

BRIDGE AND ROOF CO. (INDIA) LTD.

OFFICE ORDER

Date: 20.02.2024

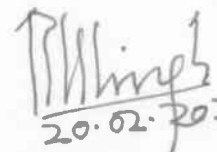
Any agreement on behalf of company for payment to subcontractors/suppliers against dispute/pending payment shall be done at level of SBU Head only.

Before entering into such agreement, SBU Head shall apprise management with verified statements of followings:

1. Summary of physically executed quantity and its financial value billed to client for different types of works like, piping, structures, civil etc. Separate statement shall be prepared for different type of works like piping, structure, etc. Moreover, summary of corresponding physical quantity executed by multiple vendors doing similar work to compare w.r.t. physically executed quantity accepted by client shall also be presented. Statement should include vendor wise details with their total number of contracts, total physical quantity executed, total payment made, payment due, dispute/litigation if any, with details of work order, LD & other deductions, etc. from the vendors.

All statements should be verified and signed by SBU Head.

2. For contractors whose payment is due and litigation/ dispute exists, Chronology of events starting from tender NIT till now is required duly signed by SBU Head.


20.02.2024

(R. K. SINGH)
CHAIRMAN & MANAGING DIRECTOR

BRIDGE AND ROOF COMPANY (INDIA) LTD.

भारत सरकार का एक उद्यम / A Government of India Enterprise

Ref: BANDR/ CMD /OFCO/2023-24/2

06.01.2024

OFFICE ORDER

SUB. : HANDLING OF LITIGATIONS – REG.

To

All SBU Heads/HODs

- I. For systematic handling of all litigations related to the Company which are pending before various forum of Law (MSME Facilitation Councils, NCLTs & Courts), it has been decided that all project-related commercial issues/litigations, shall be handled by the concerned SBU heads /HODs in consultation with the Officers conversant with the disputed issues of the concerned project and Legal /Arbitration Cell. For this purpose, all legal expenses would have to be also borne by the respective SBU Heads/HODs
 - II. All SBU Heads/HODs are also advised to address and resolve all the grievances or issues related to outstanding dues etc., that are received either directly or through Lawyer's Notice from the Clients or Contractors/ Sub-Contractors related to the projects under their control properly, so that unnecessary litigations from such aggrieved parties as well as a huge amount on account of lawyers' expenses to defend Company's interest can be avoided.
- This will come into force with immediate effect.


(RAJESH KUMAR SINGH)

CHAIRMAN AND MANAGING DIRECTOR

CC: D (F) - For kind information

CC: D (PM) - For kind information

CC: CVO - For kind information

CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/ Ranchi/Prayagraj

BRIDGE AND ROOF COMPANY (INDIA) LTD.

भारत सरकार का एक उद्यम / A Government of India Enterprise

Ref: BANDR/ CMD /OFCO/2023-24/1

06.01.2024

OFFICE ORDER

Sub – F & A Deptt. to act as the "Project Co-ordinating Authority"

- I. All concerned are hereby advised to act according to the Office Order Ref. B&R/CMD/FIN/007/2020/2 dated 17.02.2020 whereby it has been confirmed by the Management that the Finance & Accounts Department at HO will act as the "Project Co-ordinating Authority" (Copy enclosed).
- II. It is once again clarified that the Finance & Accounts Deptt of HO shall monitor the day to day project accounts activities including cash flow of the projects, regular remittance to HO or zonal office, payment of the statutory obligations, i.e. payment of GST, Income Tax etc .

In view of above, Director (Finance) may assign specific responsibilities to the respective Officers of Finance & Accounts Deptt. at HO from time to time.



(RAJESH KUMAR SINGH)

CHAIRMAN AND MANAGING DIRECTOR

Encl: Copy of Office Order Ref. B&R/CMD/FIN/007/2020/2 dated 17.02.2020

CC: D (F) - For kind information

CC: D (PM) - For kind information

CC: CVO - For kind information.

CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/ Ranchi/Prayagraj

BRIDGE & ROOF CO. (INDIA) LIMITED

ORDER

Ref: B&R/CMD/FIN/007/2020/2

Date: 17/02/2020

Order is hereby issued that the Finance & Accounts Department at HO will, henceforth, be acting as the "Project Coordinating Authority". The Finance & Accounts Department of HO will monitor the day-to-day project accounts activities including cash-flow of the projects, regular remittance to HO or Zonal office, payment of the statutory obligations i.e., payment of GST, Income Tax etc.

D(F) will assign responsibilities to the respective officers of the Finance & Accounts Department at HO.

This order is issued for immediate effect.

BRIDGE & ROOF CO. (INDIA) LIMITED


(SUNIL KUMAR SARDER)
CHAIRMAN AND MANAGING DIRECTOR

cc.to :

D(PM), D(F)

All CGMs,

All Gms

BRIDGE AND ROOF COMPANY (INDIA) LTD.

भारत सरकार का एक उद्यम / A Government of India Enterprise

Ref: B&R/CMD/OFCO/2023-24

10.11.2023

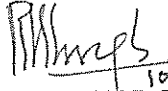
OFFICE ORDER

I. Subsequent to release of Shri Suprakash Chattopadhyay, ex-Executive Director (CS) from services on 24.10.2023, it has been decided that apart from Department of Finance & Accounts and Internal Audit (IA) the following Departments will also be under control of Director (Finance) :

- a) Human Resource Deptt. along-with its all cells including Arbitration /Legal Affairs, Official Language and Estates w.e.f 25.10.2023 and
- b) Information Technology (IT) Deptt w.e.f. 25.10.2023.

II. In view of above, **Shri Abhijit Roy, General Manager (HR)** shall report to D(F) w.e.f. 25.10.2023.

Similarly, **Shri Barun Kanti Das**, who has been promoted to Grade E-7 w.e.f 01.10.2023, shall continue to oversee all activities of the IT Department and shall report to D (F) w.e.f. 25.10.2023. **Shri Barun Kanti Das**, will be designated as **General Manager (Information Technology)** abbreviated as **GM(IT)**.


10.11.2023
(RAJESH KUMAR SINGH)
CHAIRMAN AND MANAGING DIRECTOR

Circulation: Shri Abhijit Roy, GM(HR), Shri Barun Kanti Das, GM(IT)

CC: CMD } For kind information pls.

CC : D(F) } For kind information pls.

CC : D(PM)} For kind information pls.

CC : CVO

CC : All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC : Offices at Kolkata/Howrah/Mumbai/Delhi/Chennai/Vadodara/Bhubaneswar/Ranchi/Guwahati/Prayagraj/Visakhapatnam

CC: All Sites

CC : File

BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारत सरकार का उद्यम/A Government of India Enterprise

Ref : B&R/CMD/OFCO/2023-24/01

15.03.2023

OFFICE ORDER

For administrative convenience, the designation and /or place of posting and /or authority/or Roles and Responsibilities of the following Officers will stand as follows with immediate effect.

S I. N o .	Name of the Officer & Grade	Previous Designation	Previous Report Authority	Present Designation	Present Place of Posting	Present Reporting Authority	Remarks
1	Shri Vijoy Kumar Soni	Deputy General Manager (Civil) Infrastructure Odisha South	GGM (SBU-II)	DGM (Projects) CIVIL, NALCO, Damanjodi	NALCO Damanjodi	GM (Projects) Damanjodi	
2	Shri Nanda Lal Mallik	Deputy General Manager (Mechanical) NALCO, Damanjodi	DGM (Civil) Infra. Odisha South	DGM (Projects) Mechanical NALCO, Damanjodi	NALCO Damanjodi	GM (Projects) Damnajodi	
3	Shri Prasanta Kumar Mohanty	Assistant General Manager,	Deputy General Manager (Mechanical) NALCO, Damanjodi	AGM (Projects) Mechanical NALCO, Damanjodi	NALCO Damanjodi	DGM (Projects) Mechanical NALCO, Damanjodi	
4	Shri Swapan Chandra Das	Assistant General Manager, Damanjodi	DGM (Civil) Infra. Odisha South	AGM (Projects) Civil NALCO, Damanjodi	NALCO Damanjodi	GM (Projects) Damnajodi	
5	Shri Nikhil Biswas	Assistant General Manager (Mechanical) Damanjodi	GM (Projects) Damnajodi	AGM (HR & Maintenance), NALCO Damanjodi	NALCO Damanjodi	AGM (Comm.& HR) Damanjodi	

Roles and Responsibilities of the officers above will be as per office order B&R/ED(CS)/OFCO/2022-23 dated 20.10.2022 (Copy enclosed) in addition to the roles and responsibilities that may be assigned to them by concerned reporting officer and SBU Head.


