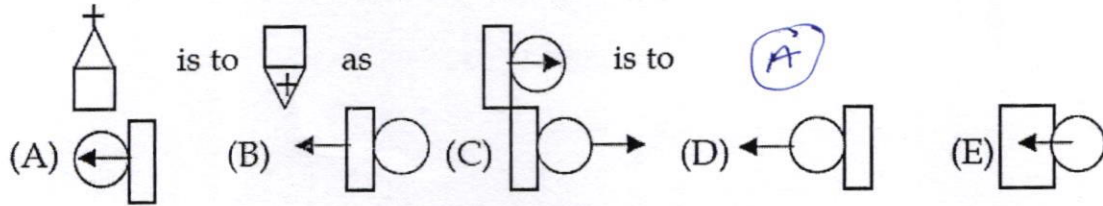
NAME OF THE CANDIDATE:

K. Kumar

DATE:

10/7/19

1. Which one of the five designs makes the best comparison?



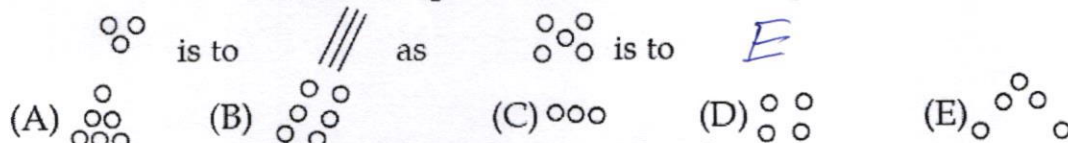
2. The price of an article was cut 20% for a sale. By what percent must the item be increased to again sell the article at the original price?
 15% - 20% - 25% - 30% - 40%

25%

3. Which one of the five is least like the other four?
 COPPER- IRON- BRASS- TIN- LEAD

Lead

4. Which one of the five design makes the best comparison?



5. Which one of the five is least like the other four?
 BOTTLE- CUP- TUB- FUNNEL- BOWL

6. Mary had a number of cookies. After eating one, she gave half the remainder to her sister. After eating another cookie, she gave half of what was left to her brother. Mary now had only five cookies left. How many cookies did she start with?
 11 - 22 - 23 - 45 - 46

11

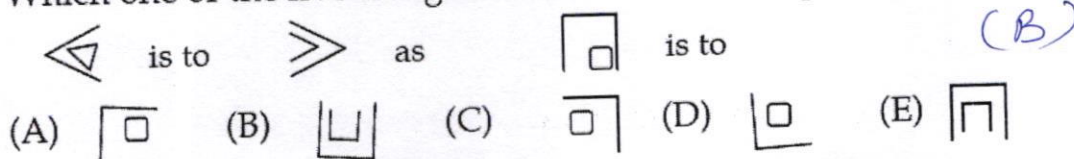
7. Which one of the five is least like the other four?
 WHEAT- HAY- BARLEY- OATS- RICE

HAY

8. Which one of the number does not belong in the following series?
 2- 3- 6- 7- 8- 14- 15- 30
 THREE- SEVEN- EIGHT- FIFTEEN- THIRTY

