

Internal memo no.: 912/136 - Construction

Date:

Subject: Scanning of documents to M-codex – Construction.

Key words: Scanning

1. Documents to be scanned and uploaded on M-codex of all projects.
 - a. Contractor bills.
 - b. Approved estimates and calculations.
 - c. Guideline rates approval form.
2. Documents to be scanned and destroyed after scanning – every quarter – at the end of next quarter – i.e., documents of Jan to March may be destroyed after 1st of July.
 - a. ATRs of customers and QC – Where possession is handed over.
 - b. Additions and alterations given by customers – Where possession is handed over.
 - c. Purchase weekly reports.
 - d. Estimates and calculations.
3. Documents not to be scanned:
NA
4. Documents that will be optionally scanned.
NA
5. Documents that can be destroyed 3 months without scanning:
NA

Responsibility of scanning:

- a. Admin and junior engineers are responsible for scanning the documents.
- b. E&D to scan their documents under construction division.