

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड

BRIDGE AND ROOF COMPANY (INDIA) LIMITED

(भारत सरकार का एक उद्यम / A Government of India Enterprise)

कोलकाता / Kolkata-7000701

Ref.: BANDR/CMD/01/OFCO/2025-26

Date: 09/01/2026

OFFICE ORDER

Subject: Zonal Office timing, Leave, Regularization & Travel sanction regarding.

1. All Zonal Offices (Delhi, Mumbai, Chennai, Guwahati, Bhubaneshwar & East Zone) time will be same as that of Kolkata Office.
2. Except for the offices mentioned above, all other offices shall be treated as project offices, and their working days and hours shall be determined accordingly.
3. All employees are required to follow the prescribed approval chain for attendance regularization, leave approval, and travel sanction. The SBU Heads/HODs are the sanctioning authorities for attendance regularization, leave approval, and travel sanction for all employees in their respective departments.
4. Leave Approval: While applying for leave, the proper approval chain should be followed. For Site In-charge /SBU heads and above, Sanctioning Authority is CMD.
5. Attendance Regularization: Some of the employees are submitting irrelevant reasons for attendance regularization. Attendance regularization will be allowed only if the employee was on official duty outside the office during working hours (Reference: Circular No. B&R/ED/HR&LA/ 2021-22 dated 26.10.2021). Travel sanction form should not be submitted separately for regularization of attendance.
For attendance regularization of the previous month, employees must submit their application within the first 7 days of the month and should reach the Senior Manager (OL) via EIS not later than the close of business on the 10th day of the month.
Applications received after the 10th day will not be considered, and the period will be deducted from the employee's leave account as available.
For attendance regularization, the Leave Approval chain shall be followed.
6. Travel Sanction: Travel sanction requests, including Air Travel, should be submitted through the proper approval chain.
As per Office Order No. B&R/CGM(HR&OS)/2021-22 dated 15/12/2021, prior approval of the Chairman & Managing Director (CMD) is mandatory for Air Travel for official duties. For travel sanction of official tour of employees below SBU Head, Sanctioning Authority is Head of the Concerned SBU. For official tour travel of SBU head and above, Sanctioning Authority is CMD.
7. Bills for official journeys undertaken with an approved travel sanction must be submitted online. Offline submission of the same is not permitted.
8. Site In-charge/RCMs may leave the station only after obtaining sanction from the CMD.

(Rajesh Kumar Singh)
Chairman & Managing Director

ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड
BRIDGE AND ROOF COMPANY (INDIA) LTD.
(भारत सरकार का एक उद्यम/A Government of India Enterprise)
2/1, रसल स्ट्रीट कंकड़िया सेंटर, /Russel Street "Kankaria Centre"
कोलकता/ Kolkata – 700 071

Ref: B&R/CGM (HR&OS)/2021-22

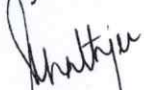
15.12.2021

OFFICE ORDER

Sub: Approval for Air Travel –reg.

All employees are hereby intimated that for availing Air Travel for official assignments, prior approval of CMD will be required to be obtained through the concerned Head of the Department, wherever applicable.

This will come into force with immediate effect. This is issued as per approval of the Competent Authority.



(S.CHATTOPADHYAY)
CHIEF GENERAL MANAGER (HR & OS)

CC: CMD

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

BRIDGE & ROOF Co. (I) LTD.
(A Government of India Enterprise)

B&R/ED(HR&LA)/2021-22

Date: 26.10.2021

CIRCULAR

Sub: Punctuality in Attendance at Kolkata Office, Howrah Office, Zonal/ Regional Offices, and Howrah Workshop of the Company.

- I. The normal Office hour at Kolkata Office is from 9.30 am to 5.30 pm, at Howrah office it is from 9 am to 5 pm, and at Howrah workshop it is from 8.30 am to 5.10 pm as per service conditions. It is the solemn duty of every individual to maintain punctuality in his/her workplace, not only to maintain the rule but also to encourage his/her colleagues to be punctual in duty. It is therefore requested to all employees to maintain strict punctuality in attending office and workshop without fail.
- II. The following is being implemented as a rule for the purpose of encouraging punctuality in attendance of an employee located at the Kolkata Office of the Company, **with effect from 01.11.2021:**

Sl. No.	Employees attending the office/ Punching- in between	Grace time	Employees have to leave/ Punch out office not before the time given below	Calculation of over-time in respect of eligible employees
	(1)	(2)	(3)	(4)
(a)	9:30 am to 10:00 am	Maximum 30 minutes	Punch out after completing 8 (eight) hours duty calculated from the actual time of Punch-in for that day.	In case an employee eligible to over-time is required to continue duty after the applicable duty hours as stated in column (3), then the over-time hours as permissible on date would be calculated from the completion of the said applicable duty hours.
(b)	After 10:00 am but within 10:30 am	Relaxation maximum for 4 (four) times in a calendar month	Punch out after completing 8 (eight) hours duty calculated from the actual time of in punch for that day.	
(c)	After 10:30 am	No relaxation	Has to avail half day's Casual leave or, one day's privilege leave else it will be treated as one day's leave without pay. Punch out after 5:30 pm or, after completing 4 (four) hours duty calculated from the actual time of in punch for that day whichever is later.	Over-time shall not be applicable.

