

Internal Memo No.912/52– Construction Division

Date: 29.4.11

Sub: Repairs and Maintenance

Project managers have requested for clarification with regards to repairs and maintenance were possession has been handed over more than a year ago. The company policy in the matter is given below.

As a matter of policy for repairs/corrections costing more than Rs. 500/- for any project and were possession was handed over more than one year ago, under take the corrections at our cost (labor only). Ask the customer to provide material. If labors cost is more than Rs. 5000/- prior approval of MD is required.

In case of repairs/corrections not in our scope of work, do not take up the work.

Painting shall be entirely at owners costs. Do not take up painting works.

In cases were possession is handed over less than one year ago, all services shall be provided free of cost, however, for damage caused due to regular use or improper use shall be repaired at the cost of the customer.

Soham Modi.

Copy to : Project Manager, CR, Sales team, Purchase.

