

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

S. No.	From time	To time	Description of Work
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.

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