

NO - Date) (period) -
Apr 1987 - Dec 1990

Chennai

Arch. Draftsman / site coordinator
M/s M R Consultants, Chennai

Oct 1984 - Mar 1987

Arch. Draftsman
M/s Pithavadian & Partners
Chennai

i) 24.X.84 - 23.X.85 - Apprentice
ii) 24.X.85 - 3-3.87 -

ACADEMIC QUALIFICATION:

Diploma in Civil Engineering

passed in April 1997
C N Polytechnic
Chennai

Draftsman civil course

passed in July 1984
CTI, Guindy,
Chennai

COMPUTER SKILLS:

Fluent in MS Office and AutoCAD 2007

PERSONAL INFORMATION:

Father's name:

M.JAYARAMAN
MM/DD/YY

Date of birth:

17/5/1964. AGE: 45 YRS. GENDER: MALE.

Nationality:

INDIAN

Marital status:

MARRIED

Languages known:

ENGLISH, TAMIL & **TELUGU**

Residential address:

#34, IST CROSS ST,
VASANTHAM NAGAR,
MELMANAMPEDU, POONAMALLEEE
CHENNAI-602107

Contact number:

9677106527

E-mail id:

jrajayakumar_2007@rediffmail.com

J. Ra. Jayakumar

Date:

J RA JAYAKUMAR

1

RESUME

JAYAKUAMR.J.RA

OBJECTIVE: Looking for a challenging position in an engineering or consulting organization

EXPERIENCE:

15 years of hands on experience in the following areas of residential and commercial building projects

- Drafting (architectural and structural)
- Estimation of civil and interior works
- On site execution of civil and interior fit-out works
- Validating the drawings for constructability at site
- Scrutiny and certification of bills submitted by the contractors
- Project coordination, liaison with architects and consultants

CAREER HISTORY:

June 2009– Mar 2010

project Engineer
M/s.GD Constructions
Chennai

Dec 2007 – Mar 2009

Senior Project coordinator
M/s CB Richard Ellis South Asia Pvt Ltd
Project Management Consultants
Chennai

Aug 2005– Dec 2007

Senior Project coordinator
M/s CARD
Chennai

Cad draftsman
Site Engineer

May 2002 – Aug 2005

Site (In-charge)
M/s Supraja Constructions,
Chennai

Engineer

Dec 1994– 2002

Project coordinator
M/s CARD
Chennai

Cad draftsman / Site Engineer

Apr 1990 – Apr 1994

Arch. Draftsman (site coordinator)
M/s Ranganath Associates

K.S.

Mylapore

2

My son, R. Adithya Sudarshan, son of S. Kaghavan, born on 9th January 1996 (native place: Chennai), residing at No.AE-30, 10th Street, 10th Main Road, Anna Nagar West, Chennai-600 040, shall henceforth be known as S. Adithya.

JAYSHREE SANTHOSH.

Chennai, 28th November 2002.

(Mother.)

I, R. Umadevi, wife of Thiru K. Rajamanickam, born on 7th April 1979 (native place: Chennai), residing at No.32 (Old No.19), Chidambarasami Kovil 3rd Street, Chennai-600 004, shall henceforth be known as R. Tamilselvi.

R. உமாதேவி.

Chennai, 28th November 2002.

My daughter, G. Priyanga, born on 8th July 1994 (native place: Chennai), residing at No.1, Vaigundapuram, Kodambakkam, Chennai-600 024, shall henceforth be known as G. Aswini.

A. கோபால்.

Chennai, 28th November 2002.

(Father.)

Thiru P. Thirumurthy (Hindu), son of Thiru Palanimuthu, born on 18th July 1964 (native place: Perambalur), residing at Ambedkar Street, Vepanthattai, Perambalur, Trichy, has converted to Christianity with the name of P. Thomadhas on 16th January 1987.

P. THIRUMURTHY.

Chennai, 28th November 2002.

I, J. Jayakumar, son of Thiru M. Jayaraman, born on 17th May 1964 (native place: North Arcot), residing at No.34, First Cross Street, Melmanampedu, Vellavedu-602 107, shall henceforth be known as J.Ra. Jayakumar.

J. JAYAKUMAR.

Melmanampedu, 28th November 2002.

I, B.Theeba, daughter of Thiru A.T. Bagavathsingh, born on 16th June 1976 (native place: Thanjavur), residing at No.B-8, Ganga Flats, 1-B, V.O.C. Street, Gandhi Nagar, Saligramam, Chennai-93, shall henceforth be known as BA. Dheepa.

B. THEEBA.

Chennai, 28th November 2002.

I, M. Alamelu, daughter of Thiru P. Mani, born on 23rd February 1982 (native place: Chennai), residing at No.130, Masthan Ghori Street, Adambakkam, Chennai-600 088, shall henceforth be known as M. Geethalakshmi.

M. ALAMELU.

Chennai, 28th November 2002.

My son, R. Susindhar, born on 20th October 1994 (native place: Thiruvallur), residing at No.28/35, Main Street, Ulaganathapuram, Ennore, Chennai-600 057, shall henceforth be known as S.R. Lakshyakumar.

M. RAJU.

Chennai, 28th November 2002.

(Father.)

My son R. Pradeep, born on 10th November 1990 (native place: Thiruvallur), residing at No 28/35, Main Street, Ulaganathapuram, Ennore, Chennai-600 057, shall henceforth be known as C.R. Nirmalkumar.

M. RAJU.

Chennai, 28th November 2002.

(Father.)

I, M. Jeevagan, son of Thiru R. Manoharan, born on 13th May 1975 (native place: Sivaganga), residing at No.3/845, A-38, Bharadhi Nagar, Paramakudi-623 707, shall henceforth be known as R.M. Jeevagan.

M. JEEVAGAN.

Paramakudi, 28th November 2002.

I, A. Rajesh, son of Thiru M. Adhikesavan, born on 20th December 1981 (native place: Namakkal), residing at No.3/13, N.G.G.O. Colony, Ashokapuram post, Coimbatore-641 022, shall henceforth be known as A. Rajesh Prabhu.

