

AGH – Karan Mehta's Bi-weekly Report. – Review by Soham on 27-7-17

Report Date:	13-09-2017	Time:	6:11 pm
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Requisitions follow up. (where material is not fully received)

52128	Curb stones	1100 nos.	
52179	Construction material	GI round pipe, (for labour quarters).	
52176	Solid blocks 6"x 8"x16"	On 15000 no's--- 11000 received (PO raised 45025)	
52184	Executive office chairs	For office purpose (3 No's)	
52189	Consumables for house keeping	For office purpose	
52177	Steel	Compound wall, Plinth and Column 1 + Stair case for of Villas(20 MM to be recieved)	

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 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- Labors 02-masons	Labor gauters brick masonarwork and RCC and civil work of villa No 22, 30
Centering / RCC	Subba Rao	04 Labors 02-masons	RCC and civil work of villa No 37, 62

Centering / RCC	Majid Ali 32 & 71	3 Labors 1 -masons	Labor gauters 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 7 wells with rings 16 + 6 labour qtrs. 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. - 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.
3.	Regarding power and water line tapping points & labour quarters/huts to be arranged for ashok (new contractor)

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. 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
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