

Report Date:

19-08-2017

Time:

6:20 pm

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

|       |                                  |                                                                    |                              |
|-------|----------------------------------|--------------------------------------------------------------------|------------------------------|
| 52128 | Curb stones                      | 1100 nos.                                                          |                              |
| 52169 | 4 core armoured electrical cable | 160 rft / 40 mtr.                                                  | Estimate to be done with MD. |
| 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 |
|------------------|--------------|--------------------------------|
|                  |              |                                |
|                  |              |                                |
|                  |              |                                |
|                  |              |                                |
|                  |              |                                |
|                  |              |                                |

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 | Kondal          | 0 - Labours           | RCC and civil work of villa No 2 to 7              |
| Centering / RCC | Subba Rao       | 02-Masons             | Labor gauters brick masonarwork and                |
| Centering / RCC | Majid Ali       | 02-masons             | RCC and civil work of villa No 22, 30              |
| Centering / RCC | Subba Rao       | 04 Labours            | RCC and civil work of villa No 37, 62              |
| Centering / RCC | Majid Ali       | 02-masons             | Labor gauters brick masonarwork and                |
| Centering / RCC | Majid Ali       | 3 Labours             | RCC and civil work of villa No 32, 71              |
| Centering / RCC | Majid Ali       | 1 -masons             | Labor gauters brick masonarwork and                |
| Centering / RCC | Majid Ali       | 9 Labours/            | RCC and civil work of villa No 32, 71              |
| Centering / RCC | Majid Ali       | 2 labours             | Job work and departmental works.                   |
| Centering / RCC | Majid Ali       | 2 labours             | Rock cutting                                       |

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

| S. No. | Issue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | <p>Priority of work:</p> <ol style="list-style-type: none"> <li>RCC rocks of all contractors.</li> <li>Compound wall RCC work</li> <li>Club house excavation upto 3 ft depth</li> <li>7 wells with rings</li> <li>16 + 6 labour qtrs. With bathrooms.</li> <li>Nala work at Gyarathi township</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2.     | <p>Other guidelines:</p> <ol style="list-style-type: none"> <li>Bills must be made for work completed every wed and thu.</li> <li>Vouchers for sat payment must be made and approved by Friday.</li> <li>All payments to contractors and building material suppliers must be made on sat.</li> <li>For work not completed estimate work done and pay 80% of amount after deduction of on a/c paid.</li> <li>Get ledger statement of on a/c and loans given every Thursday. Compare before making vouchers / request for payment.</li> <li>DO NOT DISGUISE DEPT WORK AS JOB WORK.</li> <li>Requisitions must be signed by site in charge / engg every day.</li> <li>Material cannot be received at site in absence of engg or admin.</li> <li>Originals plans don't move out of site office except for photo copying purpose.</li> <li>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)</li> <li>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.</li> <li>Mile stone report to be sent every Thursday.</li> </ol> |

| S no. | Date    | Task                                                                                                                                                                    | Remarks.                                                                                                                                                                      |
|-------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | 4-5-17  | High mast lights – 2 <sup>nd</sup> one - fix                                                                                                                            | completed                                                                                                                                                                     |
| 2.    | 25-5-17 | <p>Other tasks:</p> <ol style="list-style-type: none"> <li>Gift deeds of Sujay</li> <li>HFC legal clearance</li> <li>Admin overhead cost estimate per month.</li> </ol> | <p>Waiting for Ajay and Sujay to send the mail had a con call with them likely to receive by Friday.</p> <p>HFC clearance in process likely to get approved by 1-09-2017.</p> |
| 3.    | 27-7-17 | <ol style="list-style-type: none"> <li>Excavate club house are – plinth area+ 4' – upto depth of 3' from NGL.</li> </ol>                                                | <ul style="list-style-type: none"> <li>Completed upto loose soil.rock area work to be started</li> </ul>                                                                      |

|    |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                          |
|----|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
|    |         | <ul style="list-style-type: none"> <li>b. Cancel steel requisition – old – not delivered.</li> <li>c. Vijay to make requisition register. – s no. req no, date, item/ category, email sent on, remarks. – 25 page spiral bound register.</li> <li>d. Vijay to reconcile requisitions for start of project till date with record at site.</li> <li>e. Install 30" rings and fill sides with earth. Raise 3 rings above ngl.</li> <li>f. Contractors GST registration- follow up.</li> <li>g. GST training section to be held today.</li> <li>h. Saidulu / karan to update bills register and file all bills at site.</li> <li>i. Karan to understand buyer info db. Learn to generate reports.</li> <li>j. Settle accounts of Ellasham</li> </ul> | <ul style="list-style-type: none"> <li>• done</li> </ul> |
| 4. | 27-7-17 | <ul style="list-style-type: none"> <li>a. Question for karan to answer by email. Send reply by 6pm on 28-7.</li> <li>b. Q1 – what does CR require milestone report?</li> <li>c. Q2 why does accounts require milestone report?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Done                                                     |