

Sub.: Coordination on reports by site, CR, purchase & accounts to be sent to Ashaiya.

Ashaiya has been appointed for coordination of activities related to site, CR, purchase and accounts in relation to reports and documents that are to be reviewed by MD during his site visits. The details of tasks are clearly given below. Engineers and admin at site, CR staff, purchase managers and officers and accountants must keep in mind that Ashaiya has been appointed for coordination of the tasks given here – however, the responsibility of completing these tasks continues to be that of respective staff members – Ashaiya shall not be responsible for any defaults.

1. All customer complaints from website to be directed to cr@modiproperties.com and ashaiya@modiproperties.com, sohammodi@modiproperties.com, feedback@modiproperties.com. ATRs and QC check on ATRs are being uploaded on the website. CR managers to coordinate with Ashaiya to ensure that customer complaints file is updated by every Saturday. Customer complaints, ATRs and QC check on ATRs must match the database.
2. Ashaiya must match QC reports on construction and ATRs on QC report with the database. All printouts must be filed in MDs file. Unnecessary requests or records may be deleted or marked as completed. Ashaiya must meet QC team once in a fortnight and update the QC database (before 15th & 30th of each month). Aruna to coordinate with Ashaiya.
3. Remarks on requisition by site report along with gate passes and site stock reports must be emailed to purchase@modiproperties.com, ashaiya@modiproperties.com & nraj कुमार@modiproperties.com. Ashaiya to print these reports and keep them in MDs site folders.
4. Audit reports by admin to be marked to sohammodi@modiproperties.com and ashaiya@modiproperties.com. Ashaiya to print this and keep in MDs folders.
5. CR to coordinate with Ashaiya for any urgent requests for signing documents of customers.
6. CR may take help of Ashaiya for obtaining signatures from partners for documents related to customers. However, these can be done when Ashaiya has not been assigned with any other work.
7. Wherever CR or site has queries about additions and alterations of customers requiring MDs comments, they must send their requests to Ashaiya. Ashaiya should fill the A&A approval form attached herein as annexure –A and place a printed copy of the same in the MDs site folders. Ashaiya shall be entirely responsible ensuring that forms are approved by MD and circulated to site and CR. These forms will be sent to site in advance for their comments.
8. Nagalaxmi, Madhav & Rahul to coordinate with Ashaiya for sending plans to sites. They may simply handover all approved plans to Ashaiya and he has to coordinate with admin, CR, purchase, etc., for sending the plans to site. Ashaiya to maintain a register similar to bills and DCs register for plans received and plans sent. However, softcopies of all approved plans (Acad and PDF) must be sent to site immediately after MDs approval. Clearly state in the email that plans are approved by MD and hardcopies will be sent to them shortly. Softcopies may be used only for purposes of reference till receipt of hard copies. Ashaiya must send original plans + 2 copies to site within one working day. He must carry the register to site for obtaining signature of engineers and confirmation of plans being received.

9. Change in contact details must be sent to Ashaiya and viber group. Ashaiya to update MDs contact list.
10. Preparing task list for all site visits & circulating to relevant group IDs. Print task list and place in site folders.
11. Cross check and follow-up for receipt of reports from site as per in internal memo no. 912/96. Report to be kept on MDs desk by 12 noon on Monday.
12. Coordinate with Anji to prepare site folders and files on the day before site visit. During site visit keep documents ready at site office for MDs review. Separate documents for outward and filing behind MDs desk.
13. Report to CR managers on Monday & Friday for the entire day (subject to MD not having site visits on that day). On Mondays, Ashaiya to assist CR with additions and alterations, customers complaints, etc. On Friday, he has to visit sites for coordination of additions and alterations + customer complaints – schedule to be given by CR managers. He must coordinate with QC for upade of QC reports on construction and database once every alternate Friday.

Soham Modi