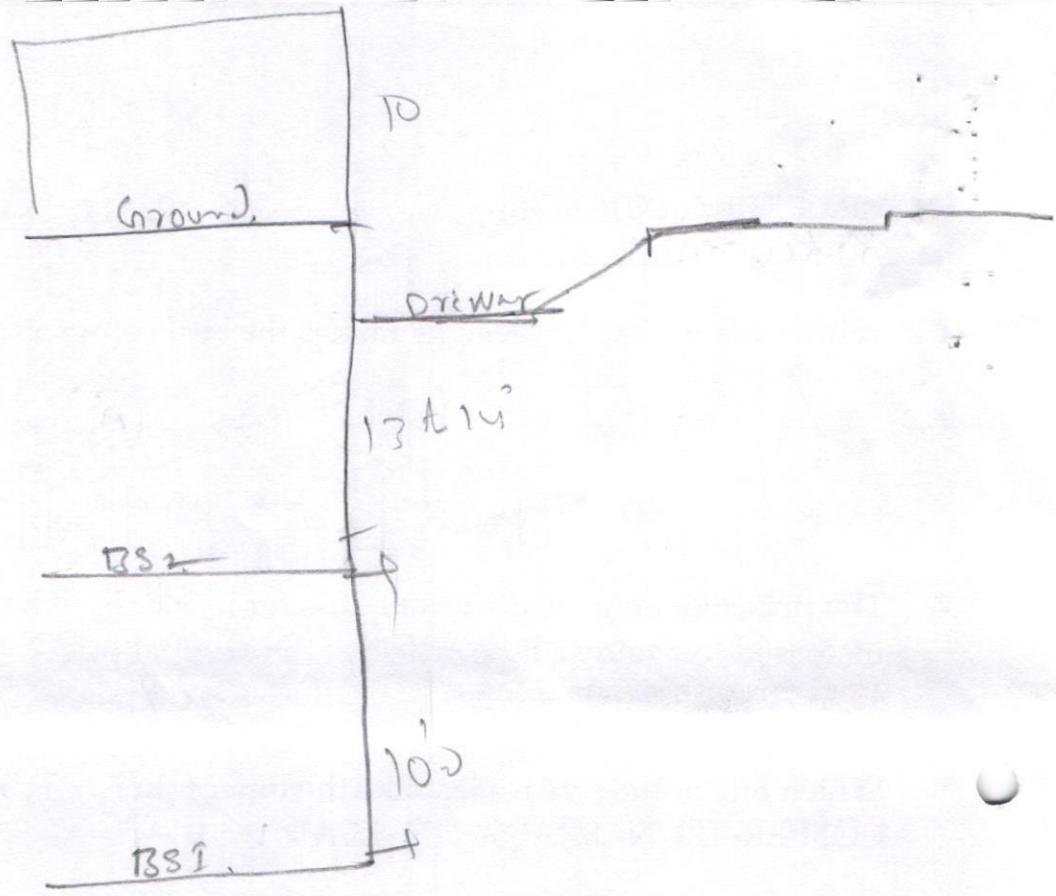
thirty

9. Which one of the five designs makes the best comparison?



10. If you rearrange the letters "MANGERY", you would have the name of a:
 OCEAN- COUNTRY- STATE- CITY- ANIMAL

COUNTRY



- (1) Take the ground levels
(preliminary survey)
- (2) the mark First Bench mark
- (3) Accomodation for Labour and materials
and staff office
- (4) arrange the Labour like that
formwork, road Bendass, concrete Labour
etc.
- (5) Excavation of lower Basement
- (6) excavation of column foundations
AS Specified by structural Engineer
- (7) pcc for column (1:4:8) as per
drawing
- (8) concrete for Footings (1:1:2) as
per drawing
- (9) concrete for pedestal
- (10) concrete for plinth Beams
- (11) gravel filling for soil
- (12) concrete for columns
- (13) concrete for stair case
- (14) 1st ~~floor~~ lower Basement slab

18/7/19.

- (15) 2ND ~~floor~~ lower basement slb
- (16) 1st floor level slbs upto top pool slbs
- (17) Brick work ~~ground~~ level marking
- (18) Brick work for sill level
- (19) doors & windows fixing
- (20) Brick work for lintel level
- (21) Brick work for roof level.
- (22) plastering I coat
- (23) plastering II coat
- (24) Ext - plastering - I coat
- (25) Ext - plastering - II coat
- (26) I coat putty
- 27) laying glazed tiles
- 28 laying for flooring
- (29) I coat emulsion paint
- (30) washing
- (31) ~~Plot~~ position to customer

Note for approval

Sir,

Sub: Recommendation of Salary – Mr. K. Kumar, Asst. Project Manager

Last drawn salary	-	50,000/- Net salary per month
Expected Salary	-	55,000/- Net salary per month
Recommended Salary	-	41,000/- to 42,500/- CTC Salary per month
Approved CTC salary by MD	-	<u>42,500/-</u> per month
HRA	-	NA
Mobile allowance	-	399/- per month
Probation period	-	one month
Company	-	GMR (Modi Realty Mallapur LLP)

(If performance is good
need to increase in
Apr'2020 only)

✓
OK

Note: Can shift from miyapur to nearby GMR site.

Regards,

Jai Kumar

Salary Slip of GRC and LGT enclosed
Net- 45523 - eq 40772 in 2012
in 2015



GKC Projects Limited
Pay slip for the month of December 2015

Name : Kumar K	Designation: Deputy Project Manager	Leave Balances
Emp Code : 00102360	Department : Civil	CL 4.00000 SL 0.00000 EL 0.00000
Bank Name :	Project Name: East Kidw Delhi	
Account no : 20014872864	PAN No : BBEPK7107A	Days in the month : 31.00
EPF AC NO : AP/KKP/46180/4979	ESI No :	Salary paid for : 31.00
DOJ : 01.08.2015	Grade : MM003	Pay period : 01.12.2015 - 31.12.2015

Earnings		Deductions		Perks/Other income/Exemptions/Rebates	
Basic Salary	24,936.00	PF contribution	1,800.00	Exemption U/S 10	92,595.20
House Rent Allowance	12,468.00	Income Tax	98.00	Agg of Chapter VI	14,400.00
Conveyance Allowance	1,600.00	Mobile Deduction	652.00		
Special Allowance	1,615.00				
Children Education Allow	200.00				
Children Hostel Allowanc	600.00				
Uniform Allowance	2,500.00				
Medical Allowance	2,077.00				
LTA	2,077.00				
Total	48,073.00	Total	2,550.00		

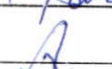
Net Pay	45,523.00
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	Sec 10 Exemption	Form 16 summary
	Conveyance An 12,800.00 HRA Annual Ex 79,795.20	Ann Reg Income 384,584.00 Gross Salary 384,584.00 Exemption U/S 10 92,595.20 Balance 291,988.80 IncM under Hd Salary 291,988.80 Gross Tot Income 291,988.80 Agg of Chapter VI 14,400.00 Total Income 277,590.00 Tax on total Income 2,759.00 Tax payable and surcharg 782.00 Tax deducted so far 392.00 Income Tax 98.00

