



GOKUL VASUDEV CONSTRUCTION PVT. LTD.

"SINCE 2021"

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Letter No – 01 / 2023-24 / Notify.

Date – 28 / 01 / 2024.

COMPANY ORDER - POST CREATION & POST WISE WORK ALLOTMENT.

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

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


MANAGING DIRECTOR
GOKUL VASUDEV CONSTRUCTION
PRIVATE LIMITED