



GOKUL VASUDEV CONSTRUCTION PVT LTD.

"SINCE 2021"

CIN: -U45400BR2021PTC052463, OFFICE: - SIR GANESH DUTT NAGAR, RAJA BAZAR, JEHANABAD, BIHAR- 804408

WEBSITE: -GVC.IN.NET, EMAIL ID: - GOKULVASUDEVCONSTRUCTIONPVTLTD@GMAIL.COM, MOB NO- 8757948973.

Letter No – 03 / 2023-24 / Notify.

Date – 28 / 01 / 2024.

RULE & REGULATION (01)

1. All officers and employees letter number - 01/2023-24/notify. Dt. - 28/01/2024 will work as per and follow the chain system.
2. Any officer or employee can be given additional charge one post below or one post above the appointed post.
3. Appointment of all officers and employees will be as per letter number- 02/2023-24/notify. Dt. - 28/01/2024 and temporary appointment can be done either directly by the managing director & grade- 02 lower than one rank.
4. If any kind of error is found in the work area of officers and employees, action will be taken as per requirement by the senior officer like deducting daily attendance, financial penalty and others.
5. Attendance of officers and employees is to be submitted in the company - from 08:30 am to 10:00 am & 06:00 pm to 07.30 pm by taking selfie at work area through attendance app otherwise, attendance will not be recorded and action will be taken as per requirement by the senior officer.
6. Working time of officers and employees is as per construction field / site.
7. Chief project controls and project manager, deputy project manager & site engineer / in-charge will be paid an amount of 0.50% as C.S.P out of the total profit of the company from their construction work area after the completion of the work in time of period as per department.
8. It is mandatory for the site engineer / in charge, junior site engineer & civil site supervisor (anyone in charge) to dedicate (D.P.R. report) every day of all construction work area on the official WhatsApp group of the company.
9. It is mandatory for the site engineer / in charge, junior site engineer & civil site supervisor (anyone in charge) to submit debit credit sheet, supplier bill, labore contractor report, and (B.B.S report) & other reports to the project manager & deputy project manager on as per requirements.
10. If any report is submitted by the in-charge above mentioned in serial number - 09, the project manager & deputy project manager will automatically scrutinize the said report and hand it over to the chief project controls in a timely manner.
11. If any report is submitted by the grade- (02 & 03) the chief project controls will automatically scrutinize the said report and hand it over to the chief executive officer in a timely manner.
12. The chief project controls, project manager & deputy project manager will visit his work areas. During the visit, if any kind of error is found in the work area, he will immediately report to the senior officer.
13. A meeting will be organized by the grade (A, 01 & 02) officers of the company

14. Chief project controls, project manager, deputy project manager & site engineer / in charge, junior site engineer, civil site supervisor & site supervisor (anyone in charge) will work in their work area. If there is any kind of negligence in the engineering field, regular action will be taken as per requirement by the senior officer like deducting daily attendance, financial penalty and others.
15. All officers and employees will submit any kind of letter to the Senior Officer and Chief Human Resource Officer and will execute the said letter of the Senior Officer and Chief Human Resource Officer.
16. The Chief Human Resource Officer is given the authority to solve all the problems of the employee or officer lower than him and is given the authority to take any kind of action.
17. For grade (01 To 03) if there is no company canteen at the workplace, then the food and lodging allowance is fixed at 18% of the basic salary or RS. - 4,500=00.
18. For grade (04 & 05) if there is no company canteen at the workplace, then food and lodging allowance is fixed at RS. - 3,500=00.
19. The right to grant leave to grade (01 & 02) is sanctioned to the chief executive officer.
20. The right to grant leave to grade (03 To 05) is sanctioned to the chief project controls & chief human resource.
21. The right to grant leave to grade (04 & 05) is sanctioned to the project manager & deputy project manager.
22. All officers and employees are directed to fill the yatra log book issued by the company. on the last day of the month, it is mandatory to submit to machinery officer.
23. All officers and employees are informed that resign to the company, it is mandatory to notice period one month in advance, which can be left only after acceptance, otherwise disciplinary action will be taken.
24. Any officers and employees attempting to cause financial loss to the company or instigating any other person to cause financial loss will be directly dismissed by the senior officer without any notice. Claim will not be valid.
25. Whatever guidelines are issued by the additional officer through letter, we will ensure to follow them, otherwise disciplinary action will be taken.
26. Performance feedback and salary of all employees and ratings will be reviewed within 06 month & 01 year. If good, the amount of basic salary will be increased by maximum 10% or promotion will be done.
27. It is mandatory for the site supervisor to submit photographs of the construction work every day in the evening on the company's official WhatsApp group.
28. It is mandatory for employees & officers to wear the company's id card in their workplace.
29. Any officers and employees are instructed TO ensure that any other matter which is not otherwise mentioned in this, gets approval from the managing director.

The appropriate decision is implemented with immediate effect.

For Gokul Vasudev Construction Private Limited



ASHUTOSH KUMAR

Chairman Cum Managing Director
Gokul Vasudev Construction Private Limited.