

Sr. No.	Issue.
1.	<p>Priority of work:</p> <ol style="list-style-type: none"> a. Road work. b. Drainage lines work. - checking c. Electrical power connection and panel room. d. Water supply connection e. Stage IV works and possession.
2.	<p>Standard operating procedure:-</p> <ol style="list-style-type: none"> a. Bills must be made for work completed every Wednesday and Thursday. b. Vouchers for Saturday payment must be made and approved by Friday.- must reach HO by 09:30 am on Saturday. c. Get ledger statement of on a/c and loans given every Thursday. Compare before making vouchers / request for payment. d. Requisitions must be signed by site in charge / engg every day. e. Material cannot enter or leave the site without entry in to inward/outward register. f. Originals plans don't move out of site office except for photo copying purpose. g. All original bills of labour contractor to be maintained at site. Send scanned copy to HO. (and RMC pour report, cement blocks report, steel supply report) h. Milestone report to be sent every Thursday – to CR, A/c & Ashaiya i. Material receipt vouchers from DB to be printed by 2 pm on following day. Voucher to be approved on same day by security and admin. Weekly vouchers to be approved by PM. At HO before preparation of cheque voucher to be approved by A/c Manager. j. Job work sheet to be prepared on same day and scan copy send to HO by 2 pm. k. Bricks to be stored in front set back and dust in portico area. l. Annexure C of circular 807 - collect photocopies bills & DC's of material received by contractor. In case of default explain by email. m. In case of defaults by contractor send an email with villa no, details of default, photographs with polite request to make correction. Send mail to Ashok and Narender. Mark copy to MD and others at sites. n. Local purchase must be with made through registered GST dealer. Proper GST bill is must. o. Requisition must mention villa nos. p. Work of villas cannot be stop at request of customer. After A&A deadline customer must approach CR for any changes. q. Value of stock at site excluding tiles and cement cannot exceed Rs. 5 lakh. r. Any purchase without GST bill by admin manager or project manager shall be debited on there accounts from 20-06-19. s. For negotiation rate with contractors guideline rate, asking rate, and recommended rate along with quantity as amount must be send. t. Distribution of work between engineers:

	<p>i. Zakhir - overall incharge of site. Responsible for arranging men and material. Ensure that work is as per plans and QC procedure is properly followed. Zakhir shall also to be responsible for common amenities works.</p> <p>ii. Sheraaz - responsible for monitor RCC and civil work upto stage one of all villas.</p> <p>iii. Ahmed Hussein- responsible for stage 2 to stage 4 of all villas.</p> <p>iv. Anitha - Incharge of requisitions, and stores + data entry of MRN, MIA. Arrange and manage stores. Inspection of entire site for house keeping and gardening. Maintain all QC files.</p> <p>v. Vijitha - Incharge of data entry in all databases. She has to monitor security services and all registers. Prepare bills and vouchers. Make milestone other reports. Maintain all plans files.</p> <p>vi. Head room columns - QC check. Engineers can submit self-check report to QC by email along with plan and proceed with slab work. However brickwork cannot be started. QC must cross check headroom columns during their site visit for other QC check.. QC request must be raised - however dated with other QC check.</p>
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Sr.No	Date	MOM	Task assigned to
1.	25-07-19	Billing for Ashok construction club house 10% for footings and 10% for each slab. 15% for brick work and 15% for plastering. 10% completion of all works.	
2.	26-12-19	Construct tot-lot compound wall on western 40' road as per new design. Leave 15' from security kiosk. Construct wall upto villa no 7. Level earth upto road level FFL and thoroughly compact.	
3.	30-01-20	Villas to be converted 2BHK to 4 BHK - 3, 4, 5, 58, 72, 73. Villa nos 58, 72, 73 should be converted now.	
4.	30-01-20	Swimming pool deck SFL should be 9" below club house plinth top.	
5.	05-03-20	Send 2' dia pipe to GMR.	
6.	05-03-20	Order street light of 6m height - telescopic poles. Connect with 720 service wire in series. Order LED lights as per circular.	
7.	05-03-20	Provide rain water harvesting pits - as per standard design - ask E&D for plans.	
8.	05-03-20	Plant acalypha plants - alternate red & green in planters on compound wall. Use 2'x2' L angle template for tree plantation in footpath. Plant 1 red gulmohar tree (hybrid - small) in front of each villa. Plant normal red gulmohar trees @ 15' on 2nos east west roads, all along the 40' western road, all along southern compound wall (where possible).	
9.	05-03-20	Explore possibility of making 2 sump of about 12000lts of size 8x8x8'. these to be connected to OHT	

		with 2HP open well submersible pump with 1 1/4" HDPE pipe.	
10.	05-03-20	South compound wall for villa no 80, 67, 42, 15 - not required unless requested by customer.	
11.	14-05-20	Material to be order: a. Order cement & supply to Ashok constructions as when required. Maintain minimum 300 bags stock.	