A. RAJESH.

Coimbatore, 28th November 2002.

I, C. Vignesh Kumar, son of late Thiru G. Chandrasekaran, born on 19th June 1967 (native place: Chennai), residing at No.B-97, Seventh Street, Periyar Nagar, Chennai-600 082, shall henceforth be known as C.S. Vikgnesh Kumar.

C. VIGNESH KUMAR.

Chennai, 28th November 2002.

Thirumathi K. Hemalatha (Hindu), daughter of Thiru T. Kandaswamy, born on 19th January 1973 (native place: Chennai), residing at No.16/2, Chetty Street, Ayanavaram, Chennai-600 023, has converted to Islam with the name of K. Mariyam on 16th November 1996.

K. HEMALATHA.

Chennai, 28th November 2002.

Thiru K. Suresh (Hindu), son of Thiru T. Kandaswamy, born on 10th February 1975 (native place: Chennai), residing at No.16/2, Chetty Street, Ayanavaram, Chennai-600 023, has converted to Islam with the name of K. Abdur Rahman on 16th November 1996.

K. SURESH.

Chennai, 28th November 2002.

Thirumathi Rachael Nelthropp (Christian), daughter of Thiru Joseph Nelthropp, born on 11th February 1981 (native place: Chennai), residing at No.37, 2nd Floor, Veerapandya Nagar 1st Street, Cheolaimedu, Chennai-600 094, has converted to Islam with the name of Sulekha Sunil on 16th July 2002.

RACHAEL NELTHROPP.

Chennai, 28th November 2002.

My daughter, J.V.R. Sarjana, born on 30th July 1999 (native place: Chennai), residing at No.9, Vembuliamman Koil 1st Cross Street, Virugambakkam, Chennai-600 078, shall henceforth be known as R.B. Sarjhana.

J. RAGUNATHAN.

Chennai, 28th November 2002.

(Father.)

I, K.S. Muniyandi, son of Thiru K. Sanyaliyandi, born on 5th March 1959 (native place: Virudhanagar), residing at No.A-43, Jai Nagar, Tiruverumbur, Tiruchirappalli-620 012, shall henceforth be known as K.S. Maheaswar.

K.S. MUNIYANDI.

Tiruchy, 28th November 2002.

I, M. Chandrakasan, son of Thiru M. Marathamuthumooppanar, born on 8th September 1948 (native place: Perambalur), residing at No 6-A, Chinnarannanai Street, Ariyalur-621 704, shall henceforth be known as M. Chandreswar.

M. CHANDRAKASAN.

Ariyalur, 28th November 2002.

self attested:

D. Ra. Sarjuna

D. Ra. Sarjuna

சென்னை நகராட்சி
சென்னை-600 072

Area Memory Systems



151, ELDAMS ROAD
MADRAS - 18, INDIA

This certifies that

J. JAYAKUMAR

has acquired the requisite standard of training

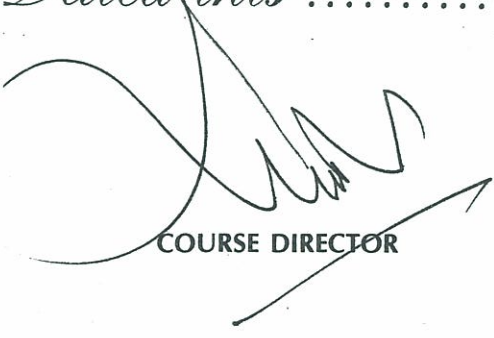
in the

AutoCAD BASICS & INTERMEDIATE COURSE

ADVANCED AutoCAD COURSE

AutoLISP FOR AutoCAD

Dated this ...26th... *day of*.....MARCH 1996.....


COURSE DIRECTOR

T. Ra. Rajasekar




CHAIRMAN

AutoCAD is a registered trademark of Autodesk, Inc, USA

5

90-2007
சா.ரூ.சி. குன்றிய நடுநிலையம்
எலம்சேரி-600 072



G.D. Constructions

ENGINEERS, BUILDERS & CONTRACTORS

Phone : 2489 7451, 2489 0577
Fax : 044-2489 7451
E-mail : gdcchennai@hotmail.com

24.03.2010

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Jayakumar was working in our concern as Project Engineer from June 2009 to March 2010.

During that period he was very sincere, Good Co-ordination with various agencies, in charge for preparing Running Bills etc.

During that period he was drawn Rs.22,000/- p.m (Rs.17,000/- + Rs.5,000/- Allowances)

He has left the service to better his prospects.

We wish him all the best for this better future.

Dr. Diwakar

For. DIWAKAR. G.
G.D. CONSTRUCTIONS



T. La. Raju

Dr. Diwakar
சென்னை நகரில் குடியிருப்பவர்களுக்கு
சுலபம் கட்டுமானம்
தொலைபேசி-600 072
தொலைபேசி-600 072
சென்னை நகரில் குடியிருப்பவர்களுக்கு
சுலபம் கட்டுமானம்
தொலைபேசி-600 072

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~~STRICTLY PRIVATE & CONFIDENTIAL~~

CBRE
CB RICHARD ELLIS

CB Richard Ellis South Asia Pvt. Ltd.

PTI Building, Ground Floor
4 Parliament Street
New Delhi 110 001, India
T 91 11 2373 6860-62, 42390200
2335 7450-52, 42490200
F (91 11) 2331 7670

PREPARED FOR: JAYAKUMAR J.RA

www.cbreindia.com

EMPLOYMENT TERMS AND CONDITIONS

We welcome you to CB Richard Ellis South Asia Pvt. Ltd. In continuation to our letter of appointment, the terms and conditions of your appointment are as follows:

EMPLOYER: CB Richard Ellis South Asia Pvt. Ltd. (hereafter "The Company")

EMPLOYEE: **JAYAKUMAR J.RA**
34, 1st cross St
Vasantham Ngr, Melmanampedu
Chennai-602107

COMMENCEMENT OF EMPLOYMENT: Your employment will commence on **19/12/07** and will be subject to a probation period of six months from your date of joining. Your employment will stand confirmed after the period of probation is over unless until CB Richard Ellis South Asia Pvt. Ltd. extends the period of probation and informs the same to you in writing.

