

GOKUL VASUDEV CONSTRUCTION PVT LTD.

"SINCE 2021"

CIN: -U45400BR2021PTC052463, PAN: - AAJCG0901E, GST NO: - 10AAJCG0901E1ZG, Registered Office: - Jagriti Nagar, Magistrate Colony, Ashiyana Digha Road, Patna, Bihar- 800014.

WEBSITE: - GVC.IN.NET, EMAIL ID: - GOKULVASUDEVCONSTRUCTIONPVTLTD@GMAIL.COM | MOB NO: - +916123107588.

Letter No – 29 / 2026-27/Company.

Date – 30 / 08 / 2026.

स्थापना, पद-सृजन एवं सेवा-शर्त नीति, 2026

आंतरिक संगठन एवं सेवा नियमावली

1 उद्देश्य क्षेत्र और प्राथमिकता

- यह नीति पद-सृजन, भर्ती, सेवा-शर्तों, परियोजना नियंत्रण और अनुमोदन अधिकारों की समान व्यवस्था निर्धारित करती है। लागू कानून, चार श्रम संहिताओं के प्रभावी प्रावधान, केंद्रीय/राज्य नियम व अधिसूचनाएँ, कंपनी के Articles और Board के आरक्षित अधिकार प्राथमिक होंगे। सरकारी अनुबंध की अधिक कठोर शर्त केवल कानून-सम्मत सीमा तक लागू होगी; उससे कर्मचारी के वैधानिक अधिकार कम नहीं होंगे।
- पद व्यक्ति से अलग institutional role है; grade से स्वतः वेतन, पदोन्नति या हस्ताक्षर-अधिकार नहीं मिलता।
- सभी स्वीकृतियाँ लिखित/digital, budget-linked, traceable और maker-checker control के साथ होंगी।
- योग्यता-आधारित चयन, समान अवसर, conflict disclosure, गोपनीयता, safety और asset/data protection अनिवार्य हैं।

2 संगठन ग्रेड और पद सृजन

ग्रेड	प्रमुख पद	भूमिका स्तर
A	Chief Executive Officer, Chief Financial Officer	Board-accountable executive/financial governance
1	Chief Operating Officer, Chief Human Resource Officer	Company-level operations and human resources leadership
2	Project Director, General Manager, Machinery Officer	State/Project Group, General Management, and Machinery Management
3	Project Manager, Finance Manager, Contracts & Claims Manager, Legal & Compliance Manager, Human Resource Officer	Senior project/functional management
4	Safety Officer, Tender & Estimation Manager	Statutory/project control
5	Senior Site Engineer, Purchase Manager	Senior technical/commercial control
6	Site Engineer, Surveyor, Design Engineer, Quantity Surveyor, Accountant, Plant Engineer, Planning & Controls Engineer, Billing Engineer, QA/QC Engineer, Electrical Engineer, Mechanical/MEP Engineer, Labour Compliance & IR Officer	Professional/site management
7	Junior Site Engineer, Document Controller, Machine Operator / Driver, Foreman, Storekeeper, Site Supervisor, Site Lab Technician, Timekeeper / Site HR Assistant	Execution and project support

2.1 पद सृजन की प्रक्रिया

Department/Project Head will give business need, location, duration, grade, JD, headcount, engagement type, salary/CTC range, cost center and expected output.



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HR structure, workload, parity and succession; Finance budget, cash-flow and total employment cost; Will check Legal/Safety statutory/contract risk.

An offer of appointment will not be issued without written approval.

2.2 सरकारी अनुबंधों हेतु विशेष नियम

- Staffing will be determined by NIT/RFP, GCC/SCC, approved programme, key-personnel commitment, fronts/shifts, quality/HSE, billing/testing load and statutory registration; More stringent tender conditions will apply. A documented checklist of eligibility/credential verification, e-procurement/DSC control, EMD/PBG/insurance, Integrity Pact/Code of Integrity, debarment declaration, JV/consortium and applicable local-content condition will be prepared at the bid stage.
- Mobilization within 7 working days of LOA/Work Order Note: project class, sanctioned positions, key-personnel credentials/approval, deployment date, cost centres, site facilities and monthly manpower cost.
- Replacement of a key person shall be with an individual of equivalent or higher qualification, in accordance with client/contractual procedures. For any vacancy, the Project Director shall provide an interim charge and an HR replacement plan within 48 hours.
- Corporate/shared/project roles and outsourcing shall be governed by the staffing norms, risk, and workload parameters specified in Annex D; the requirements for a statutory competent person, safety independence, quality acceptance, and maker-checker controls shall not be diminished. The term "Project Head" shall refer to a Project Manager or Project Director, as defined by a written delegation. Reporting lines for Legal/Compliance, Procurement/SCM, Commercial, and Design functions shall be restricted exclusively to roles sanctioned in Annex B or to functions assigned via a formal written order for shared/external services.

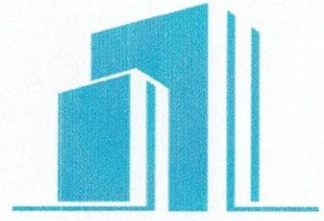
3 भर्ती नियुक्ति और सेवा शर्तें

- भर्ती केवल approved requisition/JD पर होगी; qualification/experience verification, structured interview, आवश्यक test, reference/background check और medical fitness पदानुसार होंगे।
- प्रत्येक कर्मचारी को लिखित नियुक्ति-पत्र दिया जाएगा। उसमें पद, ग्रेड, कार्यस्थल, रिपोर्टिंग, नियुक्ति का प्रकार, कार्यग्रहण तिथि, परिवीक्षा, स्वीकृत वेतन/CTC का अंतर, वेतन घटक, लाभ, कार्य-समय, अतिरिक्त कार्य की पात्रता, गोपनीयता, स्थानांतरण, सूचना-अवधि और सेवा समाप्ति की शर्तें होंगी। मूल प्रमाणपत्र सत्यापन के बाद लौटाए जाएंगे; स्थायी रूप से जमा नहीं रखे जाएंगे।
- नियुक्ति नियमित, निश्चित अवधि, परियोजना-विशिष्ट, अस्थायी, प्रशिक्षु/अप्रेंटिस या परामर्शदाता रूप में हो सकती है; वास्तविक कार्य-संबंध के अनुसार लागू कानून/लाभ तय होंगे।
- कुल बारह माह तक सक्षम प्राधिकारी पुष्टि अथवा विधिसम्मत अन्य निर्णय करेगा; आदेश में देरी से अनिश्चितकाल तक परिवीक्षा नहीं बढ़ेगी।
- लिखित transfer/deputation business need पर हो सकता है; अनधिकृत salary/grade reduction नहीं होगा।

