

Sub.: Direct payment to contractors for additions & alterations.

Project managers/engineers and other staff members are not authorised to collect amounts or direct customers to pay amounts to contractors for additions and alterations. Only in some cases as given below customers may pay contractors for job work after following due procedure given herein.

Case 1:

Jobs where customers can directly pay contractors. Responsibility of quality of work shall be of builder.

- a. Painting
- b. Marble/granite work
- c. False ceiling

Case 2:

Works of additions and alterations that can be taken up by builder and payment to be reimbursed by customer to builders (by cheque) at time of taking possession.

- a. Civil works
- b. Electrical, plumbing, CP, sanitary, sink.
- c. Floor & bathroom tiles
- d. Windows with mesh (only in select projects)
- e. Doors and hardware

Case 3:

Works to be taken up by customer at their cost without involvement of builder and responsibility of work shall not be that of builder.

- a. Carpentry and furniture work
- b. Designer false ceiling
- c. Additions and alterations to modular kitchen
- d. Fitting of appliances like lights, fans, geysers, etc.
- e. Additions and alterations not authorised by builder

Procedure to be followed in Case 1 above:

- a. Project manager to prepare estimate of work to be taken up.
- b. Lumpsum rate to be decided in advance
- c. Customer, contractor and project manager to sign copy of estimate/lumpsum rate finalised.
- d. Scanned copy to be sent to CR and customer. Original to be filed in customers additions & alterations file at site.
- e. Work can commence only after sending email to CR.
- f. Project managers to send email to customers and CR requesting customer to pay amount to contractor after completion of work. Customers may be advised to pay upto 60% as advance by email only when required.

No staff member is allowed to collect cash or amount in any other form from customer. Customers may pay the contractor in Case 1 above after satisfactory completion of work.

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