JOB TITLE: You will be employed as **Sr Project Coordinator-PROJECT MANAGEMENT GROUP, CHENNAI** for **PROJECT MANAGEMENT GROUP.**

SALARY: Your salary will be **Rs 32000/-** per month cost to Company inclusive of all benefits, perquisites, statutory contribution and Company's contribution to PF. This however, will be subject to deduction of taxes at the applicable rates. In addition to the above, you will be eligible for a performance linked bonus of **Rs. 3000/-** per month after twelve months of continuous service. This is payable as a part of your annual performance appraisal to be conducted after 12 months of joining us. Your salary and other entitlements, if any, will normally be reviewed annually by the Company. In conducting such review, the Company will take into account both market factors and your job performance and may, at its sole discretion, make any necessary adjustments to your emoluments. You will be notified in writing of any changes to your emoluments

P.La. Jayaraj

[Signature]

தலைமை அலுவலகம்
சார்பு ஒன்றிய நடுநிலைப்பள்ளி
சென்னை-600 072





Sri Supraja Construction

■ ENGINEERS ■ CONTRACTORS ■ INTERIORS

☎ 044 - 24750914
Call : 98400 87891

03/09/2005

To whom so ever it may concern

This is to certify that Mr. Jayakumar was working in our concern as site Engineer from May 2002 to August-2005.

During that period he was very sincere, Good co-ordination with various agencies, in charge for preparing Running Bills etc.

During that period he has drawn Rs.18500/- p.m.

We wish him all the best for his better future.

ADIKESAVALU.M

Sri Supraja Construction

D. Ra. Jayal

D. Ra. Jayal
தலைமை அலுவலர்
மாநகர் ஒன்றிய நடுநிலைப்பள்ளி
காவல்சேரி-600 072

Date: 18.12.07

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Jayakumar was working with us from 1994-2002 and from Aug' 2005-Dec' 2007.

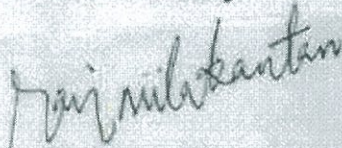
He joined our office as a cad -drafts man and engineer and graduated as full time site engineer. He has handled varied types of projects ranging from industries, institutions, apartment buildings, residences & interiors.

He was regular, sincere and hard working throughout his tenure.


His last salary drawn is Rs.30,000.00 (Rs.12500 from M/s.Card and Rs.17500 from clients).

He leaves on his own for better prospects and we wish him all the best in his future endeavours.

He is settled fully.



Ravi Niilakantan
Principal Architect
(Centre for Architectural Research & Design)



பெரியார் நினைவிடம்
சென்னை நகராட்சி
செயலகம்-600 072



K.S. RANGANATH
& ASSOCIATES

ARCHITECTS
PLANNERS
INTERIOR DESIGNERS

69, LUZ AVENUE
MYLAPORE
MADRAS-600 004
PHONE. (O) 73020 (R) 419433

CERTIFICATE

This is to certify that Mr. Jeyakumar worked in our office as Architectural D'man for 4 years (From April 90 to April 94) and he is leaving us today for better prospects.

During the period he worked as an Architectural D'man and monitoring the projects. His character and conduct is good. His work was very satisfactory.

K.S. Ranganath
(K.S. RANGANATH)

D.A. Jayaraj

Off. Seal
செயலகம்
கார்ட்டி ஒன்றிய நடுநிலைப்பள்ளம்
எலவந்தேரி-600 072

(11)



M.R. CONSULTANTS

W-93, Plot - 4663, 2nd Street, Annanagar East, Madras - 600 040. (Near Tower)
Phone : 610544

03.03.199.

INCOME CERTIFICATE

This is to certify that Mr. K. J. Jeyakumar residing in No.2, 6th Cross Street, Collectrate Colony, Aminjikai, Madras - 600 029 is working in our office as an Architectural Draughts' man for the past 3 years. His present consolidated salary is Rs.800/- (Rupees Eight Hundred per month) including all allowances.

For M. R. CONSULTANTS,

Proprietor.

P. K. Sanyal

Planners, Architects, Engineers, Hotel and Financial Consultants

P. K. Sanyal
தலைமையகம்
மாநகர் ஒன்றிய நடுநிலைப்பள்ளி
காவல்சேரி-600 072

(12)

PITHAVADIAN & PARTNERS
ARCHITECTS & PLANNERS
14, College Road, Madras 600 006
Grams: "PADARCH" Phone: 478361
Telex: 041-7563 471053
473958-59

Partners: **F. B. PITHAVADIAN**
B.A., B.E., B.Arch. (McGill)
A.R.I.B.A., F.I.I.A., F.I.E

A. G. KRISHNA MENON
M.S. (I.I.T. Chicago) A.I.I.A.,
M.S. (Ping) (Columbia) A.I.T.P.

J. SUBRAMANIAN
B. Arch.
F.I.I.A.

Miss S. PITHAVADIAN
M. Arch.
(Berkeley)

3rd March 1987

C E R T I F I C A T E

This is to certify that Mr. J. Jayakumar worked in our office as an Apprentice for one year (from 24-10-84 to 23-10-85). After completion of the training he was appointed as an Architectural Draughtsman in our office on 24th October 1985 and is leaving us to-day, for better prospectus.

During the period he worked as an Architectural Draughtsman and his work was very satisfactory.


PITHAVADIAN & PARTNERS,
ARCHITECTS.

P. Ra. Rajan

Delhi Office : 201 / 57 NEHRU PLACE NEW DELHI 110019


மாண்புமிகு பொதுத் திட்டத் துறை
மாநாட்டி ஒன்றிய நடுநிலைப்புகள்
எலவச்சேரி-600 072

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201

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
DEPARTMENT OF TECHNICAL EDUCATION
MADRAS - 600 025, TAMIL NADU.