3.1 कार्य समय उपस्थिति और अवकाश

प्रकार	पात्रता	शर्त
आकस्मिक अवकाश (CL)	36 दिन/वर्ष; तीन दिन प्रति पूर्ण सेवा-माह	बचे पात्र अवकाश का मार्च वेतन के साथ नकदीकरण; Clause 3.1 के अनुसार
अतिरिक्त सवेतन अवकाश (Holiday Leave)	छह दिन/पूर्ण वर्ष; आंशिक वर्ष में अनुपातिक	अनिवार्य राष्ट्रीय/त्योहार अवकाश और साप्ताहिक विश्राम से अलग; बचा शेष मार्च वेतन के साथ देय
अवैतनिक अवकाश	विशेष लिखित मंजूरी	पात्रता और सेवा/लाभ का व्यवहार लागू कानून तथा आदेश के अनुसार

- अवकाश वर्ष 1 अप्रैल से 31 मार्च होगा। पूर्ण वर्ष की कंपनी-पात्रता 36 दिन आकस्मिक अवकाश तथा छह दिन अतिरिक्त सवेतन अवकाश, कुल 42 दिन होगी। छह दिन अतिरिक्त अवकाश अनिवार्य राष्ट्रीय/त्योहार अवकाश या साप्ताहिक विश्राम का विकल्प नहीं होगा। वैधानिक अर्जित तथा अन्य अनिवार्य अवकाश अधिकार अलग सुरक्षित रहेंगे।



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सामान्य कार्य-समय 08 घंटे प्रतिदिन और 48 घंटे प्रति सप्ताह तक होगा; अधिक अनुकूल लागू सीमा हो तो वही होगी। विश्राम-अंतराल, कार्य-दिवस का फैलाव, पालियाँ और साप्ताहिक विश्राम लागू नियमों के अनुसार लिखित रोस्टर में होंगे। अतिरिक्त कार्य आवश्यक पूर्व लिखित अनुमति, जहाँ अपेक्षित हो कर्मचारी की सहमति तथा कानूनी सीमा में होगा। पात्र कर्मचारी को कानूनानुसार कम-से-कम सामान्य दर के दोगुने पर भुगतान होगा। आपात स्थिति में वास्तविक अतिरिक्त कार्य की तुरंत रिपोर्ट होगी। अनुमति की कमी से वास्तविक कार्य का वैधानिक भुगतान नहीं रोका जाएगा। रात्रि पाली में आवश्यक सहमति, सुरक्षा और परिवहन की शर्तें पूरी होंगी।

उपस्थिति, पाली, विश्राम और अतिरिक्त कार्य का सत्यापन योग्य अभिलेख रहेगा। कर्मचारी उपस्थिति-त्रुटि सात कार्यदिवस में बताएगा; अधिकारी जाँचकर सात कार्यदिवस में निर्णय देगा। देर से आवेदन पर भी सत्यापित कार्य/वैधानिक वेतन का अधिकार समाप्त नहीं होगा। कटौती कानून-सम्मत आधार और सही अभिलेख पर होगी।

आकस्मिक अवकाश प्रत्येक पूर्ण सेवा-माह पर तीन दिन अर्जित होगा। वर्ष के बीच नियुक्ति/निकास और अपूर्ण माह की गणना वास्तविक सेवा-दिनों के अनुपात में होगी। छह दिन अतिरिक्त अवकाश की आंशिक वर्ष-पात्रता भी वास्तविक सेवा-अवधि के अनुपात में होगी। अधिक अनुकूल लागू लाभ और पहले से स्वीकृत बेहतर शर्त सुरक्षित होगी। कंपनी-अवकाश की अनुपातिक गणना दो दशमलव स्थान तक रखी जाएगी; हर माह पूर्ण दिन में नीचे की ओर काटकर शेष नहीं हटाया जाएगा। उपयोग की प्रशासनिक इकाई आधा दिन होगी; निकास/वर्षात पर बचा दशमलव शेष भी भुगतान में शामिल होगा। वैधानिक अवकाश की rounding संबंधित कानून के अनुसार होगी।

31 मार्च को बचा कंपनी का आकस्मिक और अतिरिक्त सवेतन अवकाश का भुगतान मार्च वेतन के साथ अलग मद में होगा।

वैधानिक वार्षिक/अर्जित अवकाश के लिए वास्तविक कानूनी श्रेणी, पात्रता, सेवा-दिन, अर्जन, संचय, अस्वीकृत अवकाश और नकदीकरण के नियम अलग खाते में लागू होंगे। कंपनी के 42 दिन को वैधानिक अवकाश का स्वतः समायोजन नहीं माना जाएगा। बीमारी, मातृत्व और अन्य संरक्षित अवकाश संबंधित कानून/अधिक अनुकूल सेवा-शर्त के अनुसार होंगे।

छुट्टी का आवेदन संबंधित वरिष्ठ अधिकारी के माध्यम से अंतिम प्राधिकारी को जाएगा। बीमारी/आपात स्थिति में जल्द सूचना देकर बाद में आवेदन दिया जा सकेगा। अवैतनिक अवकाश विशेष लिखित मंजूरी से होगा; सवेतन/संरक्षित वैधानिक अवकाश जबरन अवैतनिक नहीं होगा।

3.2 वेतन प्रदर्शन और पदोन्नति

- Salary will be paid via bank transfer in accordance with the approved structure; the payslip will clearly reflect all statutory/authorized deductions. Grade bands refer to the Monthly Gross Fixed Salary, not the Annual CTC. Statutory wages, basic pay/DA, allowances, overtime, bonuses, gratuity, employer contributions, and reimbursements will be separately identified within the payroll structure; no salary will be less than the applicable minimum wage/VDA.
- Annual revision for the performance year is not automatic or guaranteed; it is subject to rating, budget, band, parity, conduct, and approval.
- Changes exceeding 12% require separate approval and are permitted only in cases of documented promotion, significant expansion of role, retention/market correction, or statutory adjustment.
- Promotion to a higher position requires meeting criteria related to qualifications/competence, consistent performance, and clearance from disciplinary scrutiny, along with approval from the competent authority. The same salary adjustment shall not be applied twice. In cases where an annual increment and a promotion are granted simultaneously, they shall be based on distinct criteria and clearly specified as such in the final consolidated salary order. Statutory adjustments or other separately approved benefits shall not be withheld on these grounds.