(R K SINGH) 15.03.2023
CHAIRMAN AND MANAGING DIRECTOR

Encl: As Above

CC : ED(P)
CC: GGM, SBU-II
CC: GM(HR)
CC:CVO

CC: GM/Projects (Damanjodi)

BRIDGE AND ROOF CO. (I) LIMITED
(A GOVT OF INDIA ENTERPRISE)

Ref: BANDR/CMD/2022-23

13.06.2022

OFFICE ORDER

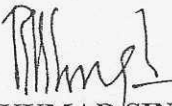
To
All HODs/SBU Heads/Zonal Heads/Regional Heads

Sub: Administration of attendance at project sites

For ensuring regularity in attendance of the employees at the place of posting as well as maintenance of proper records of attendance, all HODs/SBU Heads/Zonal Heads and Regional Heads are requested to advise all the Site in Charges under their control to maintain a **monthly report** of attendance of permanent employees of all categories, i.e. Officers, Staff, Sub-Staff and Workers, posted at the respective project sites in the formats enclosed.

The compiled report of attendance accompanying the copy of the Attendance Sheet of the concerned employees of a particular month should be forwarded to HR Deptt. by the concerned Site-in-Charge within 5th day of the next month to the following email id : bnr.siteattendance@bridgeroof.co.in

This will come into force with immediate effect.


13.06.2021
(RAJESH KUMAR SINGH)
CHAIRMAN AND MANAGING DIRECTOR

Encl. : Format of Summary Sheet and Attendance Sheet

CC : D(F)

CC : D(PM)

CC : CVO

CC : All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC:All Sites and Offices at Kolkata/Howrah/Chennai/Mumbai/Bhubaneswar/Delhi/Vadodara/Ranchi/Prayagraj

BRIDGE & ROOF CO. (I) LIMITED
(A GOVT OF INDIA ENTERPRISE)

MONTHLY REPORT OF ATTENDANCE

MONTH: YEAR:

NAME OF PROJECT SITE & ORDER NO.:

NAME OF SITE - IN- CHARGE:

NAME OF HOD/SBU HEAD/REGIONAL HEAD/ZONAL HEAD :

TOTAL NO. OF PERMANENT EMPLOYEES POSTED AS ON DATE (MENTION LAST DATE OF MONTH) :

Sl. No.	NAME OF EMPLOYEE	EMP. CODE	GRADE	DATE OF POSTING AT SITE (AS PER TRANSFER ORDER OR CIRCULAR)	DATE OF JOINING AT SITE	TOTAL DAYS OF ATTENDANCE	TOTAL DAYS OF LEAVE AVAILED, IF ANY	WHETHER ANY LEAVE AVAILED WITHOUT APPROVAL. IF YES , ACTION INITIATED AGAINST HIM (PLS MENTION ALL RELEVANT DATES)	REMARKS IF ANY

RECORDS VERIFIED.

SIGNATURE OF SITE-IN-CHARGE:

DATE:

ATTENDANCE SHEET

MONTH: YEAR:

NAME OF PROJECT SITE & ORDER NO.:

NAME OF SITE - IN- CHARGE:

NAME OF HOD/SBU HEAD/REGIONAL HEAD/ZONAL HEAD:

TOTAL NO. OF PERMANENT EMPLOYEES POSTED AS ON DATE (MENTION LAST DATE OF MONTH):

Sl. No.	NAME OF EMPLOYEE	EMP. CODE	GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

RECORDS VERIFIED.

SIGNATURE OF SITE-IN-CHARGE:

DATE:

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारत सरकार का एक उद्यम / A Government of India Enterprise
कोलकाता/Kolkata-700 071.