This Diploma in
CIVIL ENGINEERING

is awarded to
JAYAKUMAR J

*who has completed the prescribed
course of study in the above discipline
and passed in *SECOND* Class
in the examinations held in
APRIL 1997*

Chairman
Board of Examinations
Tamil Nadu

3



Minister for Education
and Chairman
State Board of Technical Education
and Training, Tamil Nadu.

J.S. Srinivasan
மாண்புமிகு கல்வியமைச்சர்
மாநில தொழில்நுட்ப கல்வியமைச்சர்
கொழும்பு-600 025

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To

11.01.2013

The Director in-charge,
Kalakshetra foundation,
Thiruvanmiyur, Chennai-41.

Sub: Experience certificates/ Testimonials-attested -Reg.
Ref: Email dated: 8.01.2013

Academic Qualifications:

1. C.T.I-D-man civil course
2. Diploma in civil engineering
3. Autocad training


Experience certificates:

4. M/s. Pithavadian & partners
5. M/s. M.R. Consultants
6. M/s. K.S.Ranganath & Associates
7. M/s. Card.
8. M/s. Supraja constructions.
9. M/s. Card.
10. M/s. CBRE
11. M/s. G.D. Constructions.

12. Name change letter-Gazette.

Enclosed as mentioned above.

Thanks & Regards,


J.R.A. Jayakumar.



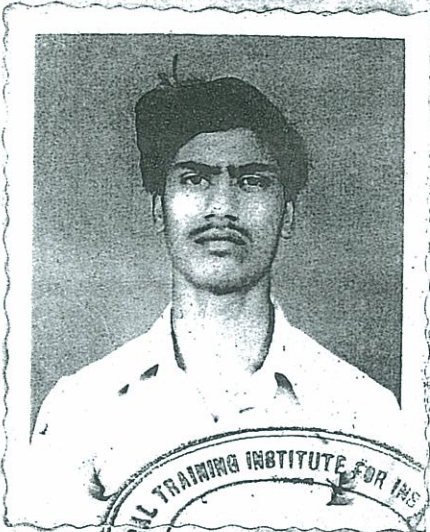
(15)

प्रशिक्षण अवधि

से _____ तक

PERIOD OF TRAINING

FROM 1-8-82 TO 31-7-84



स्कूल के प्रमाण-पत्र में दर्ज जन्म तिथि 17-5-64
DATE OF BIRTH AS RECORDED IN SCHOOL CERTIFICATE

पता Kaivedu village Vellur post Kalavai
ADDRESS Arcot TK N.A. Dt. Pin 632506

प्रधानाचार्य Uthman
PRINCIPAL Principal

तारीख 9 AUG 1985
DATE Central Training Institute for Instructor
Coimbatore, Madras-62

M. R. Raju

U. S. S.
சென்ட்ரல் இன்ட்ரிய நடுநினைப்பகம்
செயல்பெரி-600 072

(16)



भारत सरकार
GOVERNMENT OF INDIA
श्रम मंत्रालय
MINISTRY OF LABOUR

राष्ट्रीय वृत्तिक व्यवसाय प्रशिक्षण परिषद्
National Council for Training in Vocational Trades

राष्ट्रीय व्यावसायिक प्रमाण-पत्र
NATIONAL TRADE CERTIFICATE

श्री/श्रीमती/कुमारी

सुपुत्र/पत्नी/सुपुत्री श्री

को
में

प्रशिक्षण पूरा करने और

सन् उन्नीस सौ

को आयोजित

की व्यावसायिक परीक्षा में उत्तीर्ण होने पर यह प्रमाण-पत्र

प्रदान किया जाता है।

Shri/Shrimati/Kumari J. Jeyakumar

Son/Wife/Daughter of Shri M. Jayaraman

having completed the course of Training at Model Training

Institute attached to C.T.I. Madras 600032 and passed the

prescribed trade test in the trade of Dman civil

held on July 1984 One Thousand Nine Hundred and

eighty four is awarded this Trade Certificate

[Signature]

[Signature]

[Signature]

सचिव
SECRETARY
राष्ट्रीय वृत्तिक व्यवसाय प्रशिक्षण परिषद्
NATIONAL COUNCIL FOR TRAINING IN VOCATIONAL TRADES

सचिव
SECRETARY
राज्य वृत्तिक व्यवसाय प्रशिक्षण परिषद्
STATE COUNCIL FOR TRAINING IN VOCATIONAL TRADES
Principal

Central Training Institute for Instructor,
Chennai, Madras-38

17

J.Ra.Jayakumar

To

M/s.CARD,

Chennai 600 028.

Dear Sir,

Sub: Application for the post of Clerks of Work (COW) at your office for consideration – Reg.

I understand that there is a vacancy for the above said post . I wish to apply for the same for the works to be undertaken at your office / client.

I enclose my CV for your kind perusal and consideration please.

If given an opportunity in you esteemed organization, I assure you that I will do my job with the best of my abilities.

Thanking you,

Yours faithfully,



(J.Ra.Jayakumar)

Place: Chennai 600 124

Date:15.03.2010

Centre for Architectural Research & Design

The contractor shall forthwith comply with and duly execute any work comprised in such Architect's Instructions provided always that verbal instructions, directions and explanations given to the contractor or his representative upon the works by the Architect shall, if involving a variation be confirmed in writing by the contractor within further seven days by the Architect shall be deemed to be Architect's Instructions within the scope of the contract.

2

Centre for Architectural Research & Design

thereto as certified by the Architect shall be borne by the contractor or may be deducted by the Owner from any money due or that may be due to the contractor.

