



GOKUL VASUDEV CONSTRUCTION PVT. LTD.

"SINCE 2021"

CIN: U45400BR2021PTC052463, HEAD OFFICE: -PATNA, BIHAR- 804408, WEBSITE: - GVC.IN.NET, EMAIL ID: - GOKULVASUDEVCONSTRUCTIONPVT.LTD@GMAIL.COM, MOB NO- 8757948973.

Letter No - 01 / 2023-24 / Notify.

Date - 28 / 01 / 2024.

POST CREATION & POST WISE WORK ALLOTMENT.

Chairman Cum Managing Director			
GRADE	Company Policy & Bussiness.	Business Development works & Market Study	Asset Finalisation And Project Selection & Tendering Finalisation
A	Project Planning	Analysis & approval of Rates	Liaisoning with Clients & Payment from Client
		Strategic & Operational Decisions.	Client and All Other Billing Approval.
		Transfer & Posting Officer & Employee.	Power to suspend Grade (02 & 03) Any Field.
		Chief Executive Officer	Chief Financial Officer
		Recruitment, Slection Grade A & 01, OR Agreement To The S.C.	Accounts, taxation, Payments & Salary Disbursement For Grade (A & 01).
		Award of works & Agreement From Clients.	Right to issue all types of matters which are not mentioned anywhere & (Any orders By The M.D. which are applicable with immediate effect).
		Recruitment, Slection Grade A & 01, OR Agreement To The S.C.	Right to issue all types of orders & The right to appoint and dismiss all officer & Employees of the company is reserved.
Chief Project Controls & Deputy Chief Project Controls			
1	Controlling Officer - Sub Contractor & Termination Order - Vender, Supplier & L.C Agreement.	Material and Agency / Vendor Procurement Orders Finalisation & Client Management, Work Management.	Power to suspend Grade (04) Any Field. & Action To Grade (03 To 05).
		Visiting all work areas and submitting report to C.E.O.	Billing Approver To Labour Contractor, Vendor & Supplier.
		Chief Human Resource Officer	Recruitment Slection & Appointment To Grade (02 TO 05) (A, 01 TO 05)
		Project Manager & Deputy Project Manager	Senior Account Officer
2	instruction to Work as per Drawing in concernd site & Complete Project Within The Time Period.	Slection & Agreement - Supplier & Labour Contractor.	Salary Disbursement For All Employee Grade 02 To 05.
		Submitting orders for construction materials to suppliers	Returne Filling, Moa, Aoa, Audit Report, ltr.
		General Manager	Senior Account Officer
		Client Billing & HQ. Work & Issuance of order of approval on file by the C.E.O.	Related To All tools & equipment Of The Company - All Matters.
		To follow the instructions issued by the C.E.O. & C.P.C	Slection & Appointment To Grade (05) Own Field & Power to suspend Grade (05) Own Field.
		Site In-Charge	Plant Engineer
3	Site Engineer & Junior Site Engineer	Survey Engineer	Finance Manager (Field)
	Per Day Site Visit, Progress To Site & Submit To Progress Report	Quantity Surveyor	Finance Manager (HQ)
		Soil & Material Engineer	Office Work & Make Pay Slip
		Work related to your field and working as per instructions of higher authority.	Marketing For Construction Materials.
4		Civil Site Supervisor & Senior Site Supervisor	
		Work related to your field and working as per instructions of higher authority.	
5 (A+B)		Site Supervisor, Guard, Cook, Other & Machenery Opretors, Vehicle Driver	
		Work related to your field and working as per instructions of higher authority.	

(Handwritten Signature)
 28/01/2024
 MANAGING DIRECTOR

NOTE :- The above post create and the action mentioned below the post wise work with immediate effect till further orders.