

Notes:

1. Avoid departmental works for water proofing, marble fitter, gardener, painter and other works not mentioned above.
2. Most major works should be done by contractors whose rates are clearly defined and payment is made on a/c.
3. For other minor works clearly define the scope of work and the rate for doing the work and pay on job work basis. Scope of work and payment must be decided before starting work.
4. Job work should be limited to works that can be completed within one or two weeks.
5. In case of bigger jobs split it into parts such that each part can be completed within one or two weeks.
6. Pre-printed job work booklets have been provided to each site with details of date, contractor name, approximate no. of labours required, job description, start date and approximate date of completion, value of job work, etc. Ensure that this job work sheet is prepared before the work starts and is signed by engineer and contractor.
7. The job work sheet must be scanned and sent to respective project accountant by email by 4 pm of the same day. Accountants have been advised not to issue job work payments if they have not received a scanned copy (duly signed) by the specified time on each day. Occasionally engineers may send the job work sheet by viber to the respective accountant.
8. Each job work should be limited to a maximum value of Rs. 10,000/- Beyond that approval of M.D. is required.
9. Don't disguise departmental work as job work. In job work payment is made for completing a specific job irrespective of time taken to complete the job. In departmental quantum of work done is irrelevant. Labour is paid for the time they have worked. *Department work must be avoided wherever possible.*
10. All job work sheets must have description of work (narration), quantity, rate and amount. Accountants to only consider such amount for payment. Any amount mentioned as lumpsum must be deducted from job work sheet.

Soham Modi

Annexure - A
Approval for department labour/job work

Company Name:		Site:	
Villa/Flat/Block No.			
Details of additional labour required for: department work / job work			
Contractor name			
Type of labour		No. of pairs required	
From date		To date	
Required for:			
Details of additional labour required for: department work / job work			
Contractor name			
Type of labour		No. of pairs required	
From date		To date	
Required for:			
Details of additional equipment required on hire charges			
Contractor name			
Type of equipment		No. of hours per day	
From date		To date	
Required for:			
Details of additional equipment on job work			
Contractor name			
Type of equipment		No. of hours per day	
From date		To date	
Required for:			
Approved by Project Manager		Approved by M.D.	
Date:		Date:	
Sign:		Sign:	

Notes: 1. Request can be sent by email. 2. Approval on request can also be taken during MDs site visit. 3. In case of emergency send by viber to Ashaiya for MDs approval.