



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 (1)

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- 01/2023-24/Notify. Dt. - 28/01/2024 and temporary appointment can be done either directly by the Managing Director or Project Manager Lower Then 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.
5. Attendance of officers and employees is to be submitted in the company - from 08:30 am to 10:00 am by taking selfie at work area through Attendance App Otherwise, attendance will not be recorded and action will be taken as per rules.
6. Working time of officers and employees is As Per Construction Field / Site.
7. Chief Project Controls and Project Manager & Site Engineer or Site 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.
8. It is mandatory for the site engineer / in charge (site) 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 to submit debit credit sheet, supplier bill, labore contractor report, and (B.B.S report) & other reports to the project manager on As Per Requirements.
10. It is mandatory for the project manager to self-check all the reports and submit the final report on As Per Requirements to the company official mail id- gvcpvtltd2021@gmail.com.
11. 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.
12. There is a provision of holiday for officers and employees from 2:00 p:m every Sunday.
13. 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.
14. 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.
15. 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.

16. 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.
17. officers and employees 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.
18. In the appointment process of grade (01 & 02) Own Field - chief executive officer & chief financial officer will be there.
19. The right to grant leave to grade (01 To 03) is sanctioned to the Chief Executive Officer.
20. The right to grant leave to grade (03 & 04) is sanctioned to the Chief Project Controls.
21. The right to grant leave to Grade (04 & 05) is sanctioned to the Project Manager After this, he will share the screenshot of leave sanctioned in the company's WhatsApp group.
22. All officers 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 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 employees & officers to wear the company's id card in their workplace.
28. All suppliers of the work area will be paid if the bill is more than 01 months & 02 months or above RS. - 50 lakh.
29. A meeting will be organized by the Grade (A, 01 & 02) officers of the company.
30. 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 date – 01/02/2024 effect.

For Gokul Vasudev Construction Private Limited



ASHUTOSH KUMAR
Chairman Cum Managing Director
Gokul Vasudev Construction Private Limited.