

Soham Modi

From: Soham Modi <sohammodi@modiproperties.com>
Sent: 11 07 2017 17:49
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Subject: assignment of work to staff - Nilgiri

Nilgiri
Estates

Assignment of work amongst staff

	Radhe		
1	Sayam	PM	Over all management + Club house Footpath (2 a day), roads, tot-lots, Stage I works
2	Shravan	Engg	Stage II works
3	Mallikarjun	Engg	Stage III & IV works
4	Narender Reddy	Engg	Club house + swimming pool area
5	Dilip	Engg	Brickwork and plastering - Assist Akhilesh
6	Pasha	Engg	RCC + Brickwork and plastering
7	Akhilesh	Engg	All admin works
8	Bhoja Niak	Admin	Data entry, Billing, maintenance of plans, and files.
9	Monika	Engg	Maint of MNM & Assist Bhoja
10	Narender Reddy	Supervisor	
		store	
11	Raghu	keeper	Dataentry

Notes:

- Narender Reddy to complete stage III works of 35 villas
by 25/7
- Thereafter all villas stage III & IV to be completed by
Mallikarjun
- Mahesh to train Bhoja till Sep end.
- Shoban Babu to assist in Civil and RCC works upto end of Aug (1/2 day)

Regards,

Soham Modi,

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