

Intl Memo no. **912/96** - Construction

Date: 11.09.2017

Sub.: Viber groups and daily reporting

Laxmi to create a viber group for every ongoing project plus for maintenance team. Viber group shall include all staff at site, MD, Aruna, Ashaiya and respective project accountant.

One or two engineers at site shall be designated to send photographs on a daily basis between 5 & 6pm (strictly) of relevant work completed on that day.

No written/text report is required on viber. Only mention villa or flat no. on the photograph. The details of groups and designated engineers is as follows:

1. BNC – Kiran,
2. Vista homes – Shoban Babu
3. VOC – Rajesh
4. PMR II – Sharat
5. SOV - Chandrakanth
6. KNM – Arjun
7. NE clubhouse – Dilip & NE 80 to 185 – Akhilesh
8. MNM – Narender Reddy (supervisor)
9. Maintenance – Satish
10. Serene – Noor

In maintenance group include Jai Kumar, Praveen, Padmanabha, MD, Aruna, Ashaiya.

Ashaiah to prepare a weekly list i.e., from Sunday to Saturday crosschecking receipt of photographs and other reports. The list shall also include for cross check remarks on requisition from site, mile stone report, purchase remarks on site report. This report to be kept on MDs desk by 12 noon every Monday. A fine of Rs. 500/- may be imposed for default in sending report. For this purpose the above reports be also to be marked to ashaiya@modiproperties.com

Soham Modi