

Soham Modi

From: Praveen B <praveen@modiproperties.com>
Sent: 16 08 2017 13:08
To: sohammodi@modiproperties.com
Cc: 'Admin'; vijayabhaskar@modiproperties.com; 'karna mehta'; 'Praveen B';
suman@modiproperties.com
Subject: Works and procedures explained to Mr. Suman (project Manager). Of Modi Realty
Miryalaguda on site visit of dt: 11.08.17.

Sir,

The following works and procedures explained to Mr. Suman (project Manager). Of Modi Realty
Miryalaguda on site visit of dt: 11.08.17.

1. Biometric devise
 - a. Explained about how to use bio-metric devise.
 - b. How to do entries workers and employees ID's
 - c. Difference in payments of on/ac, Dept and job work.
 - e. Making of vouchers.
 - f. Preparing of job work note
2. Database & database registers
 - a. Explained about site database procedure of taking reports.
3. Procedure of write register (inward, outward, building material, Hire charges, Bills and Dc's, building material and etc...
4. Requisition file.
 - a. How to file the requisitions and maintain of requisitions file of Requisition pending and requisition completed.
 - b. How to file a PO/ WO for requisitions
 - c. How to prepare remarks on site report of purchase dept
 - d. Procedure of writing out ward gate passes.
 - e. Procedure of writing, material shifting and material issues forms at site.
5. Miscellaneous
 - a. Explained about not to accept building material before 9am and after 6pm.
Without due authorization.
 - b. Day to day circulars and internal memos files (filing)
 - c. Procedure of maintaining of drawing files.
 - d. Procedure of maintaining of stock statement and stores.

Regards,

B Praveen

Manager Admin | +91 9989 330044 | praveen@modiproperties.com