- (5) The Architect shall have full powers to require removal of any or all the materials brought by the contractor which are not in accordance with the contract specifications or do not conform in character or quality to the samples approved by him. In case of default on the part of the contractor in removing rejected materials the Architect shall be at liberty to have these removed by other agency. The Architect shall have full powers to require other proper materials to be substituted for rejected materials in the event of the contractor refusing to comply he may cause the same to be supplied by other agency which may attend upon such removal and/or substitution and such cost shall be borne by the contractor.
- (6) All the works embracing more than one process shall be subject to examination and approval at each state thereof and the contractor shall give the notice to the Architect or his authorised representative when each state is ready. In case of default of such notice the Architect shall be entitled to apprise the quality and extent thereof.
- (7) The contractor shall carry out and complete the said work in every respect in accordance with the contract and with the directions of and to the satisfaction of the Architect. The Architect may in his absolute discretion and from time to time issue further drawings and/or written instructions, details, directions and explanations which are hereafter collectively referred to as "Architect's Instructions" in regard to -
 - (a) The variation of modification of the design, quantity or quality of works or the addition or omission or substitution of any work.
 - (b) Any discrepancy in the drawings or between the Schedule of Quantities and/or drawings and/or Specifications.
 - (c) The removal from the site of any works executed by the contractor, and the substitution of any other material thereof.
 - (d) The removal and/or reexecution of any works executed by the contractor.
 - (e) The dismissal from the works of any person/s employed thereupon.
 - (f) The opening up for inspection of any work covered up.
 - (g) The amending and making good of any defects.

Instructions issued to the contractors under (a) and (b) shall be considered as expected matters.

V. DUTIES OF ARCHITECT/CLERK OF WORKS

- (1) The term "COW" shall mean the person appointed by Architect/Owner and acting under the order of the Architect/owner to inspect the works in the absence of the Architect. The COW may be assisted by junior engineers who will be called junior representatives of the COW and the contractor shall afford them every facility and assistance for inspecting the works and materials and for checking and measuring the work done and materials. Neither the COW or junior engineers shall have power to revoke, alter, enlarge or relax any requirement of the contract or to sanction any additions, alterations, deviations, omissions or any extra work whatsoever, except in so far as such authority may be specially confirmed by written order of the Architect.
- (2) The COW or his representative shall have power to give notice on behalf of the Architect/his representative of non-approval of any work or material and such work shall be suspended or the use of such materials shall be discontinued until the decision of the Architect is obtained. The work will from time to time be examined by the Architect, the COW or other representatives, but such examination shall not in any way exonerate the contractor from the obligations to remedy any defects which may be found to exist at any stages of the work or after the same is completed. Subject to the limitation of this clause the contractor shall take instructions only from the Architect.

The Architect and his representatives shall at all reasonable time have free access to the work and/or to the workshop, factories or other places where materials are lying or from where they are being obtained and the contractor shall give every facility to the Architect/his representatives necessary for inspection and examination and test of materials.

- (3) The contractor shall give not less than seven days notice in writing to the Architect or his representative Incharge before work is covered up or otherwise placing beyond the reach of the measurement and work shall not be covered up by the contractor with the consent in writing of the Architect or his subordinate incharge of the works and the same shall be uncovered at the contractor expense in case the procedure is not followed or any default thereof. No payment or allowance shall be made for such work or the materials with which the same was executed.
- (4) The Architect shall during the progress of the work have power to order in writing from time to time the removal from the work within such reasonable time as may be specified in the order or any materials which in the opinion of the Architect are not in accordance with the specifications or in the instructions of the Architect and the contractor shall forthwith carry out such at his own cost. In case of default on the part of the contractor to carry out such order the Owner with the concurrence of the Architect shall have the power to employ and pay other persons to carry out the same and all expenses consequent thereon or incidental

21

4

CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE O LANDSCAPE O INTERIORS

the Employee's employment hereunder, howsoever arising, the Employee shall surrender to the Employer all such files, customer records, lists, books, records, literature, products, software, work products, and any copies thereof and all other property belonging to the Employer.

Other employment

The Employee must devote the whole of his/her time, attention and abilities during his/her hours of work to his/her duties for the Employer. The employee may not, under any circumstance, whether directly or indirectly, undertake any other duties during his/her hours of work under this employment.

The Employee may not, without the prior written consent of the Employer (which will not be unreasonably withheld) outside his/her hours of work with the Employer work for, advise or in any other way assist, whether directly or indirectly, any business or employment which is similar to or in any way connected or in competition with the business of Employer or which could or might reasonably be considered to impair the Employee's ability to act all times in the best interests of the Employer.

Termination of employment

During the Employee's probationary period, this employment may be terminated by either party giving one week's notice to the other.

After the Employee's probationary period:

- the Employee shall give the Employer [8 Number of weeks or 2 months] notice of his/her intention to terminate this employment and
- the Employee's entitlement to notice from the Employer shall be the greater of one week for each complete year of continuous employment (subject to a maximum of twelve weeks)

All notices of termination shall be given in writing.

The periods of notice set out in this Clause may by consent be varied having regard to the circumstances of the case and to what is reasonable.

The Employer may, at its option, pay salary in lieu of notice but nothing in these terms and conditions of employment shall prevent the Employer from terminating the Employee's employment without notice or payment in lieu in appropriate circumstances.

During any period of notice of termination (whether given by the Employee or by the Employer) the Employer may require the Employee not to attend his/her place of work for the duration or part of the notice period and/or may at its discretion relieve the Employee of some or all of his/her contractual duties during that period. During the period of notice, the Employee will remain an employee of the Employer and remain bound by these terms and conditions. This will not affect the Employee's entitlement to receive basic salary, together with a payment that reflects the value of all contractual benefits that would have been due to the Employee during the period of notice.

General

The Employer reserves the right to vary the terms of employment contained in this Agreement. The Employer will notify the Employee in writing within one month of such variation. This statement replaces all of the Employee's previous terms and conditions of employment with the Employer.

You are requested to give your consent and confirm your joining date as the Feb.25th 2010 or earlier.

All the best.
Ravi Niilakantan

5

CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE O LANDSCAPE O INTERIORS

11.03.2010.

Dear Jayakumar,

Congratulations! We are pleased to confirm your appointment as Architects' Project Engineer. (Clerk of works). You will initially report to our office at 9AM. Probation period will be 6 months from the date of joining. We propose to confirm your appointment on the following terms. A formal agreement will be sent to you shortly.

