

AKM

Report Date:

04-09-2017

Time:

6:11 pm

Requisitions follow up. (where material is not fully received)

52128	Curb stones	1100 nos.	
52179	Construction material	L angle, M.S round pipe, Ac sheet splitters, Hinges, Door aldrop with fixtures. (for labour quarters).	
52176	Solid blocks 6"x8"x16"	On 15000 nos---2500 received ** (PO been not raised)	
52180	Electrical material	MS boxes, (high mast light)	
52181	Doors	Flush doors(for labour quarters)	
52182	Stationary	For office purpose	
52183	Chairs	For office purpose	
52184	Executive office chairs	For office purpose	

Material requirement (requisitions to be made)

Type of material	Required for	Requisition to be sent by date

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	Desc. of work under progress.
Earthwork/civil	Radha Krishna	11 - labours 03-masons	Compound wall work Madhusudhans work Villa no. 4,5,6 and 7 fill back.
Centering / RCC	Madhusudhan	0 - Labours 2 -Masons	RCC and civil work of villa No 2 to 7
Centering / RCC	Kondal	02- Labours 02-masons	Labor gautters brick masonarwork and RCC and civil work of villa No 22, 30
Centering / RCC	Subba Rao	04 Labours 02-masons	RCC and civil work of villa No 37, 62
Centering / RCC	Majid Ali	3 Labours 1 -masons	Labor gautters brick masonry work and RCC and civil work of villa No 32, 71

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

Other issues at site – that require Soham's attention.

S. No.	Issue.
1.	Priority of work: - RCC works of all contractors. - Compound wall RCC work + Brick work excluding Plastering - Club house excavation upto 3 ft depth + Rock cutting 16 + 6 labour gtrs. With bathrooms. - Nala work at Gyathri 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 by RTGS. - 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 HO. (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 – to CR, A/c & M.D. - Material receipt vouchers from db to be printed by 2 pm on following day. Voucher to be approved on same day by security and admin. - Weekly vouchers to be approved by PM and Karan Mehta. At HO before preparation of cheque voucher to be approved by A/c Manager. - Request for payment to be signed by Karan Mehta and scanned copy or original is required for preparation of cheque.

S no.	Date	Task	Remarks.
1.	4-5-17	High mast lights – 2 nd one - fix	completed
2.	25-5-17	Other tasks: a. Gift deeds of Sujay b. HFC legal clearance c. 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. Contractors gst registration follow up and report to be send by Vijay d. Plot area correction to be discussed on Wednesday – Sales meeting e. 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) f. Stop Radha Krishna Payment till plinth work of compound wall opposite to 62 and 66 is started.	- Completed upto loose soil, rock area work to be started - Done
4.	07-09-17	Handover Villa No. 6 & 7 to new contractor raise bill of Madhu Sudan.	Done
5.	07-09-17	Labour quarters bathrooms to be made functional by 14-07-2017.	
6.	07-09-17	Earth levelling around labour quarters.	
7.	07-09-17	Hold Radha Krishna masoners payment till plinth of compound wall opposite 62 – 66 is completed.	
8.	07-09-17	Karan to get RMC rate with and without GST by 6 p.m. in 07-09-2017.	
9.	07-09-17	HDPE line along 55 – 66 villas.	
10.	07-09-17	Employee 2 or 3 compressor for rock cutting at club house,	
11.	07-09-17	Remove tree guards where trunk is more than 1 -1/2 inches thick.	
12.	07-09-17	Extend pipe below road opposite villa No. 72.	

13.	07-09-17	Check NRV at borewell.	
14.	07-09-17	Make new bore of 300 feet on west side of club house.	
15.	07-09-17	Shift gate next to Plot No.-1 to 40 feet road. Ask for gate design.	
16.	07-09-17	Bricks to be stored in front set back and dust in porpico area.	
17.	07-09-17	PCC for villa No. – 2 to 7.	
18.	07-09-17	Ashok to dump steel and building material next to club house. Shift our material west of Villa No. – 1 to 7.	
19.	07-09-17	Level earth west of Villa 9 to 15 for Ashok labour quarters.	
20.	07-09-17	Payment for CRS blocks and labour quarter electricals.	
21.	07-09-17	GST registration of contractors and suppliers. Hold payment till application for registration is made.	
22.	07-09-17	Fix 30 watt LED light on compound wall west of labour quarter.	
23.	07-09-17	Send mail for plinth beam design clarification.	