



GOKUL VASUDEV CONSTRUCTION PVT LTD.

"SINCE 2021"

CIN: -U45400BR2021PTC052463, PAN: - AAJCG0901E, GST NO: - 10AAJCG0901E1ZG

Head Office: - Jagriti Nagar, Magistrate Colony, Ashiyana Digha Road, Patna, Bihar-800014.

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Letter No – 30 / 2026-27 / Notify.

Date – 30 / 08 / 2026.

RULE & REGULATION (01)

1. All officers and employees letter number – 29 / 2026-27 Date - 30/08/2026 will work as per and follow the chain system.
2. 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.
3. Attendance of officers and employees is to be submitted in the company - from 08:30 am to 09:30 am & 05:30 pm to 06.30 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 & Working time of officers and employees is as per construction field / site.
4. Chief Operating Officer, Project Director, Project manager, Senior site engineer, site engineer & Billing Engineer will be paid an amount of 0.75% 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.
5. The officers or employees mentioned in serial numbers 04 above will get the benefit of C.S.P only if they remain posted on the said post in the area of posting for at least 03 months and in case of leaving the company, they will not get the benefit of C.S.P.
6. Chief Operating Officer, Project Director & 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.
7. Chief Operating Officer, Project Director, Project manager, senior site engineer, junior site engineer 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.
8. Chief Operating Officer, Project Director, Project manager, Senior site engineer & site engineer will submit the ledger book of the previous month from 1st to 5th of every month and will submit Ledger book from 1st to 5th of April every year after the end of the financial year, otherwise, for not submitting the ledger book every month, 5 days' attendance will be deducted.
9. To avail leave, an officer or employee will be required to get his/her application signed by a senior officer of his/her work area and upload it on the company's official app.
10. Human Resource Officer will approve the leave of the applicant after matching the signature of the senior officer.
11. Any officer or employee will leave his workplace only when his leave is approved, otherwise double the leave of absence will be deducted and action will be taken as per rules.
12. If any officer or employee remains absent for more than the approved leave then double the leave attendances will be deducted and action will be taken as per the rules.

Managing Director
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13. All Officers falling under Grade A and Grade 1-2 shall be provided with food and accommodation by the Company. If these facilities are not arranged by the Company, the actual expenses shall be reimbursed upon submission of valid bills. The payment shall be made through the Head Office Expense Ledger, subject to approval by the competent authority.
14. If a canteen facility is unavailable at the workplace, employees in Grades 3-4 will receive the meal allowance agreed upon at the time of joining or ₹6,000, as applicable. It will be paid from the ledger book of the concerned site where the employee is posted.
15. If a canteen facility is unavailable at the workplace, employees in Grades 5 will receive the meal allowance agreed upon at the time of joining or ₹5,000, as applicable. It will be paid from the ledger book of the concerned site where the employee is posted.
16. If a canteen facility is unavailable at the workplace, employees in Grades 6 will receive the meal allowance agreed upon at the time of joining or ₹4,500, as applicable. It will be paid from the ledger book of the concerned site where the employee is posted.
17. If a canteen facility is unavailable at the workplace, employees in Grades 7 will receive the meal allowance agreed upon at the time of joining or ₹4,000, as applicable. It will be paid from the ledger book of the concerned site where the employee is posted.
18. All officers and employees are instructed to fill in the Travel Log Book issued by the Company and it is mandatory to get it signed by the Senior Officer of their area of work and submit it to the Machinery Officer by the last day of the month.
19. The Machinery Officer should issue the pay slip after matching the journey log book submitted by the officer or employee and matching it with the signature of the senior officer present thereon.
20. All officers and employees are instructed to use the vehicle provided to them for working in the workplace for company work or if found using it for personal use, a fine of Rs. 5,000 will be deducted from their salary.
21. All officers and employees are instructed to keep the vehicle provided by the company in good condition and get it serviced on time. Otherwise, action will be taken by the Machinery Officer on which your claim of any kind will not be valid.
22. 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.
23. It is mandatory for the Grade-07 to submit photographs of the construction work every day in the evening on the company's official WhatsApp group.
24. It is mandatory for employees & officers to wear the company's id card in their workplace.
25. Temporary appointed officer or employee (whose EMP has not been implemented) will be paid only after obtaining payment approval from the Chief Human Resources Officer.
26. Any officers and employees are instructed to ensure that any other matter which is not otherwise mentioned in this, gets approval from the Chief Executive Officer.

This order will come into effect with immediate effect.

For Gokul Vasudev Construction Private Limited


Managing Director

GVC PVT LTD

ASHUTOSH KUMAR

Chairman Cum Managing Director

Gokul Vasudev Construction Private Limited.