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From: "Soham Modi" <sohammodi@modiproperties.com>
 Date: 25-07-2019 2:01 PM
 To: "Aruna P.A " <aruna@modiproperties.com>
 Subject: Fw: Work assigned - NE

Print

Regards,
 Soham Modi

From: ashaiya@modiproperties.com
Sent: 25 July 2019 1:28 PM
To: sohammodi@modiproperties.com
Reply to: ashaiya@modiproperties.com
Cc: admin@modiproperties.com
Subject: Work assigned - NE

Date: 25-07-2019

Respected Sir,

As per your instructions i am sending details of work assigned for PM/ Admin/ Asst. Engineer at Nilgiri Estates.

1. Madhusudan - overall incharge. Must arrange for men and material. Must ensure all QC procedure are followed.
2. Pasha - from 01-09-19 to handle all works in state II to IV.
3. Balakrishna - 1.2 yrs. To be incharge of common amenities work. He is also responsible for house keeping & garden.
4. Rajesh - From 01-09-19 to handle all works upto stage I.
5. Anil - Shift out by 31-09-19. From 01-09-19 report to HO or other site.
6. Akhil - Shift out by 31-08-19. From 01-09-19 report to HO or other site.
7. Hemalata - Incharge of requisitions, and stores + data entry of MRN, MAT. Arrange and manage stores. Inspect
8. Bhargavi - In charge of data entry in all database. She has to monitor security services and all registers. Inspect club house, swimming pool area and tot-lot are once a day..

Thanks & Regards,

U. Ashaiya
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