Brief Job Description

- Your job involves managing the site on behalf of the architect including quality control,
- coordination,
- site meetings,
- site records,
- cad drawing inputs,
- project management etc., for speedy and quality construction.

You will maintain weekly record and do your duties to expectation.

Location

Initial Posting At CHENNAI. You may be transferred to other sites as per requirement

Hours of Work

Normal hours of work are 8.45am to 6.15pm from Monday to Saturday.

As you will be in charge of a project, it may be necessary at times to work on normal Holidays and for extended hours.

Remuneration

Your salary (CTC) will be Rs.4, 80,000/ PA all inclusive. [ie. Basic 11,000, HRA6000, Convy.1500+1000, Tel.1000, Refreshments1850, Medical1250, Ent.600, sup.All.3000, LTA 800,performance linked bonus 10,000.00 (25% fixed 75% payable every 3-6 months)per month and yearly bonus24000]. Applicable Income taxes and statutory deductions like PF, ESIC will be made on the above.

Leave(s)

As per our leave rules.

Confidentiality

The Employee may not either during or at any time after the termination of his/her employment with the Employer disclose to anyone other than in the proper course of his/her employment, any information of a confidential nature relating to the Employer, the Employer's customers or suppliers and shall further not use any such information in a manner which may either directly or indirectly cause loss to the Employer. Confidential information includes (but is not limited to) financial information, commercial information, technical information, sales and marketing information and trade secrets. All drawings and related information are confidential.

Property

The Employee acknowledges that all files, customer records, lists, books, records, literature, software, products and work products developed by the Employee in the course of his/her employment with the Employer, and other materials owned by the Employer or used by the Employer in connection with the conduct of business by the Employer shall at all times remain the sole property of the Employer, and the Employee agrees that upon request and upon termination of

10 A, 1st Street, Dhanalakshmi colony, Vadapalani, Chennai – 600026. Tamil nadu . I N D I A
Tel. + 91 44 23623972, + 91 44 23622433 Email : card@vsnl.com

23

Date:

J RA JAYAKUMAR

unsigned ?

24

	Chennai
Jan 1991 – Dec 1994	Arch. Draftsman / site coordinator M/s Ranganath Associates Chennai
Apr 1987 – Dec 1990	Arch. Draftsman / site coordinator M/s M R Consultants, Chennai
Oct 1984 – Mar 1987	Arch. Draftsman M/s Pithavadian & Partners Chennai

ACADEMIC QUALIFICATION:

Diploma in Civil Engineering	passed in April 1997 C N Polytechnic Chennai
Draftsman civil course	passed in July 1984 CTI, Guindy, Chennai

Degree Certificate?

— u — ?

COMPUTER SKILLS:

Fluent in MS Office and AutoCAD 2007

PERSONAL INFORMATION:

Father's name:	M.JAYARAMAN
	MM/DD/YY
Date of birth:	17/5/1964. AGE: 45 YRS. GENDER: MALE.
Nationality:	INDIAN
Marital status:	MARRIED
Languages known:	ENGLISH, TAMIL & TELUGU
Residential address:	#34, 1ST CROSS ST, VASANTHAM NAGAR, MELMANAMPEDU, POONAMALLEEE CHENNAI-602107
Contact number:	9677106527
E-mail id:	jrajayakumar_2007@rediffmail.com

*P. Dr. Payan
C.S. RA. JAYAKUMAR*

25

RESUME

JAYAKUAMR.J.RA

OBJECTIVE: Looking for a challenging position in an engineering or consulting organization

EXPERIENCE:

15 years of hands on experience in the following areas of residential and commercial building projects

- Drafting (architectural and structural)
- Estimation of civil and interior works
- On site execution of civil and interior fit-out works
- Validating the drawings for constructability at site
- Scrutiny and certification of bills submitted by the contractors
- Project coordination, liaison with architects and consultants

CAREER HISTORY:

Dec-2009-To till date	Project engineer(qs) M/s.EMAS engineers &contractors Chennai	} Testimonials? 1/4/1
June 2009– Dec 2009	project Engineer M/s.GD Construtions Chennai	
Dec 2007 – Mar 2009	Senior Project coordinator M/s CB Richard Ellis South Asia Pvt Ltd Project Management Consultants Chennai	
Oct 2005 – Nov 2007	Senior Project coordinator M/s CARD Chennai	
May 2002 – Aug 2005	Site In-charge M/s Supraja Constructions, Chennai	
Jan 1995 – Apr 2002	Project coordinator M/s CARD	

COW - Appointment Inbox X

from ravi <card@vsnl.com> -? why?
 to Director Kalakshetra <director@kalakshetra.in>
 cc Works kalakshetra <works@kalakshetra.in>
 date Thu, Apr 8, 2010 at 1:12 PM
 subject COW - Appointment

[hide details](#) 1:12 PM (1 hour)

8th April 2010.

Smt. Leela Samson,
 Director,
 Kalakshetra Foundation,
 Thiruvanmiyur,
 Chennai - 600041

Sub : Appointment of Clerk of Works – Re-development of Kalakshetra Campus.



Dear Smt. Leela Samson,

On behalf of Kalakshetra Foundation, we are appointing **Sri.Jayakumar** as Construction Manager for ~~redevelopment~~
 of Kalakshetra campus at Rs. 40,000/ per month.

His resume, letter of appointment and responsibilities are enclosed for your record and file.
 We request your approval and request monthly reimbursement.
 Regards,

Ravi niilakantan

3 attachments — [Download all attachments](#)

-  **jk_resume.doc**
33K [View as HTML](#) [Open as a Google document](#) [Download](#)
-  **Jayakumar -Let_of Appointment.pdf**
145K [View](#) [Download](#)
-  **COW - Duties and responsibilities.pdf**
88K [View](#) [Download](#)

[Reply](#)

[Reply to all](#)

[Forward](#)

Submitted for approval please,



What are TOR?

SCOPE of WORK?

