

Subject: Filing of circulars.

1. All sites must properly file all circulars related to construction division, QC & relevant circulars from other divisions.
2. 3 plastic files are being provided to each site. Circulars shall be filed as follows:
 - a. Blue file – circulars related to construction division.
 - b. Black file – circulars related to quality control along with sample quality control reports. Standard plans given in circular no. 889.
 - c. Red file – circulars related to other division and cancelled old circulars.
3. On receipt of new circulars file them in the appropriate file. Mark old circular as cancelled and file in red file. Do not destroy cancelled circulars as they may be useful for work done on earlier dates.
4. All new circulars issued from time to time to be signed by project manager and admin manager with date as acknowledgement of having received it and then filed.
5. New files to be sent to all sites from Monday, 20th August, 2018 (within 3 or 4 days) by HO. All sites to print the latest circulars and prepare the 3 files. Files to be brought to HO for inspection by Rama Rao & Aruna between 25th August & 1st September, 2018. A penalty of Rs. 500/- per day will be levied on project manager and admin manager at site if the files are not produced for inspection by the given date.
6. Thereafter, files should be inspected by Praveen once every quarter.

Soham Modi.