



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: - GOKULVASUDEVCONSTRUCTIONPVTLD@GMAIL.COM, MOB NO- 8757948973.

Letter No – 01 / 2023-24 / Notify.

Date – 28 / 01 / 2024.

GRADE		Managing Director Cum Chairman			
	Company Policy & All Works	Business Development works & Market Study	Slection Sub Contractor & Agreement To Sub Contractor	Asset Finalisation & Project Selection and Tendering Finalisation	Award of works & Agreement From Clients
					To execute all types of matters which are not mentioned anywhere.
					Right to issue all types of orders & The right to appoint and dismiss all employees and all officers of the company is reserved.
A	Chief Executive Officer				Chief Financial Officer
	Project Planning	Power to suspend Grade (01 TO 05)	Liasioning with Clients & Payment from Client	Startegic & Operational Decisions.	Client and Vendor Billing Approval
					All Agreement & All Payment Relized
					Analysis & approval of Rates
1	Chief Project Controls				Charterd Accountant
	Material and Agency / Vendor Procurement Orders Finalisation	Visiting all work areas and submitting report to C.E.O. & Power to suspend Grade (04)		Controlling Sub Contractor, Labor Contractor & Supplier	Recruitment and Payroll finalisation For Grade (03 TO 05)
					Slection & Appointment To Grade (03 TO 05)
2	Project Manager				Finance Manager (HQ)
	Complete Project & Hand Over Projects Within The Time Period	Submit To All Vendor & Supplier Report	Supplier & Labour Contractor Agreement.	Submitting orders for construction materials to suppliers	Office Work At (HQ) & Working under Chief Executive Officer
	All Work Area Visit & Order To Engineering Work For Drawing	Site In-Charge	Quantity Surveyor	Soil & Material Engineer	Machinery Officer
					Keeping tools & equipment in good condition and getting timely service
					Make Pay Slip & Salary Disbursment For All Company Employee
					Working under Grade (A) Officer & Keeping an eye on all WhatsApp groups of the company
3	Site Engineer	Site In-Charge	Quantity Surveyor	Soil & Material Engineer	Plant Engineer
	Engineering Work For Drawing & Per Day Site Visit, Progress To Site & Submit To Progress Report	Work related to your field and working as per instructions of higher authority.	Work related to your field and working as per instructions of higher authority.	Work related to your field and working as per instructions of higher authority.	Working under Machinery Officer
4	Fresher -Site Engineer, Site In-charge, Quantity Surveyor, Soil & Material Engineer, Survey Engineer, Plant Engineer, Finance Manager (Field) & Other From Grade (04)				Finance Manager (Field)
					Marketing For Construction Materials
5	Site Supervisor, Guard, Site / Field Representative, Machinery Opretors, Drivers, Cook & Other From Grade (05)				
					Work related to your field and working as per instructions of higher authority.

MANAGING DIRECTOR
**GOKUL VASUDEV CONSTRUCTION
PRIVATE LIMITED**



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RULE & REGULATION (1)

1. Employees & officer follow the chain system.
2. The chief executive officer is authorized to take any kind of decision.
3. If any kind of error is found in the work area of employees & officers, action will be taken as per requirement.
4. Attendance of employees & officers is to be submitted in the official WhatsApp group of the company - from 08:30 am to 10:00 am by taking selfie at work area through GPS camera. Last attendance time - till 10:30 am with additional reason mentioned. Otherwise, attendance will not be recorded and action will be taken as per rules.
5. Working time of employees & officer is – 09:00 am to 06:00 pm & (lunch) time is – 01:00 pm to 02:00 pm or in (may & June month) – scheduled from 06:30 am to 11:30 am & 04:30 pm to 08:30 pm.
6. It is mandatory for the site engineer / in charge (site) to dedicate (D.P.R report) and (B.B.S report) every day of all construction work area on the official WhatsApp group of the company.
7. It is mandatory for the site engineer / in charge to submit debit credit sheet, supplier bill, labore contractor report & other reports to the project manager on 01st of every month.
8. It is mandatory for the project manager to self-check all the reports and submit the final report on 05th of every month to the company official mail id- gvcpvtltd2021@gmail.com.
9. 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.
10. There is a provision of holiday for employees & officers from 2:00 p:m every Sunday.
11. The 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 chief executive officer. Will inform.
12. Project manager & site engineer / in charge will work in their work area. If there is any kind of negligence in the engineering field, regular action will be taken.
13. For grade (01 to 04) 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.
14. For grade (05) if there is no company canteen at the workplace, then food and lodging allowance is fixed at RS. - 3,000=00.
15. Employees & officers are provided a total of 06 days of leave on festival of every year, (voluntary leave 36 days + 06 days of festival) a total of 42 days of leave are provided every year.