Habitual late: In case the number of days as per (b) or (c) above increases the employee would be liable to be considered as habitual late and suitable action could be taken against him/her.

Regularisation: If an employee is assigned outside official work during the office hour and for such reasons he/ she is not able to Punch-in/ Punch-out within the specified timing his/ her attendance would be regularised by a suitable approval from the concerned Head of the Department with proper reason(s) to be noted. The said approval for regularisation shall be submitted to the HR Department within 7 (seven) days.

- III. Similar methodology as described in paragraph II above will be applicable for Howrah Office and Workshop/ Other Zonal and Regional Offices depending upon the normal office hours applicable at those locations.
- IV. It is clarified that the provisions of the above paragraph II & III of this Circular shall not be applicable in respect of the Permanent Workers of the Company located at Howrah Workshop and shall not alter the system which is in force and being followed in respect of the said Permanent Workers of the Company located at Howrah Workshop.

This issues with approval of competent authority.

(P K Hans) 26/10/2021.

ED (HR)

CC: CMD; D (F); D (PM)

CC: CVO

CC: EDs/CGMs/GGMs/GMs/DGMs/AGMs/HODs/Zonal and Regional Offices.

CC: NOTICE BOARDS

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लिमिटेड
BRIDGE AND ROOF COMPANY (INDIA) LTD.

(भारत सरकार का एक उद्यम / A Government of India Enterprise)

कोलकाता/Kolkata-700 071

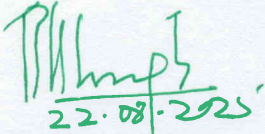
Ref: BANDR/CMD/01/OFCO/2025-26

22.08.2025

OFFICE ORDER

Subject: Submission of Monthly Performance Report (MPR) and Raising of Invoices to Clients.

1. In continuation of Office Order Ref. B&R/ED(CS)/OFCO/2022-23 dated 18.11.2022, it has been observed with concern that submission of the Monthly Performance Report (MPR) in the prescribed format is not being complied with in many cases. All Site-in-Charges/RCMs are once again directed to ensure that the MPR is submitted to the Corporate Planning Department by the end of every month without fail.
2. Further, all Site-in-Charges/RCMs are hereby directed to ensure that invoices must be raised to Clients by the 25th of every month without fail to maintain proper cash flow for the Company.
3. It is reiterated that non-compliance with the above directives will attract disciplinary action without any further notice.



(Rajesh Kumar Singh)
Chairman & Managing Director

9th August, 2025

OFFICE ORDER

Subject: Centralized Procurement of Steel Materials (TMT & Structural Steel)

In pursuit of our continued commitment to operational excellence, cost optimization, and quality assurance, it has been decided that all procurement of steel materials—specifically TMT and Structural Steel—across all ongoing and future projects shall henceforth be executed/procured through a Centralized Procurement System under the direct purview of the Commercial Department of the Company.

Constitution of Centralized Procurement Cell (CPC)

To give effect to this directive, a Centralized Procurement Cell (CPC) is hereby constituted within the Commercial Department. The CPC shall function as the nodal agency for all steel procurement activities and will be entrusted with the following responsibilities:

- Collation and consolidation of steel requirements across all projects and Zones.
- Floating, evaluating, and finalizing tenders in strict adherence to the Company's procurement policy.
- Execution of procurement contracts with duly approved and empanelled vendors.
- Ensuring timely delivery and compliance with quality benchmarks.

Requisition Protocol

All Strategic Business Units (SBUs) and Projects are hereby instructed to comply with the following requisition protocol without exception.

- Submit monthly/quarterly/annual steel requirements in the prescribed format (Indent) to the CPC by the 5th of every month for the subsequent month's needs.
- Ensure requisitions are accurate in terms of specification, quantity, and delivery schedule.
- Any emergency procurement requirement must be routed through the CPC, accompanied by due justification and the approval of the competent authority.

Financial Approval

While the procurement process shall be centrally managed by the CPC, all procurement proposals shall continue to require approval from the competent financial authority as defined under the Delegation of Powers.

All SBU Heads, zones, and projects are hereby instructed to comply in full with this centralized procurement policy. Any deviation from the said protocol without prior written approval from the undersigned shall be viewed as a serious lapse and will attract administrative action as deemed appropriate.