प्रदर्शन श्रेणी	अंक	ग्रेड 1-7: सामान्य वेतन-वृद्धि सीमा
Exceptional	90-100	8-12%
Exceeds	80-89	5-8%
Meets	70-79	3-5%
Partially Meets	60-69	0-3% + improvement plan
Unsatisfactory	<60	0% + appropriate action



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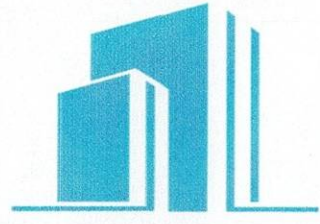
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3.3 आचरण कार्यस्थल नियंत्रण और यात्रा

- Bribery, kickback, facilitation payment, bid-rigging/collusion, undisclosed gift/hospitality, public-servant को अनुचित लाभ, favouritism, forged credential, false bill/measurement, harassment, discrimination, intoxication, unauthorised disclosure और company asset/data misuse निषिद्ध हैं; conflict disclose कर decision chain से अलग होना होगा। Good-faith whistleblower/complaint पर retaliation निषिद्ध होगा।
- Additional charge सामान्यतः adjacent grade तक, अधिकतम 90 दिन, लिखित order से; statutory licence/competency अयोग्य व्यक्ति को नहीं दी जाएगी।
- Company vehicle/plant केवल authorised work, route/assignment और licensed operator से; daily logbook, fuel/service/defect record और month-end reconciliation अनिवार्य।
 - पूर्णकालिक कर्मचारी निर्धारित कार्य-समय में कंपनी के कार्य को प्राथमिकता देगा। अन्य भुगतान वाला रोजगार, परामर्श या हितों के टकराव वाला व्यापार लेने से पहले सक्षम नियुक्ति प्राधिकारी की लिखित अनुमति आवश्यक होगी। सामान्य निष्क्रिय निवेश पर रोक नहीं होगी; निर्णय प्रभावित करने वाला वास्तविक/संभावित हित घोषित होगा।
 - कंपनी की गोपनीय तकनीकी, वित्तीय, व्यावसायिक और व्यक्तिगत जानकारी केवल अधिकृत कार्य हेतु उपयोग होगी। वास्तविक गोपनीय जानकारी की सुरक्षा सेवा समाप्ति के बाद भी लागू रहेगी। कानून द्वारा अपेक्षित खुलासा, वैधानिक शिकायत, सद्भावपूर्ण संरक्षित रिपोर्ट या कर्मचारी के अपने वैध सेवा-अभिलेखों पर अनुचित रोक नहीं होगी।
 - आधिकारिक यात्रा हेतु उद्देश्य, स्थान, अवधि, अनुमानित खर्च और बजट की पूर्व लिखित मंजूरी होगी। यात्रा/ठहराव की श्रेणी और दरें स्वीकृत यात्रा आदेश या नियंत्रित TA/DA अनुसूची में होंगी। अग्रिम/बिल का निपटान Finance करेगा; भुगतान संबंधित वित्तीय अधिकार-सीमा से होगा। आपात यात्रा की जल्द सूचना देकर तीन कार्यदिवस में अनुमोदन लिया जाएगा।

4 परियोजना निष्पादन और अनिवार्य नियंत्रण

क्षेत्र	न्यूनतम नियंत्रण
Tender/acceptance	Eligibility, credential, key personnel, equipment, EMD/BG, tax/labour, insurance और risk checklist; technical-commercial-finance-legal review; Contract Acceptance Note I
Mobilization/control	Obligation register, approved organization, client-approved key personnel, WBS/baseline, budget/cash-flow, cost centres, procurement/mobilization plan, DPR/WPR/MPR और delay records I
Engineering/quality	Approved drawing/specification/method/ITP; survey, BBS, inspections, tests, calibration, NCR/CAR और traceable measurements; execution, certification और payment यथासंभव अलग।
HSE/environment/labour	Stop-work right, PPE/induction/JSA/PTW, competent supervision, incident reporting, emergency response, permits, waste/dust/noise, wage/welfare/social-security records I
Vendor/material/plant	Capability/statutory/bank/conflict checks; written scope/rate/measurement; GRN/GIN, storage/reconciliation; fitness/licence/log/fuel/maintenance records I
Variation/claims/closeout	Timely notice, contemporaneous record, EOT/rate build-up/approval; punch list, testing, as-built/O&M, final bill, DLP/retention, claims और lessons learned I
Tender security/digital control	Bid/no-bid approval, credential source-verification, portal/DSC named-user access, EMD/PBG/insurance/bid-validity expiry diary, JV/consortium authority, debarment/Integrity Pact और applicable local-content record I
Subcontract/labour compliance	Client approval जहाँ आवश्यक; back-to-back scope/rate/quality/HSE/notice terms; licence, muster, wage/VDA, EPF/ESIC, BOCW, migrant-worker और statutory-dues evidence; default/indemnity/withholding control I



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क्षेत्र	न्यूनतम नियंत्रण
Independent assurance	Project audit/internal audit function sample-based procurement, measurement, payroll/labour, inventory, fuel, billing, BG/insurance और access-log review करेगा; material issue CFO/CEO/Audit Committee/Board को risk अनुसार report होगा।

5 अनुशासन निकास अभिलेख और समीक्षा

- कदाचार पर परामर्श, चेतावनी, कारण बताओ सूचना, निष्पक्ष जाँच, अनुपातिक दंड और अपील की प्रक्रिया अपनाई जाएगी। कर्मचारी को आरोप और संबंधित सामग्री, उत्तर का उचित अवसर तथा कारणयुक्त लिखित निर्णय मिलेगा। निलंबन, निर्वाह भत्ता, जाँच, दंड और सेवा समाप्ति लागू कानून/स्थायी आदेश तथा सक्षम प्राधिकारी के अनुसार होंगे। संरक्षित शिकायत या अधिकार का उपयोग कदाचार नहीं होगा।
- पुष्ट कर्मचारी के त्यागपत्र तथा कंपनी की सामान्य सूचना-आधारित सेवा समाप्ति हेतु Grade A से Grade 7 तक 30 दिन की लिखित सूचना होगी। परिवीक्षा में सामान्य सूचना 30 दिन होगी; निश्चित अवधि की स्वाभाविक समाप्ति और परामर्शदाता पर वैध अनुबंध/कानून लागू होगा। सूचना के बदले भुगतान/छूट सक्षम नियुक्ति प्राधिकारी और कानून के अनुसार होगी। अंतिम कार्य-दिवस लिखित आदेश में स्पष्ट होगा।