16. In the appointment process of grade (01 & 02) - chief executive officer & chief financial officer will be there.
17. The right to grant leave to grade (01 to 03) is sanctioned to the chief executive officer. You can apply for leave on the company's official mail id – ceo@gvc.in.net.
18. The right to grant leave to Grade (04 to 05) is sanctioned to the Project Manager. Grade (04) can apply for leave on the mail ID of the concerned Project Manager and the Project Manager is instructed to grant leave. After this, we will share the screenshot of leave sanctioned in the company's WhatsApp group.
19. It is mandatory for employees & officers to wear the company's id card in their workplace.
20. All suppliers of the work area will be paid if the bill is more than 01 months & 02 months or above RS. - 50 lakh.
21. A meeting will be organized by the officers of the company on any working day of every month. Information about the said meeting will be given two days in advance in which it is mandatory for all the employees of the company to attend.
22. All staff and employees are directed to fill the yatra log book issued by the company. It is mandatory to certify that the upper officer on the last day of the month and after approval from you on the last day of the month it is mandatory to submit on the official mail id- ashutosh.singh.jnb@outlook.com.
23. All employees and officers 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 employee or officer 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 to 01 year. If good, the amount of basic salary will be increased by 10% or promotion will be done.
27. All the officers are instructed to take action on whatever is not mentioned anywhere after taking a decision from the higher officer.
28. All employees and all officers are instructed to ensure that any other matter which is not otherwise mentioned in this, gets approval from the managing director.

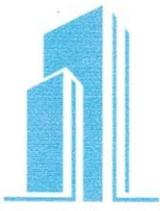
The appropriate decision is implemented with date – 01/04/2024 effect.

For Gokul Vasudev Construction Private Limited


MANAGING DIRECTOR
GOKUL VASUDEV CONSTRUCTION
PRIVATE LIMITED
ASHUTOSH KUMAR

Managing Director Cum Chairman

Gokul Vasudev Construction Private Limited.



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1. EMPLOYEE SALARY DETAILS: -

Grade	Fresher	Experience Up To 03 Years	Experience Above 03Years
A	N/A	40,000.00 TO 65,000.00	60,000.00 TO 2,50,000.00
01	N/A	30,000.00 TO 50,000.00	45,000.00 TO 2,25,000.00
02	N/A	25,000.00 TO 40,000.00	35,000.00 TO 2,00,000.00
03	N/A	15,000.00 TO 35,000.00	30,000.00 TO 1,25,000.00
04	12,000.00 TO 20,000.00	N/A	N/A
05	08,000.00 TO 10,000.00	09,000.00 TO 11,000.00	10,000.00 TO 50,000.00

Note: - No one will agree to the above salary, the decision of the higher authority will be the final decision.

2. EMPLOYEE QUALIFICATION DETAILS: -

Grade	Post Name	Minimum Qualification
A	Chief Executive Officer	MTech or M.B.A & High -Level Qualification
	Chief Financial Officer	Chartered Accountant Min / 03 Year Experience
1	Chief Project Controls & Chief Human Resource Officer	MTech or M.B.A & High-Level Qualification
	Chartered Accountant	Chartered Accountant
2	Project Manager	MTech or B.E Civil Min / 03 Year Experience
	General Manager	Graduation & High -Level Qualification
	Machinery Officer	B.E Mech / Min 03 Year Experience
	Finance Manager (HQ)	M.B. A
3	Site Engineer	B.E Civil
	Site In charge	Promotion In Site Supervisor or B.sc
	Quantity Surveyor	B.E Civil
	Soil & Material Engineer	B.E Civil
	Survey Engineer	B.E Civil
	Plant Engineer	B.E Mech
	Finance Manager (Field)	Graduation & High -Level Qualification
4	Site Supervisor, Guard, Site / Field Representative, Cook & Other from Grade (05)	Diploma Civil & Must Matric Certificate & High -Level Qualification
4	Machinery Operators & Drivers	Must Driving license, Matric Certificate

NOTE: - The final decision will be taken by the higher authority which will be acceptable.

MANAGING DIRECTOR

GOKUL VASUDEV CONSTRUCTION
PRIVATE LIMITED

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