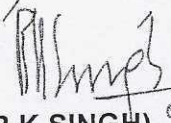
Ref: BANDR/CMD/OFCO/2022-2023

05/05/2022

OFFICE ORDER

Further to the Office Order Ref. Ref: BANDR/CMD/OFCO/2022-2023 dated 18.04.2022, it has been decided that Shri Biplab Kumar Majumder, Dy. General Manager (Finance)Co-ordination, in addition to his present assignment, shall carry out necessary coordination, follow up etc. with the concerned HODs/SBU Heads/Zonal Heads/Regional Heads regarding raising of Monthly Invoice (RA Bill) against the work done and also the realisation made against such Invoices at regular interval and he will also submit a report to D(F) in this regard by 25th of every month.

This will come into force with immediate effect.


(R.K.SINGH) 05.05.2022

CHAIRMAN AND MANAGING DIRECTOR

Circulation to: Shri Biplab Kumar Majumder, DGM(F)CORD

CC : D(F)

CC : D(PM)

CC : CVO

CC : All EDs/ CGMs/GGMs/GMs/DGMs/HODs

CC : All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Vadodara/Bhubaneswar/Ranchi Guwahati/Prayagraj
Visakhapatnam

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कोलकाता/Kolkata-700 071.

Ref: BANDR/CMD/OFCO/2022-2023

18/04/2022

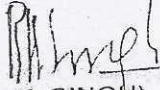
OFFICE ORDER

All HODs/SBU Heads/Zonal Heads/Regional Heads are hereby advised to ensure the following strictly in respect of the Project Sites under their control:

- i) All ongoing Project sites must raise Monthly Invoice (RA Bill) against work done during the Month to the respective Clients positively by the last day of each calendar Month and pursue the same to ensure realisation of the payment against such Invoices by the 15th day of the following Month or strictly as per terms of the concerned contracts in place.
- ii) SBU/Zonal Heads should issue necessary instruction to the respective Site-in-Charges under their control accordingly.

In case, any deliberate lapse or irregularity is observed or reported in compliance of the above noted instructions, the same will be dealt with very seriously by the Management.

This is will come into force with immediate effect.


(R. K. SINGH) 18.04.2022
CHAIRMAN AND MANAGING DIRECTOR

CC : D(F)

CC : D(PM)

CC : CVO

CC : All CGMs/GGMs/GMs/DGMs/HODs.

CC : All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Vadodara/Bhubaneswar/Ranchi Guwahati/Prayagraj
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कोलकाता/Kolkata-700 071.

Ref: BANDR/CMD/OFCO/2022-2023

18/04/2022

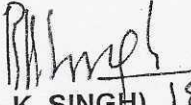
OFFICE ORDER

All HODs/SBU Heads/Zonal Heads/Regional Heads are hereby advised to ensure the following strictly in respect of the Project Sites under their control:

- i) All ongoing Project sites must raise Monthly Invoice (RA Bill) against work done during the Month to the respective Clients positively by the last day of each calendar Month and pursue the same to ensure realisation of the payment against such Invoices by the 15th day of the following Month or strictly as per terms of the concerned contracts in place.
- ii) SBU/Zonal Heads should issue necessary instruction to the respective Site-in-Charges under their control accordingly.

In case, any deliberate lapse or irregularity is observed or reported in compliance of the above noted instructions, the same will be dealt with very seriously by the Management.

This is will come into force with immediate effect.


(R. K. SINGH) 18.04.2022
CHAIRMAN AND MANAGING DIRECTOR

CC : D(F)

CC : D(PM)

CC : CVO

CC : All CGMs/GGMs/GMs/DGMs/HODs

CC : All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Vadodara/Bhubaneswar/Ranchi Guwahati/Prayagraj
Visakhapatnam

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
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Ref: B&R/CMD/OFCO/2022-23

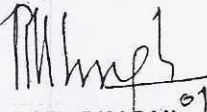
01.04.2022

OFFICE ORDER

Sub: Re-defining Responsibilities of Executive Director (Corporate Services)

For operational convenience and for dealing with various administrative issues efficiently, the assignments of Shri S. Chattopadhyay, Executive Director (Corporate Services) shall stand as follows w.e.f 01.04.2022:

- a) Consequent upon superannuation of Shri Uttam Kumar Mallick, Executive Director (Engineering) on 31.03.2022, it has been decided that all jobs that were under control of erstwhile ED (ENGG.) shall be looked after by Shri S. Chattopadhyay, Executive Director (CS) in addition to his present assignments. Accordingly, Shri Chattopadhyay shall additionally hold the charge of Executive Director (Engineering) and shall look after all jobs related to Commercial, Business Development and Tender Cell w.e.f 01.04.2022. For this purpose, Shri Chattopadhyay shall report to D(PM).
- b) In view of above, Shri Tapas Saha, General Manager (Engineering), shall report to Shri S.Chattopadhyay, Executive Director (CS) w.e.f. 01.04.2022 for the jobs related to Commercial, Business Development and Tender Cell while for all Project related jobs, which are already under his control, Shri Saha will continue to report to Shri D.Paul, Executive Director (Projects). The distribution of Project-related jobs as assigned to erstwhile ED (ENGG.) will be decided by the Competent Authority.
- c) For administrative convenience, it has also been decided that Howrah Works and Design Department shall be under control of Executive Director (Engineering). Accordingly, Shri Chattopadhyay will also oversee the functions of Howrah Works and Design Department in the capacity of holding charge of Executive Director (Engineering). For this purpose, Shri S.Paul, General Manager (Works) and Ms Jayanti Raha, General Manager (Design) will report to Shri S.Chattopadhyay, Executive Director (CS) holding charge of Executive Director (Engineering) w.e.f 01.04.2022.
- d) For all his existing assignments related to HR, Legal Affairs, Corporate Planning, Arbitration Matters, Information Technology, Official Language(Raj Bhasa), Training and Welfare Service, Shri Chattopadhyay will continue to report to CMD. Shri Chattopadhyay would also take up any other job as may be assigned to him by the Competent Authority from time to time for operational convenience.


01.04.2022

(RAJESH KUMAR SINGH)
CHAIRMAN AND MANAGING DIRECTOR

Circulation to : ED (PROJECTS), ED (CORPORATE SERVICES) , GM(ENGG), GM(WORKS), GM (DESIGN)

CC: D (F)

CC: D (PM)

CC: CVO

CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/ Ranchi/Guwahati/Prayagraj

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
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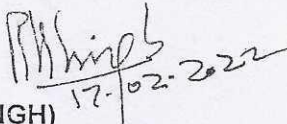
17.02.2022

OFFICE ORDER

Shri Suprakash Chattopadhyay, has been re-designated as Executive Director (Corporate Services) (Grade E-8) w.e.f. 02.02.2022 and it has been decided that he would be responsible for looking after all jobs related to the following departments/cells:

- i) Human Resource
- ii) Legal Affairs
- iii) Arbitration Matters
- iv) Corporate Planning (earlier MS, R&D and Corporate Communication Deptt),
- v) Information Technology (earlier Systems Deptt),
- vi) Official Language (Raj Bhasa),
- viii) Training
- ix) Welfare Service, Security and Administration of Howrah Works
- x) Overseas

Shri Chattopadhyay would also take up any other job as may be assigned to him by the Competent Authority from time to time for operational convenience. He will continue to report to CMD.


(R.K.SINGH)
CHAIRMAN AND MANAGING DIRECTOR

Circulation to: Shri S.Chattopadhyay, ED (Corporate Services)

CC: CMD

CC: D (F)

CC: D (PM)

CC: CVO

CC: All EDs/CGMs/GGMs/GMs/DGMs/HOD

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Ref: B&R /CMD/OFCO/2021-22

06.12.2021

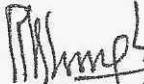
OFFICE ORDER

Sub: 'Remittance Day'

To all the Site-in-Charges

1. The 15th day of each calendar month shall now-onwards be observed as "Remittance Day"
2. Each running Project Site must remit an amount of Rs.1,00,000.00 (Rupees One lakh only) on or before 15th day of every month i.e. the 'Remittance Day' of that particular month to the account of head office.
3. It is stated that the above remittance shall be in addition to the remittance to be made in accordance with the directives already in force.

This Office Order shall come into force with immediate effect.


