

Sub.: Training for new engineers, diploma holders and staff of construction division.

1. This internal memo is issued to ensure that new employees are properly trained in the standard procedures of our company. All new engineers/diploma holders/supervisors/store keepers who have joined in 2017 or thereafter shall undergo the training given herein. Training must be completed and report send by admin to MD within 2 weeks of employment (or this date).
2. Accounts training : A senior accountant shall train the staff members in procedure of making vouchers for petty cash and payments to contractors, details of documents to be enclosed with vouchers for making payment to labourers, for hire charges and building material. Procedure for using Hapay card & petro card.
3. Plans and billing database training : Nagalaxmi to explain procedure of making bills, data entry and report of billing database, standard procedure of issuing approved plans. Use of estimate and measurement sheets to be explained.
4. Purchase division training : Prabhakar to briefly explain the entire process of purchase from generating requisitions to sending bills for payment to accountants. Staff must be familiar with standard requisition formats and relevant circulars for items like LED lights, plants, etc. Operation of purchase database to be explained.
5. CR division training : Rambabu to explain procedure for additions and alterations, customer complaints, possession letter/formalities and buyer info database. Staff must also be familiar with referral and complaints link on website.
6. Sales division training: Respective sales managers must briefly explain the proposed development. They must also instruct staff not to interact with customers except for purposes of additions and alterations.
7. Training by project managers: Project managers of relevant site to ensure that new employees are thoroughly trained in all procedures. Employees must be given one week to review construction circulars and internal memos. Project managers may conduct a oral test of 20 questions to ensure that staff members are familiar with the circulars. New employees must be thorough with circulars related to standard measurements and additions and alterations.
8. Training by admin officer at site – All staff members must be thoroughly familiar with inward/outward register, procedure for raising requisitions, pending requisitions files, completed requisitions file, attendance and material database, material issued form, movement register, leave application form, bio-metric attendance, etc.
9. Training by QC – All engineers and diploma holders shall spend two whole days with QC team (on days with several inspections). QC to explain all relevant QC reports, procedure for updating QC database and customer complaint database.
10. Admin division training : Jai Kumar or Praveen to explain terms and conditions of employment. In particular staff members must be familiar with procedure for taking leaves, office timing, reporting of errors, importance of communication in writing, etc. They must explain the list of items that each staff is entitled to like visiting cards, ID card, desk, mobile allowance, email ID, uniform, vehicles, computers, smart phones, vehicle maintenance allowance, fuel allowance, subsidy for further education, company guest house, loans for emergencies. Employees to be clearly instructed that all communication should be in writing. They are required to report any graft to either MD, Jai Kumar or Kanaka Rao or all the 3 – failure to report may result in them being assumed to be in the group of staff guilty of graft. They must be warned against taking loans from other staff or contractors and against the pitfall of commercial borrowing at high interest rates. Admin to ensure that comments are received from all divisions as per enclosed form – responsibility of new employee to obtain signatures on the form.

Draft report of training – staff of construction division.

Name of employee		Sign of employee	
Designation		Date of joining	
Remarks by accounts div.			
Accountant name		Accountant sign	
Date of training		No. of hours of training	

Remarks by Nagalaxmi.			
Date of training		No. of hours of training	

Remarks by purchase manager.			
Pur. manager name		Pur. manager sign	
Date of training		No. of hours of training	

Remarks by CR manager.			
CR manager name		CR manager sign	
Date of training		No. of hours of training	

Remarks by Sales			

Sales manager name		Sales manager sign	
Date of training		No. of hours of training	

Remarks by PM			
Project manager name		Project manager sign	
Date of training		No. of hours of training	
Test conducted on		No. of correct answers	___/20

Remarks by Admin manager.			
Admin manager name		Admin manager sign	
Date of training		No. of hours of training	

Remarks by QC division.			
QC name		QC sign	
Date of training		No. of hours of training	

Remarks by Admin manager			
Training adequate	Yes/ No		
Visiting card, ID card, email, smart phone, mobile no, desk provided			Yes/ No
Admin manager name		Admin manager sign	
Date of training		No. of hours of training	