

Intl Memo no. **912/94** - Construction

Date: 18.05.2017

Sub.: Task list for MDs site visit.

A task list as per the enclosed PDF form to be prepared by project manager or engineer incharge of site for issues that are to be discussed /clarified with MD during his site visit. File this task list along with required documents/plans and earlier task list in a single file.

The format of the task list in PDF form is attached herein and uploaded on website.

Soham Modi.

Task list – issues to be discussed with MD during site visit.

|         |  |      |  |             |  |
|---------|--|------|--|-------------|--|
| Project |  | Date |  | Prepared by |  |
|---------|--|------|--|-------------|--|

| Sl. No | Date | Description of task/issue | Remarks by MD | Issue closed |
|--------|------|---------------------------|---------------|--------------|
| 1.     |      |                           |               |              |
| 2.     |      |                           |               |              |
| 3.     |      |                           |               |              |
| 4.     |      |                           |               |              |
| 5.     |      |                           |               |              |
| 6.     |      |                           |               |              |
| 7.     |      |                           |               |              |
| 8.     |      |                           |               |              |
| 9.     |      |                           |               |              |
| 10.    |      |                           |               |              |

Note: 1. Sort in chronological order. 2. Issues /tasks not closed in earlier site visit must be included in new task list.