5.1 कर्मचारी शिकायत और अपील

कर्मचारी शिकायत Human Resource Officer या Chief Human Resource Officer को लिखित/आधिकारिक ईमेल से देगा। तीन कार्यदिवस में पावती तथा सामान्यतः पंद्रह कार्यदिवस में कारणयुक्त निर्णय होगा। जटिल मामले में कारण/अगली तिथि लिखित दी जाएगी। CHRO के विरुद्ध शिकायत सीधे CEO/CMD को होगी। कानूनी रूप से आवश्यक grievance committee अलग गठित होगी।

अनुशासन निर्णय प्राप्त होने के तीस दिन में आंतरिक अपील की जा सकेगी। Project Director + CHRO के संयुक्त निर्णय की अपील COO, COO + CHRO के संयुक्त निर्णय की अपील CEO, CEO के निर्णय की अपील CMD और CMD के निर्णय की अपील Board सुनेगा। सामान्य विभागीय चेतावनी की अपील संबंधित नियुक्ति प्राधिकारी को होगी। मूल निर्णय में शामिल, हित-संघर्ष वाला या व्यक्तिगत पक्षकार अधिकारी अपील नहीं सुनेगा; ऐसे में अगला स्वतंत्र उच्च प्राधिकारी/Board नियुक्त स्वतंत्र समिति सुनेगी। Board के निर्णय में विधिसम्मत स्वतंत्र पुनर्विचार तथा बाहरी वैधानिक उपाय सुरक्षित रहेंगे। सामान्य आंतरिक अपील तीस कार्यदिवस में तय होगी; POSH और अन्य वैधानिक अवधि/मंच को प्राथमिकता होगी।

5.2 कार्यस्थल पर यौन उत्पीड़न की रोकथाम

जहाँ लागू हो, दस या अधिक कर्मचारियों वाले कार्यस्थल और संबंधित अलग प्रशासनिक इकाइयों में लिखित आदेश से कानूनानुसार Internal Committee बनेगी। वरिष्ठ अध्यक्ष, आवश्यक कर्मचारी सदस्य, बाहरी सदस्य, महिला प्रतिनिधित्व और कार्यकाल के वैधानिक नियम लागू होंगे। सदस्यों के नाम/संपर्क तथा शिकायत का माध्यम प्रदर्शित होगा।

अलग नियंत्रित POSH प्रक्रिया में शिकायत, गोपनीयता, अंतरिम सहायता, जाँच, निर्णय, अपील, प्रशिक्षण और वार्षिक रिपोर्ट की व्यवस्था होगी। जहाँ Local Committee का क्षेत्राधिकार हो उसका संपर्क/मार्ग उपलब्ध होगा। सद्भावपूर्ण शिकायत पर प्रतिशोध नहीं होगा; शिकायत साबित न होने मात्र से झूठी नहीं मानी जाएगी।

5.3 कार्यभार वापसी और अंतिम भुगतान

निकास पर लंबित कार्य, अभिलेख और कंपनी संपत्ति नामित अधिकारी को सूची सहित सौंपी जाएगी। कर्मचारी गोपनीय सामग्री की अनधिकृत प्रतियाँ नहीं रखेगा; अपने वैध नियुक्ति, वेतन, कर, लाभ और शिकायत संबंधी अभिलेख रख सकेगा।

अंतिम हिसाब में अर्जित वेतन, अवकाश नकदीकरण, स्वीकृत बकाया खर्च, वैधानिक लाभ और अधिकृत कटौतियाँ अलग होंगी। त्यागपत्र, बर्खास्तगी, छँटनी या बंदी पर देय वेतन सामान्यतः दो कार्यदिवस के भीतर अथवा लागू अधिसूचित कानूनी समय-सीमा में होगा। उपदान, अवकाश नकदीकरण और अन्य देयों की अपनी वैधानिक समय-सीमा होगी; गैर-वैधानिक स्वीकृत खर्च सामान्यतः तीस दिन में निपटेंगे। आंतरिक clearance लंबित होने से अनिवार्य भुगतान नहीं रुकेगा। नुकसान/सूचना-अवधि की वसूली वैध आधार, गणना और अनुमत कटौती-सीमा में होगी।

CHRO, CFO और Legal/Compliance राज्यवार अनुपालन तथा अभिलेख-प्रतिधारण अनुसूची रखेंगे। उसमें अभिलेख का प्रकार, उत्तरदायी अधिकारी, वैधानिक अवधि/घटना-आधारित अंतिम तिथि, भंडारण, पहुँच और नष्ट करने की मंजूरी होगी। कई नियमों में अधिक अवधि लागू होगी; जाँच, विवाद, audit या legal hold के दौरान अभिलेख नष्ट नहीं होंगे। डिजिटल पहुँच भूमिका-आधारित और संशोधन का audit trail होगा।

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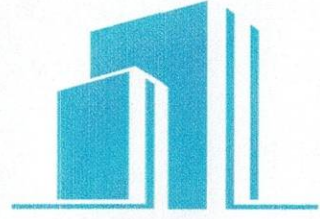
6 नियत वेतन सीमा

ग्रेड	मासिक सकल नियत वेतन	सामान्य स्तर
A	₹1,00,000-₹5,00,000	Chief Executive Officer, Chief Financial Officer; CMD की संस्तुति पर Board-approved package; कानून/Articles के अधीन
1	₹50,000-₹3,50,000	Chief Operating Officer, Chief Human Resource Officer
2	₹40,000-₹2,50,000	Project Director, General Manager, Machinery Officer
3	₹30,000-₹1,80,000	Project Manager, Finance Manager, Contracts & Claims Manager, Legal & Compliance Manager, Human Resource Officer
4	₹25,000-₹1,40,000	Safety Officer, Tender & Estimation Manager
5	₹25,000-₹1,00,000	Senior Site Engineer, Purchase Manager
6	₹20,000-₹75,000	Site Engineer, Surveyor, Design Engineer, Quantity Surveyor, Accountant, Plant Engineer, Planning & Controls Engineer, Billing Engineer, QA/QC Engineer, Electrical Engineer, Mechanical/MEP Engineer, Labour Compliance & IR Officer
7	₹12,000-₹25,000; पर applicable minimum wage/VDA से कम नहीं	Junior Site Engineer, Document Controller, Machine Operator / Driver, Foreman, Storekeeper, Site Supervisor, Site Lab Technician, Timekeeper / Site HR Assistant; statutory/contract minimum higher हो तो वही

Bands hiring guidance हैं, entitlement नहीं। Actual amount role complexity, qualification, relevant government-work experience, location, parity और budget से appointment/compensation letter में तय होगा। Employer EPF/ESIC तथा अन्य statutory contributions, gratuity, bonus, overtime और reimbursement band में शामिल नहीं। Tender/law की अधिक qualification, wage/VDA या benefit शर्त लागू होगी।

