

NH
JL

Minutes of the meeting with project managers and admin officers at Vista Homes on 29.3.16

The following were discussed:

1. Cube testing reports must be sent before the 10th of succeeding month.
2. Report from billing database to be updated and a copy send by Nagalaxmi to MNM, KNM, GWE, SOB, VSC, BNC A block, PMR II A block, Vista A, B, H & I blocks by 7th April and project managers to certify the report after corrections on or before 15th April, 2016. Nagalaxmi to send reports to all other sites for project managers to point out corrections.
3. Appoint another consultant for total station survey.
4. Rates for welder/fabrication to be revised. Hoarding rates to be added. Rates for serene and NE to be defined. Task assigned to Shirish.
5. Incentive for QC to be considered.
6. Test with 50 multiple choice questions shall be held on 12th at 4 pm at Vista Homes. All engineers (any diploma or degree holder in civil engineering) to attend the test. About ¼ of the questions will be from circulars. ¼ of questions will be general. Site incharge/project managers shall be responsible for their entire team members. It is suggested that group study of about ½ hour to 1 hour per day is taken up for the next two weeks. Revise all circulars. Engineers in the top 5 marks will be rewarded and engineers standing in bottom 5 will be penalized. Project managers, site incharge of the projects of engineers with bottom 5 will be penalized. Test will be open book.
7. All sites to have consultant comments booklet.
8. QC to verify all plans filing at each site by 15.4.16. project managers to provide a list of original files maintained at site to QC. QC to certify the same and send it to HO.
9. Circular 568(d) – lumsum rates for floor and wall tiles to be revised. Project managers to certify the existing circular is correct by 10 am on 1st April.
10. Admin activities to be deligated to site by 30.4.2016.
 - a. Conveyance of all employees – Rambabu at Vista Homes
 - b. Rent and maintenance records updating – Bala Krishna GWE
 - c. Wages register updating for FY 15-16 – Andrew PMR
 - d. PF & ESI records updating – Mahesh SOB/VSC
 - e. Ravi, Lokesh, Sanjay to be assigned task on a later date.
11. Praveen to make a schedule for site visits for stock verification once in a month. Admin officers must be fully prepared for the verification/inspection. Same to be completed in ½ day.
12. Customer relations managers must have a coordination meeting at site with project managers once a month – applicable to PMR II/PMR I. BNC, NE/MNM, Vista, VOC. For other sites like SOB/VSC, KNM, Serene, GWE meeting to be held once a month alternately at HO and site.
13. CR & sales to be advised to not make commitments about handing over early possession of flats and villas.
14. List of payments of utility bills to be updated at each site and copy of it to be sent by email to Praveen by 7th of April.