

Sub.: Minutes of the meeting with admin officers, engineers held at HO on 17.7.2019

1. Meeting is being held to clearly define role of project managers/senior engineers who are in-charge of site Vs other engineers/admin team that have been assigned to them.
2. Project managers/senior engineers in-charge of site shall be primarily responsible for the entire work at site. They will be responsible for the performance of the team members. Their primary area of focus should be:
 - a. Ensuring availability of men and material.
 - b. Ensuring that work is happening as per approved drawings.
 - c. Ensuring that all QC procedures are strictly followed.
 - d. Ensuring that standard operating procedures (SOPs) are followed and other staff members are trained to follow them.
3. Staff members for admin activities have been provided to project in-charge to help them in completing their work. Admin staff is assisting them in their work and under no circumstances admin's work is to be treated as separate from the construction activity.
4. At some sites admin officer/manager & store keepers have been provided. At other sites one or two lady engineers are assigned for admin related work. Project managers shall ensure that over a period of time all lady engineers are treated on par with other engineers and are assigned construction related work over and above their admin work (time period – 6 to 12 months).
5. Duties of lady engineers (admin officers who are not engineers may also take up most of these works) that are related to administration / desk job:
 - a. Maintaining and cross checking on a daily basis about 12 registers being maintained at all sites. List of registers are:
 - i. Hire charges Register
 - ii. Building material Register
 - iii. General inward Register
 - iv. Out ward register
 - v. Moment Register
 - vi. Worker ID Register
 - vii. Cement register
 - viii. Electricity consumption register
 - ix. Rent record register
 - x. Gate pass book
 - xi. Job work book
 - xii. Visitor Register
 - b. Some of these registers are to be certified by project managers/senior engineers at the end of each day. List of registers are:
 - i. Building material Register
 - ii. General inward Register
 - iii. Out ward register
 - iv. Cement register
 - c. Data entry of inward and attendance data base on a daily basis. Data base gets locked by 2pm the following day.
 - d. Assist project managers in preparation of weekly vouchers.
 - e. Maintenance of stores. Maintenance of stocks. Issue material only after preparation of material issue authorization form.

- f. Cross checking stock in stores periodically. Check one or two stores on a daily basis to ensure that all stock is checked in a cycle of about one week.
- g. Maintain DC inward and outward register and ensure that original DCs & invoices are sent to HO within 2 working days of receipt.
- h. Help project managers in preparation of bills.
- i. Print and certify inward and attendance database records on a daily basis.
- j. Update MRNs in purchase database.
- k. Ensure that all plans are filed properly and in particular follow this brief guideline:
 - i. Originals to be maintained in A3 size ring binder at site office.
 - ii. Import originals to be laminated.
 - iii. Photocopies of plans to be given in flat files to engineers and contractors working at site.
 - iv. Remove cancelled or void plans (older dated) and file separately.
 - v. Correspond with engineering and design team for verifying validity of plans.
- 6. Maintaining QC files and ensuring that QC procedures are properly followed. Construction activity cannot move to next stage without QC inspection and QC clearance.
- 7. Separate security guidelines will be issued. They are to be strictly followed.
- 8. Preparing & updating requisition files. Requisitions can be prepared by lady engineer. However, they are to be signed by project in-charge at the end of the day. Maintain separate files for pending requisitions and completed requisitions file. Update requisitions on a daily basis.
- 9. Update and send remarks on site report every Saturday. Project manager must sign the report.
- 10. Coordinate with purchase and other vendors for delivery of material and repairs & maintenance of equipment.
- 11. Maintain additions & alterations file and send report to CR every month.
- 12. Maintain list of possession handed over and send report to CR every month.
- 13. Liaison with contractors to ensure that they understand their accounts, billing procedure, debit/credit balance and billing database.
- 14. Maintaining contractors bills and register of contractor bills. Maintaining contractors material issue register.
- 15. Ensuring that circular (Cir. No. 130(a)) for electricity distribution/sub-meters is properly followed and electricity register is monitored on a daily basis.
- 16. Ensuring that all material is picked up and stored in stores.
- 17. Send ATRs on QC report on construction and QC report on customer complaints.
- 18. Monitoring housekeeping & gardening staff, especially for site model flats/villas & clubhouse.
- 19. Making gate passes for material leaving the site.
- 20. Reporting unauthorized activity, pilferage, unauthorized money transactions, etc., to Rama Rao, Sitaram, Jai Kumar or Soham.

Soham Modi