7 अनुलग्नक B समेकित पद सूची और संक्षिप्त कार्य विवरण

ग्रेड	पद	रिपोर्टिंग	न्यूनतम योग्यता/अनुभव	मुख्य भूमिका
—	Chairman Cum Managing Director	Board	Articles/Board eligibility	Governance, strategy, major investment/contracts
A	Chief Executive Officer	CMD/Board	Graduate/professional; senior leadership	Enterprise strategy, performance, business growth
A	Chief Financial Officer	CEO/Board	CA/CMA/MBA-Fin.; senior finance	Budget, treasury, tax, MIS, audit, IFC
1	Chief Operating Officer	CEO	Engineering/management; 15+ years	Multi-state operations, delivery, quality/safety
1	Chief Human Resource Officer	CEO/CMD	MBA/PG HR; 10+ years	Workforce, HR/IR, payroll inputs, labour compliance
2	Project Director	COO/CEO	B.E./B.Tech Civil; 12+ years	State portfolio, clients, resources, risk



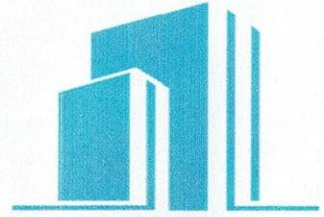
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ग्रेड	पद	रिपोर्टिंग	न्यूनतम योग्यता/अनुभव	मुख्य भूमिका
2	General Manager	COO/CEO	Graduate; management/engineering qualification desirable; 12+ years of relevant experience, including five years in a managerial role.	Coordination of the assigned department/project group, budget monitoring, resource and performance review – as per Office Order approved by the senior officer.
2	Machinery Officer	COO	Degree in Mechanical/Automobile Engineering; 10+ years of relevant experience, including five years in construction plant/fleet management.	Company-level machinery planning, deployment, availability, maintenance, costs, and technical evaluation.
3	Project Manager	Project Director/COO	B.E./B.Tech Civil; 10+ years	Single-project scope, schedule, cost, client, closeout
3	Finance Manager	CFO	CA/CMA-Inter/M. Com/MBA; 7+ years	Project accounts, tax, MIS, audit records
3	Contracts & Claims Manager	CEO/COO	Civil/QS/CM; 8+ years	GCC/SCC, notices, EOT, variation, claims
3	Legal & Compliance Manager	CEO/CMD; Board access	LL.B./CS; 7+ years; government-contract exposure	Legal review, compliance register, notices/disputes, ethics and Board support
3	Human Resource Officer	Chief Human Resource Officer	Bachelor's/Master's degree in HR/Management/Labour Law or a related qualification; 3+ years of HR experience.	Recruitment support, appointment/employee records, attendance/leave, payroll inputs, training, and grievance coordination.
4	Safety Officer	Project Head; functional independence	Statutory safety qualification/experience	HSE/ES plan, PTW/JSA, incident and legal reporting
4	Tender & Estimation Manager	CEO/CMD	B.E./B.Tech Civil; 6+ years	Eligibility, BOQ/rates, risk, submission governance
5	Senior Site Engineer	Project Manager	Civil degree 5+ / diploma 8+ years	Execution leadership, drawings, resources, measurement
5	Purchase Manager	COO/Project Director	Graduate/engineering; 5+ years	Sourcing, quotations, PO, vendor and delivery
6	Site Engineer	Senior Site Engineer	Civil degree 3+ / diploma 5+ years	Daily execution, levels, BBS, DPR, measurement support
6	Surveyor	Site Engineer/Project Manager	Civil/survey/ITI; 3–5+ years	Setting-out, levels, as-built and instrument control
6	Design Engineer	Project Director/PM	Relevant engineering; 5+ years	Design/drawing/code/revision coordination



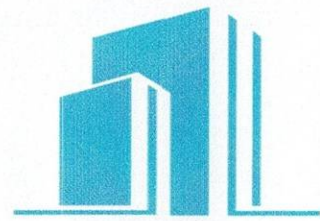
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ग्रेड	पद	रिपोर्टिंग	न्यूनतम योग्यता/अनुभव	मुख्य भूमिका
6	Quantity Surveyor	PM/Contracts & Claims Manager	Civil degree 3+ / diploma 5+ years	BOQ, measurement, rates, bills, reconciliation
6	Accountant	Finance Manager	B. Com; 3+ years	Voucher, ledger, tax/payroll/project-cost support
6	Plant Engineer	Machinery Officer; site operations: Project Head	Mechanical/Auto degree 3+ / diploma 5+	Fleet, maintenance, compliance, fuel/spares control
6	Planning & Controls Engineer	Project Director/PM	Civil/Construction + P6/MSP; 3-5+	Baseline/WBS, updates, delay/recovery analysis
6	Billing Engineer	PM/Contracts & Claims Manager	Civil degree 3+ / diploma 5+	RA/final bills, measurements, recovery tracker
6	QA/QC Engineer	PM; functional COO	Civil degree 3+ / diploma 5+	QAP/ITP, tests, calibration, NCR, dossier
6	Electrical Engineer	Project Director/PM	Electrical degree 3+ / diploma 5+; licence	Installation, testing, energisation, handover
6	Mechanical/MEP Engineer	Project Director/PM	Relevant degree 3+ / diploma 5+	HVAC/plumbing/fire/mechanical commissioning
6	Labour Compliance & IR Officer	Chief Human Resource Officer/PM	HR/Labour Law/Graduate; 3+ years construction compliance	Licences, wage/muster, EPF/ESIC, BOCW, migrant-worker, IR and welfare records
7	Junior Site Engineer	Site Engineer/Senior Site Engineer	Civil degree/diploma; 0-2 years	DPR, measurement/drawing support, supervision
7	Document Controller	PM/Contracts & Claims Manager	Graduate/diploma; EDMS; 2+ years	Registers, transmittals, revision and closeout archive
7	Machine Operator / Driver	Plant Engineer/PM	10th/ITI; valid licence; 2+ years	Safe operation, checklist, logbook, fuel and defects
7	Foreman	Site Engineer/Site Supervisor	10th/ITI/trade; 5+ years	Crew, productivity, tools, housekeeping
7	Storekeeper	Purchase Manager/PM	12th/Graduate; 2+ years	GRN/GIN, storage, ERP/bin card, reconciliation
7	Site Supervisor	Site Engineer/Senior Site Engineer	10th/ITI/Diploma; 2+ years	Work-front, labour, workmanship, material and safety
7	Site Lab Technician	QA/QC Engineer	Science/ITI/Diploma; 2+ years	Sampling, tests, calibration, result register