This shall come into effect immediately on August 9, 2025.

 09.08.2025

(Rajesh Kumar Singh)
Chairman & Managing Director

Circulation :

Circulation to : All Project sites, SBU Heads, Zonal Offices

CC : D(PM)

CC : D(F)

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

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

CC: All Sites

CC : File

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

Ref. BANDR/CMD/OFCO/2025-26/

Date. 09.08.2025

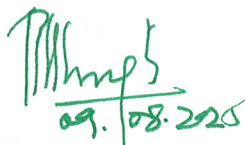
OFFICE ORDER

Sub : Updating of Location of employees in the ERP and IT Systems.

In order to avoid irregularities in updating the location of employees in the ERP and IT Systems. which are impacting the business activities of the Company at various levels, it has been decided that the location update must be carried out immediately in the ERP and IT Systems upon the issuance of any transfer order.

All concerned are hereby directed to take note of the above and ensure strict compliance.

This order shall come into effect immediately.



(RAJESH KUMAR SINGH)
CHAIRMAN & MANAGING DIRECTOR

CC : Director (Project Management) - For kind information please
CC : Director (Finance) - For kind information and necessary action
CC : GGM(CS) }
CC : GM(IT) } For compliance and circulation to concerned officers
CC : GM(HR) }
CC : DGM(F) }

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

Ref: BANDR/CMD/OFCO/2025-26/1

09.04.2025

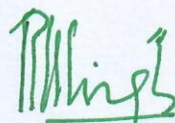
OFFICE ORDER

Sub: Targets and Zone-Wise Allocation of States for Business Development Activities

1. In order to streamline and strengthen business development efforts across the country, it has now been decided to implement the following zone-wise allocation of states for carrying out business development activities related to upcoming Civil and Mechanical projects for both Execution and Project Management Consultancy (PMC) Works.
2. The zonal responsibilities shall be as follows: (Amount in Cr.)

Zone	Controlling Office	Target for FY 2025-26	Assigned States
North	Delhi	5000	Delhi/NCR, Rajasthan, Haryana, Punjab, Uttarakhand, Himachal Pradesh, Jammu & Kashmir, Ladakh, Chhattisgarh.
West	Mumbai	5000	Maharashtra, Gujarat, Madhya Pradesh, Goa.
South	Chennai	2000	Tamil Nadu, Kerala, Karnataka.
East	Kolkata	2500	West Bengal, Jharkhand, Uttar Pradesh, Bihar, Sikkim.
East Coast	Bhubaneswar	2500	Odisha, Telangana, Andhra Pradesh.
North East	Guwahati	3000	Assam, Tripura, Arunachal Pradesh, Meghalaya, Mizoram, Nagaland, Manipur.
Howrah Workshop		1500	Jobs specifically related to Bridges and Bailey Bridges all over India.

3. The respective Zonal Heads, along with their Business Development teams, shall be responsible for identifying and pursuing business opportunities within their assigned regions. This includes regular engagement with Government Departments, PSUs and private clients. They will monitor and track tenders and project developments, participate in pre-bid meetings, prepare and submit bids on time, and maintain consistent follow-up to ensure conversion into orders. Each zone shall take full ownership of these activities to ensure a strong and effective presence in their regions.
4. Each zone shall submit a fortnightly report to the Corporate Planning Dept. on the status of business opportunities, tenders pursued, bid submitted etc.
5. The performance of the zones and individuals involved in these activities will be periodically reviewed and appropriately considered during the Annual Performance Appraisal (APAR) process.


09.04.2025

(RAJESH KUMAR SINGH)
CHAIRMAN & MANAGING DIRECTOR

CC: D (PM) - For kind information pls

CC: D (F) - -do-

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड

BRIDGE AND ROOF COMPANY (INDIA) LIMITED

(भारत सरकार का एक उद्यम / A Government of India Enterprise)

कोलकाता / Kolkata-700071

Ref:BANDR/HR/01/OFCO/2024-25/0002

01st January, 2025

OFFICE ORDER

For administrative convenience, the designation and/or place of posting and /or reporting authority of the following Officer shall stand follows with immediate effect.

Emp. No.	Name of the Officer	Previous Designation & Grade	Previous Place of Posting	Previous Reporting Authority	Present Designation & Grade	Present Place of Posting	Present Reporting Authority
100642	Shri Uppara Venugopal	General Manager (Legal & Arbitration) Gr.- E7	Kolkata Office (O/99999)	GGM (CS)	General Manager (HR) Gr.- E7 Abbreviated as GM(HR)	Kolkata Office (O/99999)	GGM (CS)
					Shri Uppara Venugopal will be responsible for all HR and Legal matters.		

