

Old circular no. 536(a)/New Intl Memo no. **912/82**

Date: 03.12.2007

Sub.: Procedure for weekly payments

Here after weekly payments shall be made for the week starting Thursday midnight and ending on Thursday midnight instead of Fridays. This is to make sure that the entire Friday is available making vouchers so that the same can be send to the H.O. on Friday evening or before 10 a.m. on Saturday morning.

It has been noticed that data of inward and attendance register is being entered on the following day. In order to make vouchers in time the data entry of attendance and inward register must be made on the same day. Attendance registers should be surrendered by the security to the Admin Officer at site by 11 a.m. Attendance should be entered immediately into the database assuming that laborers leave at 6 p.m. Corrections for some labours who may leave earlier can be made on the following morning. This is to be strictly followed. Inward register to be entered in the afternoon.

This procedure shall made effective from December 2007.

In case of delay in sending vouchers to the H.O., a fine of Rs. 500/- per week shall be deducted from the salary of the Admin Officer and the Project Manager.

Managing Director