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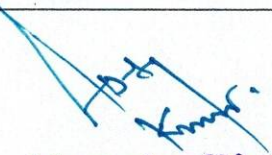
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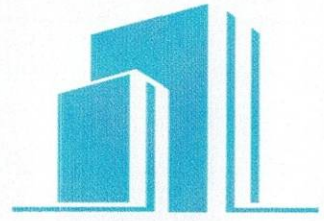
ग्रेड	पद	रिपोर्टिंग	न्यूनतम योग्यता/अनुभव	मुख्य भूमिका
7	Timekeeper / Site HR Assistant	Chief Human Resource Officer/PM	12th/Graduate; 1+ year	Attendance, leave/OT input, worker/IR/admin records

B.1 विस्तृत पद जिम्मेदारी और अधिकार

अनुलग्नक-B sanctioned-position index है और B.1 उन्हीं पदों का detailed responsibility/authority matrix है। दोनों में title, grade और reporting समान रहेंगे। पूर्व सूची के unlisted titles अलग sanctioned posts नहीं माने जाएँगे; उनका उपयोग केवल Board/competent authority द्वारा sanctioned shared/external function या निकटतम approved role में written allocation से होगा। Guard, cook और अन्य support deployment approved requisition/outsourcing तथा Annex D के staffing norms के अनुसार होगा।

ग्रेड	नीति-अनुमोदित पद	रिपोर्टिंग	समेकित प्रमुख दायित्व	प्रमुख authority / control
—	Chairman Cum Managing Director	Board	Corporate governance, long-term strategy, major investments/contracts, capital allocation, enterprise risk, statutory and reputational matters, and the implementation of Board decisions; accountability of the CEO/CFO and senior leadership; and management of critical relationships with clients, lenders, and stakeholders.	Annex C: Budgeted ₹3 crore; unbudgeted ₹1 crore; Grade A HR matters. Matters reserved for the Board/Articles shall remain with the Board.
A	Chief Executive Officer	CMD/Board	Enterprise strategy, annual business plan, operating performance and growth; coordination of departments and executive team; major project/tender review; client and regulator relations; Executive oversight of profitability, delivery, quality, safety and compliance.	Budgeted ₹1 crore; unbudgeted ₹50 lakh; Grade 1-2 HR matters, subject to mandatory CFO concurrence and policy controls.
A	Chief Financial Officer	CEO/Board	Budget, treasury, cash-flow, project costing, MIS, tax, audit, internal financial controls, lender/surety relations and fraud prevention; bills/payment workflow, payroll funding, bank reconciliation and financial risk review.	Approval of expenditure/purchases, verification of bills, and bank payments are separate controls. Payments must be authorized by two distinct, authorized individuals; any changes to beneficiary details shall be subject to independent verification. For amounts up to ₹5 crore: the CFO and another authorized signatory; in the absence of the CFO, an authorized finance signatory (acting under a valid written bank mandate) and another independent signatory. For amounts exceeding ₹5 crore: the CMD and the CFO, or two signatories duly authorized by the Board. Bank authorization does not extend the approved expenditure limits.


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1	Chief Operating Officer	CEO	Multi-state operations, project-control standards, schedule/cost/risk dashboards, resource deployment, procurement coordination, quality/safety compliance, recovery plans and portfolio delivery; Operational leadership of Project Directors/Managers.	Budgeted limit: ₹20 lakh; no authority for unbudgeted expenditure. Appointments/CTC/revisions for Grades 3–6: COO + CHRO. Other authorities as per Annex C.
1	Chief Human Resource Officer	CEO/CMD	Leading human resources strategy, sanctioned positions, recruitment, HR/IR, payroll inputs, training, performance management, succession planning, record-keeping, labor compliance, and grievance processes. There will be no interference in the independent decision-making of the POSH committee; however, administrative support and compliance will be ensured.	Grade 3–7 appointment/CTC/revision: Not approved in your case.
2	Project Director	COO/CEO	State/project portfolio planning, client coordination, key-person deployment, budget/schedule/risk review, material/plant allocation, variation/claim escalation, closeout and project performance reporting.	Budgeted ₹10 lakh for state projects/cost centers; appointments, CTC, and revisions for Grades 5–7, as well as transfers and other authorities, are as per Annex C.
2	General Manager	COO/CEO	Coordination of departments/project groups in accordance with the written division of responsibilities; oversight of resources, approved budgets, progress, and performance; resolution of bottlenecks; client coordination; and reporting to the COO/CEO. This shall not encroach upon the responsibilities or the statutory independence of the Project Director.	No independent authority regarding general financial matters, banking, appointments, or disciplinary actions. The role is limited to recommendation/coordination; authority may be exercised only to the extent explicitly granted through a separate, valid written delegation. Holding 'Grade 2' status does not automatically confer the powers of a Project Director.
2	Machinery Officer	COO	Responsibilities include machinery/vehicle capacity planning, coordination of deployment across projects, and reviews of utilization and downtime. This also encompasses establishing preventive maintenance standards, managing spares and fuel, tracking statutory fitness and insurance, assessing operator competence, and conducting technical evaluations for the procurement, hiring, or disposal of equipment. The incumbent will consolidate status reports—received from the Plant Engineer—for the COO; meanwhile, site operations will remain under the control of the respective Project Head.	The role extends up to technical evaluation and recommendation. It does not include independent procurement, leasing, sale/disposal, bank payments, or approval of appointments; these require authorization from the competent authority as per Annex C. The individual shall coordinate with the HSE department and the Chief Operating Officer to ensure the removal or suspension of unsafe machinery.
3	Project Manager	Project Director/COO	Single-project scope, WBS/baseline, cost/schedule/resource control, subcontractor coordination, client reporting, measurement/billing support, quality/HSE compliance, risk/variation management and handover/closeout.	For your project: ₹5 lakh for budgeted routine requirements/verified bills/approved rates; up to ₹2 lakh for emergency commitments—subject to a 24-hour report and ratification within 3 working days.



