

Subject: Weekly site reports

Keywords: Material requirement, Site report

1. Every site is required to send the 'Material requirement site report' which is uploaded on the staff login page every Saturday.
2. All sites to have a weekly meeting with purchase division for coordination for preparation of purchase orders and delivery of material.
3. All sites to maintain 3 files as per internal memo no. 903/39. The 3 files are:
 - a. Requisition where Pos are not prepared.
 - b. Pos where material is not fully received.
 - c. Pos where material is fully received.
4. The above 3 files to be updated on a daily basis.
5. The weekly meetings shall be taken up as per schedule given under. In case of holiday the weekly meeting can be taken up on day before or day after holiday.
 - a. Monday – GVRC + GMR
 - b. Tuesday – Vivo + SOV
 - c. Wednesday - NRK +NGH
 - d. Thursday – MCMET + GHT
 - e. Friday – AMTZ + all other residential projects (AGH + BRGV + MPL + NE)
 - f. Saturday – Greens Towers + all other commercial projects (GV1, GVDC, The Mayflower, MBMC, HO, maintenance division).
6. These meetings to be attended by:
 - a. Project manager – in their absence senior manager.
 - b. Minish + Asha.
 - c. MEP team member – Meenakshi or Jeevana.
 - d. Member of admin-audit team.
 - e. Prabhakar or Ramesh Reddy, if required.
7. Meeting timing – 2 to 4pm preferred. However, time can be decided by purchase & site.
8. It shall be Ashas primary responsibility to conduct the meeting.
9. Minish to update this internal memo once every quarter within the first week of start of each quarter.
10. Brief minutes of meeting to be posted on purchase-construction viber group.
11. The material required site report should also be posted on the purchase/construction viber group – Asha shall ensure that all reports are received.
12. Fines are being imposed as per Annexure A as they are several defaults in following the above procedures.

Annexure A – 19-8-2025

Fines to be imposed for default in not sending the material required site report as under. Issue internal memo and suspend for one day. Fines to be deducted @ 50% in next 2 months salary.

1. Minish – Rs. 10,000/-
2. Ravi, Mahesh & Narender Reddy – Admin-audit – Rs. 10,000/- each.
3. Asha – Rs. 10,000/-
4. Vijay Raj – Rs. 5,000/-
5. Suresh – Rs. 5,000/-
6. Mallikarjun – Rs. 10,000/-
7. Madhu – Rs. 5,000/-
8. Saikumar – Rs. 5,000/-
9. Bhavani – Rs. 10,000/-
10. Rahul – Rs. 5,000/-
11. Leela Venkatesh – Rs. 500/-
12. Ahmed – Rs. 5,000/-
13. Anil – Rs. 5,000/-
14. Shravya – Rs. 5,000/-
15. Nagamani – Rs. 2,000/-