06.12.2021
(R. K. SINGH)
CHAIRMAN AND MANAGING DIRECTOR

CC: D (F)

CC: D(PM)

CC: CVO

CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/Ranchi

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
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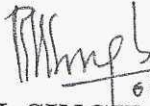
6th November, 2021

OFFICE ORDER

Sub. : Scanning and Digital Preservation of Contract Documents.

- I. It has been observed that a lot of files, voluminous contract documents/measurement books and other related papers of various project departments are haphazardly stacked and stored at various places in the Kolkata Office.
- II. In view of such unplanned space occupation which is not at all desired at the corporate office of the Company and also considering the continuous recommendation of Govt. of India for digitaisation of records, the HODs are requested to take necessary actions to get all documents related to the ongoing contracts scanned and recorded with their department. A soft copy of such Contract documents should also be provided to Commercial Department for ready reference and to make it easily accessible and usable whenever required.
- III. All HODs are also requested to explore the possibilities to augment storage space by minimizing the use of hard copies of official documents as far as practicable and destroy all the old and more than 10 Years extra copies of documents (other than vigilance^{related} documents) after making soft/Digitised which are often found left stacked and stored on the floor or above the cabinets located in the walking passage or corridor of the office premises, turning the look of the corporate office untidy and messy.

This will come into force with immediate effect.


06.11.2021

(R. K. SINGH)

CHAIRMAN AND MANAGING DIRECTOR

CC : D(F)

CC : D(PM)

CC : CVO

CC : All EDs/CGMs/GMs/DGMs/HODs

CC : All Offices at Kolkata/Howrah/Mumbai/Delhi/Chennai/Vadodara/Bhubaneswar/Ranchi

CC : All Sites

CC : File

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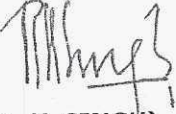
REF: CMD/OFCO/2021-22/ 3

18.10.2021

OFFICE ORDER

For administrative convenience, the following officers ^{are} being re-designated as stated below with immediate effect.

Sl. No.	Employee Name and grade	Previous			Present		
		Designation	Reporting Authority	Place of Posting	Designation	Reporting Authority	Place of Posting
1.	Shri Pranab Kumar Hans; E-8	Executive Director (Human Resource & Legal affairs)	D(F)	Kolkata	Executive Director (Human Resource), Abbreviated as, ED(HR)	CMD	Kolkata
					ED(HR) shall continue to look after all the jobs and activities including Legal affairs, etc., which were under his control as on 17.10.2021.		
2.	Shri Abhijit Roy; E-7	General Manager (Human Resource & Estate)	ED (HR&LA)	Kolkata	General Manager (Human Resource), Abbreviated as, GM(HR)	ED (HR)	Kolkata
					Shri Abhijit Roy, GM(HR) shall continue to function as the Estate Officer of the Company, and also continue to look after all the jobs and activities including Legal affairs, etc., which were under his control as on 17.10.2021.		


18.10.2021
(R. K. SINGH)
CHAIRMAN AND MANAGING DIRECTOR

Circulation to: ED(HR); GM(HR).

CC: D(PM)
CC: D(F)
CC: CVO
CC: EDs/CGMs/GGMs/GMs/DGMs/AGMs
CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara


ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारत सरकार का एक उद्यम / A Government of India Enterprise

Ref: B&R/CMD/OFCO/2021-22

16.10.2021

OFFICE ORDER

- I. In supersession of earlier Orders as applicable, for administrative convenience, Shri Debasish Paul (Grade E-8) will now be re-designated as **Executive Director (Projects)** , **abbreviated as "ED (Projects)"** with immediate effect.
- II. All concerned CGM(s), GGMs, GMs, and DGM (In-Charge), directly concerned with execution and/or co-ordination of Projects shall be responsible and accountable for their allocated jobs. All of them will report to ED (Projects) for their planning and execution, status monitoring, client dealing, Marketing and Business Development, generation of cash flow including remittance to H.O., and anything else as required by ED(Projects) from time to time.
- III. ED (Projects) will report to D(PM).


(R. K. SINGH) 16.10.2021
CHAIRMAN AND MANAGING DIRECTOR

Circulation to : ED (PROJECTS)

CC: D (F)

CC: D(PM)

CC: CVO

CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/ Ranchi