

Nilgiri estates & MNM – Task List / Notes.

NR file

Date: 23-5-17

- ✓ 1. Rambabu admin – is suspended from today. Mahesh Admin has been handed over temporary charges of site. He is to be assisted by Narender Reddy and Raghu. Top priority is to arrange the stores. Mahesh to look after SOV / VSC / NE till alternate arrangements are made.
- ✓ 2. All vouchers to me made in consultation with Mahesh & Raheshyam.
- ✓ 3. Jobwork vouchers to be signed by Radheshyam. Details of qty must be mentioned.
- ✓ 4. Employ 6 pairs of earth work labours for cleaning and levelling of setbacks and lawn area of all villas. Work to be completed in 2 weeks.. Pay under JW.
- ✓ 5. Employ 2 pairs of earth work labours for road cleaning. Road cleaning for 79 villas to be completed by 30-5-17. Do not dump material on roads.
- ✓ 6. Fix electricity meters using 10" x 12" x 2" wooden boards as per rough drawing issued.
- ✓ 7. Complete club house civil work by 30-5-17. Till work is completed do not issue payment to Yadav across all sites. Shift stores to G floor on completion of civil works.
8. Remove excess earth for villa nos 81 to 186 up to road level @ 50p per cft.
9. Complete levelling and compaction of 3 totlots with 3" mohrum upto 10" below footpath FFL. Assign work to Malliah.
- ✓ 10. Complete drive way RCC slabs @ 2 per day i.e. 12 per week.
- ✓ 11. Complete footpath with curb stones and pavers @ 1 per day i.e. 6 per week. Order MS L angles for trees of size 20" x 20". Get them galvanised.
- ✓ 12. Staircase marking for all floors to be completed by 29-5-17.
- ✓ 13. Drawing required for club house false ceiling, 80 A to 80C. Send reminder email to all concerned.
- ✓ 14. Mark totlot by 24-5-17.
- ✓ 15. Clean up area.
- ✓ 16. Radheshyam to read circulars once.
- ✓ 17. 2 bore pumps were ordered extra – send report about their location.
- ✓ 18. 2 loads supplied by Narshng rao of 600 cft dust not billed. – check and bill.
- ✓ 19. Make fair copy of borewell details.

Review ~ 6/6/17

Soham Modi

Plans VR
He

From: Nilgiri Estates <nilgiriestate@modiproperties.com>
Sent: 04 07 2017 18:00
To: plans@modiproperties.com
Cc: Nilgiri Estates; Radhe Shyam
Subject: Loft Details Reg.

Sir,
Please send the loft details of AA1, AA2, BB1 and BB2 villas, As we did not Have it In Working Drawings.

Regards,
Ramakrishna M