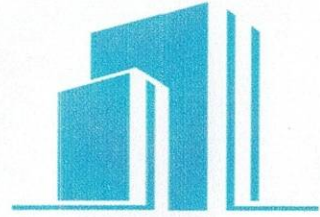
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3	Finance Manager	CFO	Project accounts, cash-flow forecast, job costing, contractor/vendor reconciliation, RA/retention accounting, GST/TDS, payroll support, monthly MIS/P&L, audit records and percentage-of-completion controls.	Verification and recommendation of bills/payments; no independent expenditure approval authority. For bank transactions up to ₹10 lakh, the role is limited to ensuring a valid written bank mandate and participating in a CFO-controlled workflow alongside a second, independently authorized signatory; otherwise, no independent bank signing authority.
3	Contracts & Claims Manager	CEO/COO	GCC/SCC review, obligation register, notices, EOT, variation/extra-item rate build-up, claim substantiation, correspondence, contract risk, dispute records, final account and DLP/retention closeout.	Independent contractual review/recommendation; Commercial commitment or settlement only with applicable DoA authority and legal/finance competition.
3	Legal & Compliance Manager	CEO/CMD; Board access	Tender/contract legal review, statutory and license register, Integrity Pact/ethics, notices/disputes/arbitration support, corporate filings, external counsel coordination, whistleblower/POSH legal support and compliance reporting.	Independent legal/compliance advice; No monetary commitment. Material breach, debarment, fraud, litigation or regulatory risk will escalate to the CEO/CMD/Board.
3	Human Resource Officer	Chief Human Resource Officer	Coordination of sanctioned recruitment, joining/verification, employee files, HR MIS, attendance/leave reconciliation, payroll inputs, training, performance cycles, grievances, and exit documentation. Reconciliation of labour compliance records with the Labour Compliance & IR Officer; ensuring confidentiality and access control.	Limited to process, verification, and recommendation. Does not constitute final approval for appointments, salary, leave, penalties, or payments; these shall be submitted to the competent authority.
4	Safety Officer	Project Head; functional independence	HSE plan, induction, PPE, JSA/PTW, statutory inspection, toolbox talk, incident/near-miss investigation, emergency drills, environmental/labor safety records and corrective-action tracking.	Independent stop-work authority in the event of imminent danger; work may resume only following documented rectification/authorization. No general final monetary authority.
4	Tender & Estimation Manager	CEO/CMD	NIT/RFP eligibility, BOQ/quantity review, rate analysis, vendor/subcontract inputs, equipment/manpower plan, risk checklist, tender schedule, technical-commercial submission and Contract Acceptance Note support.	Bid preparation/recommendation role; submission, price commitment, EMD/BG and award approval from competent authority/committee and CFO/Legal controls.
5	Senior Site Engineer	Project Manager	Execution leadership, drawing/specification compliance, work-front planning, engineers'/supervisors'/contractors' coordination, setting-out review, resource/productivity control, measurement, DPR/WPR/MPR and punch-list/handover.	For routine procurement up to ₹50,000, the Project Manager shall handle the indent/technical verification and provide final approval. No general financial or self-approval authority applies.



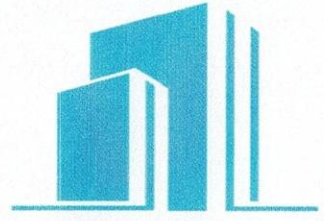
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5	Purchase Manager	COO/Project Director	Sourcing, RFQ/quotation, comparative statement, vendor due diligence, negotiation record, PO draft, delivery follow-up, material coordination and supplier performance based on approved indent.	Regarding the role of the maker/processor: the finalization of vendors and commitments must adhere to the thresholds and committee requirements specified in Annex C. An initiator shall not, on their own, finalize a vendor or authorize the release of a payment.
6	Site Engineer	Senior Site Engineer	Daily construction supervision, drawings/specifications, layout/levels, BBS, material and workmanship checks, labour/subcontractor coordination, measurement support, DPR and technical issue resolution.	Indent, measurement, technical check and recommendation; No final monetary approval.
6	Surveyor	Site Engineer/Project Manager	Initial/topographic survey, boundary and setting-out, RL/level control, grid/centre-line marking, quantity cross-check, instrument calibration/records and as-built survey/drawings.	Survey data and field-book certification within assigned competency; No commercial/payment approval.
6	Design Engineer	Project Director/PM	Structural/architectural/MEP design coordination, calculations, code compliance, GFC/shop/as-built drawings, BIM/model review, revision control, value engineering, site technical support and BOQ/design status inputs.	Design recommendations/technical sign-offs are permitted only within the scope of one's qualification and delegated competence; cost/variation approvals are subject to a separate Delegation of Authority (DoA).
6	Quantity Surveyor	PM/Contracts & Claims Manager	BOQ, quantity take-off, measurement, RA/final bill verification, variation/extra-item rate analysis, cost monitoring, material reconciliation, claim support, final account and value engineering.	Measurement/certification and commercial recommendation; payment/commitment approval from Annex C authority.
6	Accountant	Finance Manager	Voucher/ledger, project-wise expense, vendor/subcontractor bill processing, GST/TDS support, payroll input, bank/cash records, asset accounting, reconciliation, MIS data and audit documentation.	Maker role with complete supporting records; beneficiary/payment approval and bank authorization with separate signatories.
6	Plant Engineer	Machinery Officer; site operations: Project Head	Fleet deployment, preventive/breakdown maintenance, log/history card, fuel/lubricant/spares/tyre control, operator competency, statutory fitness/insurance/PUC and hire-vs-own technical evaluation.	Machine requisition, technical evaluation and maintenance certification; purchase/hire/payment approval from applicable DoA.
6	Planning & Controls Engineer	Project Director/PM	WBS/baseline, Primavera/MSP schedule, resource/cost loading, daily/weekly/monthly updates, delay and critical-path analysis, recovery plan, earned-progress/KPI dashboard and contemporaneous records.	Planning/control recommendation; Schedule or cost change is effective only when PM/Project Director and applicable contract/DoA approval is received.
6	Billing Engineer	PM/Contracts & Claims Manager	Client RA/final bills, subcontractor bill checks, measurement sheets, quantity reconciliation, rate/variation support, recovery/retention tracker, bill certification records and closeout billing.	Maker/checker separation; No self-certified payment release. Final approval from Annex C authority and finance controls.



