

Sub.: Policy of bonus and penalty for engineers.

1. Incentive for old projects has been capped as per guide lines given earlier. Engineers to coordinate with admin for determining incentives payable as per circular no. 893(c). Incentives shall no longer be paid to engineers, in its place bonus /penalty shall be given/ levied for on-time completion of works as under. Bonus shall be given to project managers and one engineer in-charge of works for a particular flat/ villa. Engineers may be shuffled around for completing works like RCC, civil works, works from stage I to stage III. Bonus shall be paid to engineers who have completed a stage of work from start to finish. Admin to finalize incentives under old policy by 31.12.2017.
2. The basic rates for bonus and penalty for villas shall be as follows:

Details of bonus & penalty	Contractor bonus per week	Contractor – penalty per week of delay	Project manager – bonus per week	Project manager – penalty per week of delay	Engineer – bonus per week	Engineer – penalty per week of delay
On time completion of RCC work	5,000	1,000	3,000	1,000	1,500	1,000
On time completion of civil work and water proofing	5,000	1,000	3,000	1,000	1,500	1,000
On time completion of stage I to stage III works	NA	NA	4,000	1,000	2,000	1,000
Total bonus for on time completion	10,000	--	10,000	--	5,000	--

Notes:

Completion shall be date on which QC is completed or date of sending ATR on QC report – whichever is earlier.

Bonus shall be paid if work is completed on or before the schedule date. Penalty shall be levied if work is not completed within 7 days of the scheduled date (grace period). However, penalty shall be levied in case delay is beyond 7 days from day one.

Timeline for completion of works:

Simplex villa RCC work – 12 weeks from start of work.

Duplex villa RCC work – 15 weeks from start of work.

Simplex villa civil work – 8 weeks from completion of RCC work or start of civil work.

Duplex villa civil work – 10 weeks from completion of RCC work or start of civil work.

Simplex villa Stage I to III – 9 weeks from completion of water proofing/ civil work.

Duplex villa Stage I to III – 10 weeks from completion of water proofing/ civil work.

For villas where work has already started, bonus/penalty shall only apply for stage of work not completed. It shall be based on the last schedule of work or new schedule of work given by MD.

Contractors, engineers and project managers bonus shall be limited to maximum of 2 weeks.

Contractors penalty shall be limited to maximum of 10 weeks. Project managers and engineers penalty shall be limited to maximum of 5 weeks.
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3. The basic rates for bonus and penalty for flats shall be as follows:

Details of bonus & penalty	Contractor bonus per week	Contractor – penalty per week of delay	project manager – bonus per week	Project manager – penalty per week of delay	Engineer – bonus per week	Engineer – penalty per week of delay
On time completion of RCC work	2,000	1,000	1,500	500	750	250
On time completion of civil work and water proofing	5,000	1,000	1,500	500	750	250
On time completion of stage I to stage III works	NA	NA	2,000	500	1,000	250
Total Bonus for on time completion	7,000	--	5,000	--	2,500	--

Notes:

Completion shall be date on which QC is completed or date of sending ATR on QC report – whichever is earlier.

Bonus shall be paid if work is completed on or before the schedule date. Penalty shall be levied if work is not completed within 7 days of the scheduled date (grace period). However, penalty shall be levied in case delay is beyond 7 days from day one.

Timeline for completion of works - shall be based on the last schedule of work or new schedule of work given by MD.

For flats where work has already started, bonus/penalty shall only apply for stage of work not completed.

Bonus for civil contractor shall be Rs. 3,000/- per internal plastering and Rs. 2,000/- for external plastering (external plastering must be completed before due date of the top floor flat). Penalty shall be Rs. 1,000/- per week for each work. Bonus/penalty for project manager/ engineers shall be for internal plastering works only.

Contractors, engineers and project managers bonus shall be limited to maximum of 2 weeks.

Contractors penalty shall be limited to maximum of 10 weeks.

Project managers and engineers penalty shall be limited to maximum of 5 weeks.

