


K.M.

Requisitions follow up. (where material is not fully received) Time: 6:20 pm

52128	Curb stones	1100 nos.		Estimate to be done with MD.
52169	4 core armoured electrical cable	160 rft / 40 mtr.		
52171	Plumbing material	HDPE pipe, Base saddle and Ball valve, GI pipe and other material.		Estimate to be done with MD.

Material requirement (requisitions to be made)

Type of material	Required for	Requisition to be sent by date
Curb stone	Main road	Requisition made
steel	Compound wall, Plinth and Column 1 + Stair case for 11 no of Villas	
	Footing and Mats for 10 Villas.	

Deployment of labour – work under progress. (mention all contractors working at site – use separate row for each type of task)			
Contractor type	Contractor name	No. of labour working	Desc. of work under progress.
Earthwork/civil	Radha Krishna	11 - labours	Compound wall work
Centering / RCC	Madhusudhan	03-masons	Madhusudhans work Villa no. 4,5,6 and 7 fill back.
Centering / RCC	2 to 7	0 - Labours	RCC and civil work of villa No 2 to 7
Centering / RCC	Kondal	2 -Masons	
Centering / RCC	22 & 30	02- Labors	Labor gauters brick masonarwork and
Centering / RCC	Subba Rao	02-masons	RCC and civil work of villa No 22, 30
Centering / RCC	37 & 62	04 Labors	RCC and civil work of villa No 37, 62
Centering / RCC	Majid Ali	02-masons	
Centering / RCC	32 & 71	3 Labors	Labor gauters brick masonary work and
Centering / RCC		1-masons	RCC and civil work of villa No 32, 71

Earthwork/civil Comp tractor	Singam krishna Anjaiah	9 Labors/ 2 labours	Job work and departmental works. Rock cutting
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Other issues at site – that require Soham's attention.

S. No.	Issue.
1.	Priority of work: - RCC rorks of all contractors. - Compound wall RCC work + Brick work excluding Plastering - Club house excavation upto 3 ft depth + Rock cutting 7 wells with rings 16 + 6 labour qtrs. With bathrooms. - Nala work at Gyarathi township
2.	Other guidelines: - Bills must be made for work completed every wed and thu. - Vouchers for sat payment must be made and approved by Friday. - All payments to contractors and building material suppliers must be made on sat. - For work not completed estimate work done and pay 80% of amount after deduction of on a/c paid. - Get ledger statement of on a/c and loans given every Thursday. Compare before making vouchers / request for payment. - DO NOT DISGUISE DEPT WORK AS JOB WORK. - Requisitions must be signed by site in charge / engg every day. - Material cannot be received at site in absence of engg or admin. - Originals plans don't move out of site office except for photo copying purpose. - All original bills of labour contractor to be maintained at site. Send scanned copy to HQ. (and RMC pour report, cement blocks report, steel supply report) - Data entry on days Vijay is absent – Sunil to permit data entry for 2 hours with approval of Karan – email to be marked to Soham. - Mile stone report to be sent every Thursday.

S no.	Date	Task	Remarks.
1.	4-5-17	High mast lights – 2 nd one - fix	completed
2.	25-5-17	Other tasks: - Gift deeds of Sujay - HFC legal clearance - Admin overhead cost estimate per month.	Waiting for Ajay and Sujay to send the mail had a con call with them likely to receive by Friday. HFC clearance in process likely to get approved by 1-09-2017.

3.	27-7-17	a. Excavate club house are – plinth area+ 4' – upto depth of 3' from NGL. b. Settle accounts of Ellasham and send notice c. Install 30" cc rings and fill sides with earth raise 3 rings above NGL. Well beside Villa no. 22 d. Contractors gst registration follow up and report to be send by Vijay e. Steel Details-* order steel in lot of 8 to 15 tons f. Status of villa no. 2 to 7 Single/duplex g. Speak with Ashok to appoint an engineer for starting the excavation work and PCC of all Villas allotted to him h. Plot area correction to be discussed on Wednesday – Sales meeting i. Measuring Villa no. 91 & 92 with diagonal and parallel lines. j. Stop the work of Madhusudhan if Columns not completed in 2 weeks. Further payments only on dumping of column boxes (8 to 12 no.s) k. Stop Radha Krishna Payment till plinth work of compound wall opposite to 62 and 66 is started. l. Check 40'x20' hoarding size split into 3 flexies.	- Completed upto loose soil.rock area work to be started - done
4.	27-7-17	a. Question for karan to answer by email. Send reply by 6pm on 28-7. b. Q1 – what does CR require milestone report? c. Q2 why does accounts require milestone report?	Done

AGH – Karan Mehtas Bi-weekly Report. – Review by Soham on 27-7-17

Report Date: 19-08-2017

Time:

6:20 pm

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Earthwork/civil Comp tractor	Singam krishna Anjaiah	9 Labors/ 2 labours	Job work and departmental works. Rock cutting

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6.	25-5-17	Other tasks: d. Gift deeds of Sujay e. HFC legal clearance f. Admin overhead cost estimate per month.	Waiting for Ajay and Sujay to send the mail had a con call with them likely to receive by Friday. HFC clearance in process likely to get approved by 1-09-2017.
7.	27-7-17	m. Excavate club house are – plinth area + 4' – upto depth of 3' from NGL. n. Cancel steel requisition – old – not delivered. o. Vijay to make requisition register. – s no. req no, date, item/ category, email sent on, remarks. – 25 page spiral bound register. p. Vijay to reconcile requisitions for start of project till date with record at site. q. Install 30" rings and fill sides with earth. Raise 3 rings above ngl. r. Contractors GST registration- follow up. s. GST training session to be held today.	- Completed upto loose soil.rock area work to be started - done

		t. Saidulu / karan to update bills register and file all bills at site. u. Karan to understand buyer info db. Learn to generate reports. v. Settle accounts of Ellasham	
8.	27-7-17	d. Question for karan to answer by email. Send reply by 6pm on 28-7. e. Q1 – what does CR require milestone report? f. Q2 why does accounts require milestone report?	Done

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2017-07-27 14:00:00