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6	QA/QC Engineer	PM; functional COO	QAP/ITP/method compliance, incoming-material inspection, concrete/soil/steel tests, calibration, stage inspections, NCR/CAR closure, quality records/dossier, training and handover documentation.	Technical authority to hold/reject non-conforming work/material; No commercial/payment approval.
6	Electrical Engineer	Project Director/PM	Electrical drawings, load/cable/equipment review, installation supervision, testing, statutory licensing/inspection, energisation, coordination, snag closure and O&M/as-built handover.	Technical acceptance within license/competency; Procurement and payment approval from Annex C.
6	Mechanical/MEP Engineer	Project Director/PM	HVAC, plumbing, fire and mechanical systems coordination; shop drawings, installation, testing/commissioning, interface control, quality/safety, snag closure and O&M/as-built documentation.	Technical recommendation/acceptance within competence; variation, purchase and payment approval separate from DoA.
6	Labour Compliance & IR Officer	Chief Human Resource Officer/PM	Project/state licenses, worker onboarding, contractor/subcontractor muster-wage-VDA verification, EPF/ESIC, BOCW/cess, migrant-worker, welfare, inspections, grievances, notices/returns and closeout labour-dues clearance.	Compliance verification/recommendation; wage/payroll approval from HR/Finance matrix. Written recommendation of work/payment hold on material default and HR/PM escalation.
7	Junior Site Engineer	Site Engineer/Senior Site Engineer	DPR, labour/material records, drawing/BBS/measurement support, work-front supervision, basic quality/safety checks, photographs and assigned technical follow-up.	Execution support and recommendation only; No final monetary approval.
7	Document Controller	PM/Contracts & Claims Manager	Incoming/outgoing correspondence, drawing/RFI/submittal/transmittal registers, revision/status control, EDMS filing, distribution, meeting records, audit retrieval and closeout archive.	Controlled-document issuance under approved workflow; No technical/commercial approval.
7	Machine Operator / Driver	Plant Engineer/PM	Licensed safe operation, pre-start checklist, route/assignment compliance, logbook, fuel/hour record, daily care, defect reporting and emergency/safety procedure compliance.	Responsibility for not operating unsafe/defective equipment; no authority regarding procurement, payment, or disciplinary matters.
7	Foreman	Site Engineer/Site Supervisor	Crew allocation, work-front readiness, daily productivity, tools/material control, workmanship, housekeeping, attendance coordination and progress/problem reporting to engineer/supervisor.	Assigned crew/task coordination; No contractual or monetary approval.
7	Storekeeper	Purchase Manager/PM	Receipt/quality-quantity check, GRN/GIN, bin card/ERP, safe storage, issue against indent, stock/low-level report, physical verification, reconciliation, security and document control.	Material custody and transaction recording; No purchase, vendor selection or payment approval.



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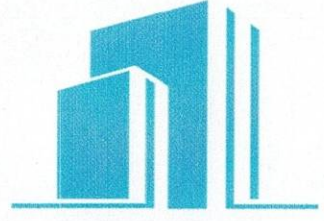
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7	Site Supervisor	Site Engineer/Senior Site Engineer	Daily labour/work-front supervision, drawing-based workmanship, material/equipment use, productivity, housekeeping, safety compliance, issue escalation and basic progress reporting	On-site task direction within approved plan; No monetary/contractual approval.
7	Site Lab Technician	QA/QC Engineer	Sampling, concrete/soil/aggregate/steel and field/lab tests, equipment calibration/check, specimen identification, result register, report preparation and non-conforming result escalation.	Test execution and factual recording; Acceptance/rejection decision from QA/QC Engineer/competent authority.
7	Timekeeper / Site HR Assistant	Chief Human Resource Officer/PM	Attendance, shift/leave/overtime inputs, worker onboarding documents, muster/wage/IR records, ID/PPE issue coordination, camp/site administration and payroll data submission.	Verified record preparation; overtime, leave, payroll or disciplinary approval from the competent authority of HR matrix.

अनुलग्नक C अधिकार प्रत्यायोजन और अनुमोदन

प्राधिकारी	सीमा	मुख्य क्षेत्र/शर्त
Board	> ₹3 crore / reserved matters.	Budget/business plan, borrowing/security, related party, immovable property, restructuring, legal/Articles—reserved matters; final approval from Grade A HR
Chairman Cum Managing Director	Budgeted ₹3 crore; unbudgeted ₹1 crore	Major capex/opex, contracts/tenders; Grade 1 appointment/CTC/revision.
Chief Executive Officer	Budgeted ₹50 lakh; unbudgeted ₹30 lakh	Business/operations, work order, approved variation; Grade 2 appointment/CTC/revision; essential CFO competition.
Chief Operating Officer	Budgeted ₹20 lakh	Projects, procurement/work orders, verified bills/rates; not unbudgeted
Project Director	Budgeted ₹10 lakh	Your state projects/cost centres; technical-commercial-finance checks
Project Manager	Budgeted ₹5 lakh	Routine need/verified bill/approved rate of your project.
General Manager / Machinery Officer / CHRO / CFO	Holding a position does not automatically confer the authority to approve general expenditure.	Specific authority is derived from the relevant financial/HR matrix, bank mandates, and valid written delegations; self-approval is not permitted.
Grade 4-7	No final monetary approval	Indent, estimate, measurement, GRN, technical check, recommendation



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C.1 मानव संसाधन अनुमोदन के सामान्य नियम

मानव संसाधन विषय	अंतिम अधिकार
Grade A नियुक्ति/CTC/संशोधन/सेवा समाप्ति	Board
Grade 1 नियुक्ति/CTC/संशोधन	CMD
Grade 2 नियुक्ति/CTC/संशोधन	CEO
Grade 3-6 नियुक्ति/CTC/संशोधन	COO & CHRO
Grade 7 नियुक्ति/CTC/संशोधन	PD & Human Resource Officer
Grade A स्थानांतरण/प्रतिनियुक्ति	CMD
Grade 1-6 स्थानांतरण/प्रतिनियुक्ति	CEO
Grade 7 स्थानांतरण/प्रतिनियुक्ति	COO & Project Director
Grade A अवकाश	CMD; CMD का अपना अवकाश Board/Board-authorised director को
Grade 1-2 अवकाश	CEO; CEO के मामले CMD।
Grade 3-7 लगातार 15 दिन तक अवकाश	CHRO & HRO & Senior Officer
Grade 3-7 लगातार 15 दिन से अधिक अवकाश	COO & CHRO & Project Director
निलंबन	सक्षम नियुक्ति प्राधिकारी या उच्च; कानून, निर्वाह भत्ता और due process अनुसार

अनुमोदन एवं आदेशानुसार जारी

यह नीति 01/09/2026 से तत्काल प्रभाव से लागू होगी।

Chairman Cum Managing Director के हस्ताक्षर

Managing Director

G.V.C. PVT LTD.

दिनांक: 30/08/2026

स्थान: H.Q. PATNA



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Letter No - 29 / 2026-27 / Company.

Date - 30 / 08 / 2026.

GVC POLICY 2026 ORGANIZATION CHART

Single-page landscape | Grades and reporting aligned with final policy