* Since this is an electronically generated Payslip, no signature is required on this

LARSEN & TOUBRO LIMITED									
NAME	KUMAR K-20032255			PAY PERIOD	NOV-2012				
GRADE	02	PAN NO	BBEPK7107A	BANK NAME	STATE BANK OF INDIA				
UNIT / LOCATION	ECCD / KOLKATA	PF NO	MH/424/2003 2255	ACCOUNT NO	20014872864				
DEPARTMENT	LE090499	PAYMENT MODE	BANK	NET PAY (INR)	40,772				
DAYS PAYABLE	BASIC								
30	23000								
EARNING			DEDUCTIONS			ANNUAL SALARY			
ARREAR/ADJ			ARREAR/ADJ						
BASIC	2300.00	0.00	MEDICAL INSURANCE SCHEME	365.00	0.00	GROSS SALARY	48,975.00		
HOUSE RENT ALLOWANCE	4700.00	0.00	PF	3040.00	0.00	EXEMPTION UNDER SECTION 10	800.00		
EDUCATION ALLOW	500.00	0.00	PROFESSIONAL TAX	250	0.00	BALANCE	491750.00		
TELEPHONE ALLOWANCE	800.00	0.00	INCOME TAX	548.00	0.00	TAX ON EMPLOYMENT	1800.00		
MEDICAL ALLOW	1550.00	0.00				ADD ANY OTHER INCOME REPORTED BY THE EMPLOYEE	0.00		
FLEXI BALANCE	9925.00	0.00				GROSS TOTAL INCOME	489750.00		
SAF ALLOWANCE	4500.00	0.00				DEDUCTION UNDER CHAPTER VI A	18320.00		
						OTHER SECTIONS UNDER CHAPTER VI-A	2920.00		
						TOTAL INCOM	322710.00		
						TAX ON TOTAL INCOME	4271.00		
						TAX PAYABLE	5400.00		
						TAX DEDUCTED SO FAR	1110.00		
						TAX BORNE BY EMPLOYER	0.00		
						TAX PAYABLE/REFUNDABLE	4290.00		
TOTAL	44,975	0	TOTAL	4203	0				
PERKS/ANY OTHER INCOME		INVESTMENT DETAILS		SEC 10 EXEMPTION		LOAN BALANCE			
		PF- CONTRIBUTION	18320.00	Conveyance	800.00				
		TOTAL OF INVESTMENTS	18320.00	Total of sec 10	800.00				
EGLC/OT HRS / LEDAYS		/							

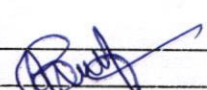
Draft report of training – staff of construction division.

Name of employee	K. KUMAR	Sign of employee	
Designation	Asst. PROJECT MGR	Date of joining	22-07-2019
Remarks by accounts div.	Explained about Labour Payments contractor on site, dept & Job work, Equipment hire charges & Purchase of Building materials.		
Accountant name	N. Rajyalakshmi	Accountant sign	
Date of training	23-07-2019	No. of hours of training	20 minutes

Remarks by Nagalaxmi.	Explained about issuing of plans to the sites, shown billing database and plans database.		
Date of training	23/7/19	No. of hours of training	

Remarks by purchase manager.	Explained about the procedure of purchase and delivery. Understood well.		
Pur. manager name	Babbar	Pur. manager sign	
Date of training	28/7/19	No. of hours of training	1/2 hr

Remarks by CR manager.	Explained addition & allocation, customer complaints, Premium, help, formalities, buyers into complaint line, M. M. S. W. website.		
CR manager name	G. R. R. R. R. R.	CR manager sign	
Date of training	28/7/19	No. of hours of training	One hour.

Remarks by Sales			
Sales manager name	Ch. Gopal Reddy	Sales manager sign	
Date of training	23/07/2019	No. of hours of training	20 minutes

Remarks by PM	I explained about constraints problem in our projects. M.D for interview ready, terms to be discussed & etc. has been explained. 22/7/19.		
Project manager name	SURBAREDDY	Project manager sign	<i>[Signature]</i>
Date of training	22/7/19	No. of hours of training	
Test conducted on		No. of correct answers	___/20

Remarks by Admin manager.	Explained about Admin work & date Ben work and sop C standard operating procedures		
Admin manager name	R. Jany	Admin manager sign	<i>[Signature]</i>
Date of training	24/7/19	No. of hours of training	01hr.

Remarks by QC division.	Explained about QC Procedures, QC reports, QC Data base and customer complaint Database.		
QC name	S. Sundar Kumar	QC sign	<i>[Signature]</i>
Date of training	24/07/19	No. of hours of training	30 mins

Remarks by Admin manager			
Training adequate	Yes/ No		
Visiting card, ID card, email, smart phone, mobile no, desk provided			Yes/ No
Admin manager name		Admin manager sign	
Date of training		No. of hours of training	