This is issued as per approval of Competent Authority.


(RAJESH KUMAR SINGH)
CHAIRMAN & MANAGING DIRECTOR

Circulation to: Shri Uppara Venugopal, GM(HR)

CC: D(PM)
: D(F)
: CVO
: All EDs/GGMs/GMs/DGMs/HODs
: All Offices and Workshop
: All Project Sites
: File

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड

BRIDGE AND ROOF COMPANY (INDIA) LIMITED

(भारत सरकार का एक उद्यम / A Government of India Enterprise)

कोलकाता / Kolkata-700071

Ref: BANDR/HR/01/OFCO/2024-25/0001

01st January, 2025

OFFICE ORDER

For administrative convenience, the designation and/or place of posting and /or reporting authority of the following Officer shall stand follows with immediate effect.

Emp. No.	Name of the Officer	Previous Designation & Grade	Previous Place of Posting	Previous Reporting Authority	Present Designation & Grade	Present Place of Posting	Present Reporting Authority
100572	Mrs. Namrata Mehta	Group General Manager (Corporate Services), Gr.- E7	Kolkata Office (O/99999)	(i) Director (Project Management) for Corporate Planning, Corporate Safety related matters and (ii) Director (Finance) for Legal & Arbitration and IT related matters. She will administratively report to D(PM)	Group General Manager (Corporate Services), Gr.- E7 Abbreviated as "GGM(CS)"	Kolkata Office (O/99999)	(i) Director (Project Management) for Corporate Planning, Corporate Quality & Safety, Asset Management, related matters and (ii) Director (Finance) for HR, Legal & Arbitration, Official Language, IT related matters. She will administratively report to D(PM)

In view of the above the following shall report to GGM(CS):

- (i) GM(IT),
- (ii) GM(HR),
- (iii) Head (Corp. Quality & Safety)


(RAJESH KUMAR SINGH)
CHAIRMAN & MANAGING DIRECTOR

Circulation to: Mrs. Namrata Mehta, GGM(CS)

CC: D(PM)

- : D(F)
- : CVO
- : All EDs/GGMs/GMs/DGMs/HODs
- : All Offices and Workshop
- : All Project Sites
- : File

BRIDGE AND ROOF CO. (INDIA) LTD.

OFFICE ORDER

Date: 20.02.2024

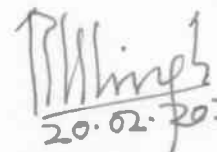
Any agreement on behalf of company for payment to subcontractors/suppliers against dispute/pending payment shall be done at level of SBU Head only.

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

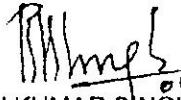
OFFICE ORDER

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) 06.01.2024

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

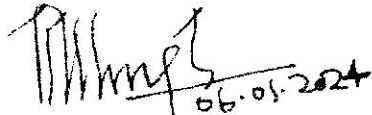
06.01.2024

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) :

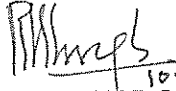
a) Human Resource Deptt. along-with its all cells including Arbitration /Legal Affairs,

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).


(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) Damanjodi	
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) Damanjodi	
5	Shri Nikhil Biswas	Assistant General Manager (Mechanical) Damanjodi	GM (Projects) Damanjodi	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

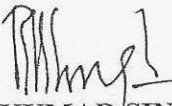
To
All HODs/SBU Heads/Zonal Heads/Regional Heads

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.


(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):

TOTAL NO. OF FERRAMENTA																																		
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.

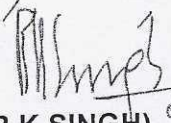
Ref: BANDR/CMD/OFCO/2022-2023

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

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

18/04/2022

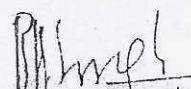
OFFICE ORDER

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
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

18/04/2022

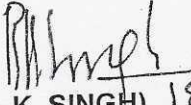
OFFICE ORDER

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

Ref: B&R/CMD/OFCO/2022-23

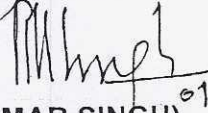
01.04.2022

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:

- 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).
- 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.
- 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.
- 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.


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

Ref: B&R/CMD/OFCO/2021-22/1

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

BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारतसरकारकाएकउद्यम / A Government of India Enterprise
कोलकाता/Kolkata-700 071.

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

06.12.2021

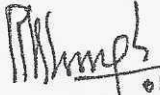
OFFICE ORDER

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

Ref: CMD/OFCO/2021-22


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.


66.11.2021

(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

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.

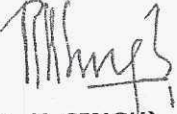
REF: CMD/OFCO/2021-22/ 3

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.		


(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