

Sub.: Revised guideline for employing departmental labour and approval for job work.

Key words: Department labour, Job work.

1. Labour for department work, job work and hire charges are being employed on adhoc basis. Most of these works must be taken up by the main contractors at site or alternately these works must be estimated and lumpsum cost negotiated.
2. This memo is being issued to minimize the expenditure towards department labour, job work and hire charges.
3. Weekly limits of these expenses shall be strictly followed. In case of default such excess expenditure shall be deducted from engineers salaries.
4. In case additional labour/equipment for department work, job work and hire charges is required, site engineers need to take prior approval in writing (use form given in Annexure -A). Annexure – A has been revised. Pre-printed books (1+1) with serial no. will be issued to sites shortly. Till such time site to fill in serial no. starting from 1001.
5. Approval on annexure – A to be taken from the following persons:
 - a. Sachin - GVRC, GVDC, GV1, NSQ, GVSH, CBL/XPL and other new projects in GV.
 - b. Arjun – Modi Realty LG Malakpet LLP, BRT.
 - c. B. Anand Kumar – NGH, NRK.
 - d. Dhanraj – MGA, BRGV, MCMET, GVALS, MHT.
 - e. Anand Mehta – GHT, GMR.
 - f. Soham Modi – all other projects.
 - g. Approval can be taken from Soham only in absence or unavailability of the above persons.
6. Approval can be taken by sending scanned copy by email, whatsapp, viber.
7. The details of department work, job work, rock cutting, earth work, hire charges should be sent on a weekly basis along with vouchers as per format given in annexure – B (format as per internal memo no. 912/106/A). Annexure – B should be from 1st Friday of the calendar year to the 1st Thursday of the next calendar year.

8. The limits for these works are specified as under:

S. No	Category	Category I sites	Category II sites	Category III sites	Category IV
A.	Earth work – pair of labours	3 pairs	2 pairs	1 pair	Nil.
B.	Civil work – Mason + helper	2 pairs	2 pairs	1 pair	Nil
C.	Welder – Mason + helper	1 pair	1 pair	1 pair	Nil
D.	Electrical – Mason + helper	1 pair	1 pair	1 pair	Nil
E.	Plumber – Mason + helper	1 pair	1 pair	1 pair	Nil
F.	Carpenter – Mason + helper	1 pair	1 pair	1 pair	Nil
G.	Tile fitter – Mason + helper	1 pair	1 pair	1 pair	Nil
H.	Weekly limit for department payment for all kinds of labour	Rs. 50,000/-	Rs. 25,000/-	Rs. 10,000/-	Nil
I.	Weekly limit for job work i.e., labour + material for the above category of works	Rs. 50,000/-	Rs. 25,000/-	Rs. 10,000/-	Nil

J.	Weekly limit on JCB hire charges	Rs. 30,000/-	Rs. 15,000/-	Rs. 10,000/-	Nil
K.	Weekly limit of compressor /chipping machine charges for breaking stones/earth/etc. - hire charges	Rs. 20,000/-	Rs. 10,000/-	Rs. 5,000/-	Nil
L.	Weekly limit on tractor hire charges with or without labour	Rs. 15,000/-	Rs. 10,000/-	Rs. 5,000/-	Nil
M.	Weekly limit on JCB – job work	Rs. 30,000/-	Rs. 15,000/-	Rs. 10,000/-	Nil
N.	Weekly limit of compressor /chipping machine charges for breaking stones/earth/ etc. – job work	Rs. 20,000/-	Rs. 10,000/-	Rs. 5,000/-	Nil
O.	Weekly limit on tractor with or without labour – job work	Rs. 15,000/-	Rs. 10,000/-	Rs. 5,000/-	Nil
P.		GVRC, GMR, GVDC,	GHT, SOV, NRK, BRGV, NGH, GV1	MPL, AGH, NE, VVA, Maintenance works, GVSH/ N Square, Greens towers, AMS 801, AMS 4554	Vivopolis, Vigyan Dist, MRV, VGS, AMTZ – all other sites, MRGV, CRE, LGM, BRT, MGA, MHT, MCMET, KNM, Vista, Serene, VOC, BNC, all other new & old projects

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.
11. Annexure – B along with approved copy of annexure – A should be sent to Ashaiya every week by email.

Soham Modi

Annexure - A
Approval for department labour/job work

Company:		Sl. No.	
Site:		Total Amount:	
1. Description of work:			
Work at unit/block no.:			
Contractor name:		Work type:	☐ Dept. ☐ Job work
No. of labour required.	Mason:	Male helper:	Female helper:
From date:		To date:	
Guideline rate/amount:		Negotiated amount:	
2. Description of work:			
Work at unit/block no.:			
Contractor name:		Work type:	☐ Dept. ☐ Job work
No. of labour required.	Mason:	Male helper:	Female helper:
From date:		To date:	
Guideline rate/amount:		Negotiated amount:	
3. Desc. of equipment hire:			
Work at unit/block no.:			
Contractor name:		Hire type:	☐ Hire ☐ Job work
No. of hours per day:		No. of days:	
From date:		To date:	
Guideline rate/amount:		Negotiated amount:	
4. Desc. of equipment hire:			
Work at unit/block no.:			
Contractor name:		Hire type:	☐ Hire ☐ Job work
No. of hours per day:		No. of days:	
From date:		To date:	
Guideline rate/amount:		Negotiated amount:	
Approved by:	Engineer	Project Manager	Partner/MD
Sign:			
Date:			

Notes: 1. Original copy to be attached to weekly voucher. 2. Approval can be taken by email, whatsapp or viber. 3. For department work/ equipment hire enter total value of department work in 'guideline rate/amount'. 4. For job work enter guideline rates/amount and negotiated amount.

Weekly report - Dept, JW, Hire

Firm/Company:			Site:						Date:		
Prepared by:									Sign:		
Limits as per internal memo no. 192/64/F											
Category I sites			50,000	50,000	30,000	20,000	15,000	30,000	20,000	15,000	2,30,000
Category II sites			25,000	25,000	15,000	10,000	10,000	15,000	10,000	10,000	1,20,000
Category III sites			10,000	10,000	10,000	5,000	5,000	10,000	5,000	5,000	60,000
			A	B	C	D	E	F	G	H	I = sum A-H