Where's a letter of appointment?

By KF?

J. Kamath
AO
21/4/10

(mlm)
CAO

(27)

Leela Samson
DIRECTOR. 8/4

Plaus
below

CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE O LANDSCAPE O INTERIORS

17

17th June 2010.

Smt. Leela Samson,

Director,

Kalakshetra Foundation,

Thiruvanmiyur,

Chennai – 600041.

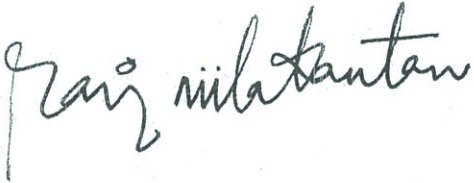
Sub: Clerk of Works – Appointment. Ref. our letter dated 07042010.

Dear Smt. Leela Samson,

Shri. Jayakumar has been reporting to Kalakshetra site from the 25th ^{MARCH} ~~February~~ 2010.

We request you to regularise his appointment and salary.

Regards,



Ravi Nilakantan

आयकर विभाग
 INCOME TAX DEPARTMENT



भारत सरकार
 GOVT. OF INDIA

J RA JAYAKUMAR
JEYARAMAN
17/05/1964
 Permanent Account Number
AESPJ3536Q

Signature

In case this card is lost / found, kindly inform / return to :
 Income Tax PAN Services Unit, UTHSL
 Plot No. 3, Sector 11, CBD Belapur,
 Navi Mumbai - 400 614.

यह कार्ड खो जाने पर कृपया सूचित करें/ लौटाएं :
 आयकर पैन सेवा यूनिट, UTHSL
 प्लॉट नं. ३, सेक्टर ११, सी.बी.डी. बेलपुर,
 नवी मुंबई-४०० ६१४.

29

19

Kalakshetra

F O U N D A T I O N

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc

June 24, 2010

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Construction Manager – Remuneration – Approval of – Reg.

Ref: Approval note dated 8.4.2010

The consultant Architect Shri.Ravinilakantan, has appointed Shri.J.Jayakumar as construction manager for the above project, on behalf of Kalakshetra foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.40,000/-

Shri.J.Jayakumar was reported on his duty from 25th March 2010 to 30th June 2010, his remuneration are

For the month of March '10	Rs. 7,742.00
For the month of April '10	Rs.40,000.00
For the month of May '10	Rs.40,000.00
For the Month of June '10	Rs 40,000.00
Total payable	<u>1,25,742.00</u>

Shri.J.Jayakumar PAN NO copy is enclosed herewith

Submitted for approval please, for payment of the deducts IT. This is a plan
expenditure debited to Koothambalam renovation.

[Signature]
EO

[Signature]
AO 24/6/10
ja

[Signature]
24/6/10

[Signature]
DIRECTOR 24/6

30

C:\2009-2010\V.Admin\2. Engineering\i.Plan\ Services of Architect./ Clerk of works.doc

June 29, 2010

Sri.Ravi Nilakantan,
 Centre for Architectural Research and Design,
 # 10 A, First Street,
 Dhanlakshmi colony,
 Vadapalani,
 Chennai 600 026.

Sir,

Sub: Koothambalam- Additions, alternations & civil works in Kalakshetra
 Foundation – Construction manager – Remuneration – Reimbursement-Reg.

Ref: Your letter dated 8th April 2010. – Appoint of clerk of works

The Director, Kalakshetra Foundation is pleased to release the payment of Rs. 1, 14,968/- (Rupees one lakh fourteen thousand nine hundred and sixty eight only) vide cheque No 364326 dated 28.6.2010 – Canara bank/Thiruvannmiyur branch, towards remuneration charges payable to Mr.J.Jayakumar as construction manager for the above project in the Kalakshetra campus

Details

For the month of March '2010	Rs. 7742.00
For the month of April '2010	Rs.40000.00
For the month of May ' 2010	Rs.40000.00
For the month of June ' 2010	Rs.40000.00

	Rs.127742 ✓
10 % TDS	Rs 12774 (-)

Payable	Rs.114968

Yours faithfully,

Leela Samson
 Director

(31)






C:\2009-2010\V.Admin\2. Engineering\i.Plan\ Services of Architect./ Clerk of works.doc

June 29, 2010

24/07/10

Sri.Ravi Nilakantan,,
Centre for Architectural Research and Design,
10 A, First Street,
Dhanlakshmi colony,
Vadapalani,
Chennai 600 026.

40

Sir,

Sub: Koothambalam- Additions, alternations & civil works in Kalakshetra
Foundation – Construction manager – Remuneration – Reimbursement-Reg.

Ref: Your letter dated 8th April 2010. – Appoint of clerk of works

The Director, Kalakshetra Foundation is pleased to release the payment of Rs. 1, 14,968/-(Rupees one lakh fourteen thousand nine hundred and sixty eight only) vide cheque No 364326 dated 28.6.2010 –Canara bank/Thiruvanmiyur branch, towards remuneration charges payable to Mr.J.Jayakumar as construction manager for the above project in the Kalakshetra campus

Details

For the month of March '2010
For the month of April '2010
For the month of May ' 2010
For the month of June ' 2010

Rs. 7742.00
Rs.40000.00 30,590.00
Rs.40000.00 30,590.00
Rs.40000.00 30,590.00

10 % TDS

Rs.127742
Rs . 12774 (-) 10,150.22

Payable

Rs.114968

Yours faithfully,

Leela Samson
Leela Samson
Director

July

30,590.00
119,951.77

(- TDS for 1 mtg.)

32

22

Appointment Letter
of Sri Jayakumar
conv. Raj

CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE O LANDSCAPE O INTERIORS

11.03.2010.

Dear Jayakumar,

Congratulations! We are pleased to confirm your appointment as Architects' Project Engineer. (Clerk of works). You will initially report to our office at 9AM. Probation period will be 6 months from the date of joining. We propose to confirm your appointment on the following terms. A formal agreement will be sent to you shortly.

