

Sub.: Filing and approval of plans

1. Receipt of plans from Consultants
 - a. Consultants have been advised to send plans in Acad format by email to plans@modiproperties.com. They may also send hard copies of plans.
 - b. Engineering & design team (E&D) to ensure that the version no. and date mentioned by consultant is correct. All plans must be printed in A3/A4 size and inwarded (with HO security). Relevant plans must be sent to MD for review on the same day.
 - c. All plans must be filed in appropriate files.
2. Correspondence with consultants.
 - a. E&D shall be primarily responsible for correspondence with consultants. They must ensure that appropriate drawings are received from them as and when required.
 - b. Engineers may send request for plans to E&D at plans@modiproperties.com (the mail is redirected to MD, Kanaka Rao & E&D).
 - c. Engineers may correspond with consultants, however, backed up with email which is also marked to E&D.
3. Issue of approved building plans:
 - a. E&D must issue the following plans/orders as and when received to sites: building permit, CFE, fire, environment, irrigation NOC, electric supply, water supply, OC, etc.
 - b. Building permit must be sent in A1 or A0 size – laminated.
 - c. Building permit layout plan and typical floor plan printed on foam board in A0 size must be sent to site for fixing in any prominent place.
 - d. All these plans must be uploaded on plans database.
4. Approval of plans.
 - a. All plans that are good for construction shall be approved by MD.
 - b. Approved plans in Jpeg format, PDF and Acad shall be uploaded to plans database. E&D to also send plans to site by email.
 - c. All other plans also must be uploaded on plans database. However, only approved plans must be selected for viewing by sites.
 - d. Hardcopies to be issued to site by E&D (original + 2 copies). All three must be printed in colour and laminated. Plans must be in A3 size.
 - e. If plans are approved at site by MD, they must be sent back to HO for scanning and reissue.
 - f. Select plans shall be laminated and printed in larger formats like A1 & A0 – Eg.: Centerline, footings, columns, RCC slab, working drawing, layout marking, etc.
5. Filing of plans at site.
 - a. Originals must be filed in A3 size ring binders at site office. Ensure that originals are placed in plastic covers. Original plans shall be filed as follows:
 - i. One file for plans related to layout and utilities.
 - ii. One file for each block / type of villa – with centerline, RCC, working drawing, presentation drawing, electrical drawing, plumbing drawing, joinery, etc.
 - iii. Sanction plan file (including building permit, fire and other permits). Maintain a laminated sanction plan copy along with a paper copy with proceedings at site.
 - iv. Survey plans file.
 - v. Amenity block file.

- vi. Furniture design and model flats file.
- vii. Cancelled drawing file.
- viii. Miscellaneous file.
- b. Destroy all unapproved plans.
- c. Original plans do not leave site office except for photocopying.
- d. All plans should be in A3 size. If dimensions are not visible ask for blow up of plans from E&D (E&D to prepare key plan with blow up of specific areas and issue in A3 size).
- e. DO NOT USE UNAPPROVED PLANS PRINTED AT SITE FROM SOFTCOPIES.
- f. Replace worn out plans with new copies from originals.
- g. Contractors may be issued any no. of photocopies. Issue laminated plans to contractors for centerline, working drawing, electrical drawing, layout drawing, etc.
- h. Maintain flat files – 2 to 3 copies for each type of work. Suggested list of flat files with photocopies is:
 - i. Block wise/villa wise RCC plans file – with centerline, footings, plinth. Columns, slab, compound wall, OHT, presentation plan, and working drawing.
 - ii. Block wise/villa wise working drawing file – with working drawing, presentation plan, electrical, plumbing, joinery, elevation, furniture, compound wall, gates, grills, etc.
 - iii. Plans related to layout – with layout marking, layout, levels plan, utilities plan, survey plan, etc.
 - iv. Plans related to furniture and site office.
 - v. Standard drawings file.
- 6. Reporting
 - a. E&D must send a list of approved plans (generate excel sheet from M-codex). The sheet must be sent to site once in a quarter.
 - b. Project managers are required to verify the list sent by E&D of all original plans that are filed in each ring binder once in a quarter, before the end of each quarter and upload the report on M-codex/audit. This will form part of MIS and linked to release of salaries.
- 7. Audit of filing
 - a. QC to audit filing once in a quarter on receipt of the above report within a period of 2 weeks and send report to MD.
 - b. Default in filing will result in issue of memo to project manager, fine of Rs. 500/- and one day suspension.
- 8. Moto:
 - a. NO PLANS – NO WORK!
 - b. NO QC CHECK – NO WORK!
 - c. NO APPROVED PLANS – NO WORK!