

Intl Memo no. 912/108/a - Construction

Date: 22.04.2019

Subject: Site wise allotment of work to staff – purchase division/ Engg & Design division – revised.

One member from purchase division and one member from Engg/Design division has been assigned to each site. At times details of specification are required by purchase which is being provided by engineering & design division at HO.

Hereafter site staff will interact with the staff member assigned to their site for all matters related to purchase, delivery, plans, designs, etc.

All staff members are expected to communicate by email (instead of oral communication). In case of delay/default forward earlier copies of communication with a single line remark ie., Reminder – 1, Reminder -2, ... Reminder should be marked to MD wherever required.

A revised list of allotment is attached herein. Associations are not specifically mentioned – allotment shall be same as main project.

Soham Modi.