4. The basic rates for bonus and penalty for clubhouse shall be as follows:

Details of bonus & penalty	Contract or bonus per week	Contractor – penalty per week of delay	project manager – bonus per week	Project manager – penalty per week of delay	Engineer – bonus per week	Engineer – penalty per week of delay
On time completion of RCC work – per slab	5,000	1,000	5,000	1,000	2,500	500

On time completion of civil work and water proofing + Stage I works – per floor	5,000	1,000	5,000	1,000	2,500	500
On time completion of stage II to stage IV works, including furniture, fixtures, air-conditioners, equipment – per floor	NA	NA	10,000	1,000	5,000	1,000
Notes: Completion shall be date on which QC is completed or date of sending ATR on QC report – whichever is earlier. Bonus shall be paid if work is completed on or before the schedule date. Penalty shall be levied if work is not completed within 7 days of the scheduled date (grace period). However, penalty shall be levied in case delay is beyond 7 days from day one. Timeline for completion of works - shall be based on the last schedule of work or new schedule of work given by MD. Contractors, engineers and project managers bonus shall be limited to maximum of 2 weeks. Contractors penalty shall be limited to maximum of 10 weeks. Project managers and engineers penalty shall be limited to maximum of 5 weeks.						

5. This bonus/penalty policy shall be applicable for all new projects and the following projects under construction.
 - a. Silveroak Villas – all villas (64 nos) + clubhouse – as per schedule given on 13.12. 17.
 - b. KNM - all villas except those villas where stage II & III are completed by June, 2017 (____ nos.) Incentive for villa nos. 2, 61 & 37 shall be restricted to stage I to III works only – as per schedule given on 04.12.17.
 - c. BNC – blocks D& F Stage I, II & III, blocks E – civil works and stage I, II & III. – as per schedule given on 20.12.17
 - d. Vista Homes – blocks D, E & F all stages. Block G stage I, II & III only. – as per schedule given on 13.12.17.
 - e. PMR II – block C – civil work & stage I to III. Block D – stage I to III. – as per schedule to be given in December, 17.
 - f. NE –Policy shall apply to villa nos. 80A to D, 81 to 185. Wherever QC is completed for a stage of work by 30.11.17, the bonus will not apply.– as per schedule to be given in December, 17.
 - g. Serene – Wherever QC is completed for a stage of work by 30.11.17, the bonus will not apply + clubhouse.– as per schedule given on 14.12.17.
 - h. AGH – All villas + clubhouse. – as per schedule given on 30.11.17.
 - i. VOC – All villas (belonging to VOCLLP). – as per schedule given on 12.12.17.
6. Bonus/Penalty for contractors with turnkey contracts – respective project managers to point out any differences with existing circulars or understanding.
7. Bonus/Penalty register to be maintained flat wise/villa wise + clubhouse as per the format attached as annexure – A herein. Make spiral bound books as given under. Entry can be made by hand or on soft copy. MDs signature must be obtained on every page once schedule is given for a flat or a villa.
 - a. SOV – 100 pages

- b. KNM – 50 pages
 - c. BNC – 80 pages x 3 blocks
 - d. Vista Homes – 60 pages x 2 blocks
 - e. PMRII – 60 pages x 2 blocks
 - f. Nilgiri Estates – 120 pages.
 - g. Serene Farms – 60 pages.
 - h. AGH – 110 pages.
8. Certified copies of this register to be sent to accounts at the end of every quarter. Amount to be credit or debited to respective contractor/project manager/engineer by 15th of the month. Accountants to sign on back of each page. Voucher date and no. can be written.
9. Bonus /penalty for QC team:
- a. RCC work for projects with flats. Bonus Rs. 150/- per flat if all QC checks are made from casting footings to completion of OHTs, for each block, without missing a single QC check. Bonus will be reduced to zero if one QC check is missed. If more than one QC check is missed then penalty of Rs. 50/- per flat shall be levied.
 - b. Civil and finishing works upto stage III for projects with flats. Bonus Rs. 350/- per flat if all QC checks are made, for all flats in a block, without missing a single QC check. Bonus will be reduced to zero if two or more QC checks are missed. If more than three QC checks are missed then penalty of Rs. 50/- per flat shall be levied.
 - c. RCC, civil and finishing works for projects with villas. Bonus Rs. 500/- per villa if all QC checks are made from casting footings to completion of stage III for each villa, without missing a single QC check. Bonus will be reduced to zero if one QC check is missed. If more than one QC check is missed then penalty of Rs. 200/- per villa shall be levied.
 - d. Bonus/penalty shall be computed at end of each quarter for completed blocks of flats or villas. QC bonus/penalty shall be shared in the ratio of 60:40 between QC manager and rest of the team members.

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