Brief Job Description

- Your job involves managing the site on behalf of the architect including quality control,
- coordination,
- site meetings,
- site records,
- cad drawing inputs,
- project management etc., for speedy and quality construction.

You will maintain weekly record and do your duties to expectation.

Location

Initial Posting At CHENNAI. You may be transferred to other sites as per requirement

Hours of Work

Normal hours of work are 8.45am to 6.15pm from Monday to Saturday. As you will be in charge of a project, it may be necessary at times to work on normal Holidays and for extended hours.

Remuneration

Your salary (CTC) will be Rs.4, 80,000/ PA all inclusive. [ie. Basic 11,000, HRA6000, Convy.1500+1000, Tel.1000, Refreshments1850, Medical1250, Ent.600, sup.All.3000, LTA 800, performance linked bonus 10,000.00 (25% fixed 75% payable every 3-6 months)per month and yearly bonus24000]. Applicable Income taxes and statutory deductions like PF, ESIC will be made on the above.

Leave(s)

As per our leave rules.

Confidentiality

The Employee may not either during or at any time after the termination of his/her employment with the Employer disclose to anyone other than in the proper course of his/her employment, any information of a confidential nature relating to the Employer, the Employer's customers or suppliers and shall further not use any such information in a manner which may either directly or indirectly cause loss to the Employer. Confidential information includes (but is not limited to) financial information, commercial information, technical information, sales and marketing information and trade secrets. All drawings and related information are confidential.

Property

The Employee acknowledges that all files, customer records, lists, books, records, literature, software, products and work products developed by the Employee in the course of his/her employment with the Employer, and other materials owned by the Employer or used by the Employer in connection with the conduct of business by the Employer shall at all times remain the sole property of the Employer, and the Employee agrees that upon request and upon termination of

11,000 ✓
6000 ✓
2,500 ✓
1000 ✓
1850 ✓
1250 ✓
600 ✓
3000 ✓
8000 ✓
207. 2500 ✓
30500 ✓
✓

33

28

114/22

केनरा बैंक Canara Bank

तिरुवनमियूर, चेन्नई 600 041
Thiruvannamipur, Chennai 600 041

CBS BRANCH बॉक्स | SB

Pay Sni. J. Jayakumar

दिनांक Date 28 06 2010

रुपये Rupees One lakh fourteen thousand nine hundred and sixty eight only अदा करें

या धारक को Bearer

रु.
Rs. 1,14,968/-

For KALAKSHETRA FOUNDATION

[Signature]
Authorised Signatories

खा सं.
A/c No. 2649101001719

2009M55G IFSC-CNRB0002649

⑈364326⑈ 600015078⑈

10

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24

Please refer to the letter received from M/s. CARD – Centre for Architectural Research and Design, dt.11-3-2010, the remuneration as suggested for the month of March from 26th to 31st - 2010 Rs.5, 903/-, Rs.30, 500/- for April 2010, Rs.30, 500/- for May 2010, Rs.30, 500/- for June 2010 and Rs.30, 338/- for an advance payment of July 2010 is enclosed in cheque No.364326, dt.28-6-2010 for Rs.1,14,968/- (Rupees one lakh fourteen thousand nine hundred and sixty eight only) drawn on Canara Bank, Thiruvanmiyur Branch, Chennai-41, after deducting the TDS for Rs.12, 774/-.

Kindly acknowledge the receipt of the cheque.



Copy to:

M/s. CARD,
No.10A, Dhanalakshmi Colony,
Vadapalani,
Chennai-26.

35

To.

The Director,
M/s. Kalakshetra foundations,
Thiruvannamylur, Chennai-41.

[Signature]
12/7/10

Sub: Reg. salary details

Kind atten: Mr. Srinivasan.

Dear Mr. Srinivasan,

Find clarifications in my salary account.

March 2010.	9032-00
(March 25th - March 31st)		
April 2010	30590-00
May 2010	301590-00
June 2010	301590-00
July 2010	301590-00
		<hr/>
		1,31,392-00
		<hr/>
10% TDS. Deduction		(-) 13,139-00
		<hr/>
	Payable -	1,18,253-00
		<hr/>

Leave till date- 2 days.

From.
J. Ra. Jayakumar,
34, 1st cross st,
Vasantham Nagar,
Melmanampedu,
Vellaredu,
Chennai.

[Signature]
(J. Ra. Jayakumar)

36

26

March 26,27,28,29,30,31- 6 days

Remuneration per month is 30,500 / 31days
Rs. 983.90/day - For 6 days is Rs.5903

Leave 2 days as stated by you.

Further, the clarification will be done immediately.

warm regards

V.Srinivasan
Kalakshetra

- Show quoted text -

37

27

Regarding salary clarifications Inbox X

j.ra.jayakumar jayaramanradhabai to me, card

[show details Jul 12 \(1 day ago\)](#)[Reply](#)

Dear Mr.Srinivasan,

Please find attached scan copy for your reference.
Please kindly write my name as J.Ra.Jayakumar.
This is for your information.

Thanking you,

J.RA.Jayakumar



1.jpg
150K [View](#) [Download](#)

[Reply](#)[Reply to all](#)[Forward](#)

Your message has been sent.

from **Works kalakshetra** <works@kalakshetra.in> [hide details 4:38 PM \(1 minute ago\)](#) [Reply](#)
to "j.ra.jayakumar jayaramanradhabai"
<jrajayakumar27@gmail.com>
date Tue, Jul 13, 2010 at 4:38 PM
subject Re: Regarding salary clarifications
mailed-by kalakshetra.in

Dear J.Ra.jayakumar,

Noted your name in corrected spell.

You are requested to give the hard copy of the
salary clarification statement to this office
immediately for reconcillation.

Kindly provide the spilt up details of the
Rs.30,590/-.Whereas it is Rs.30500/-
based on the appointment letter issued by
M/s.CARD. and details are,

Basic 11,000+HRA6000+convy1500+1000+Tel.1000
Refreshment1850+medical1250+Ent.600+Sup.all 3000
LTA 800 +Performance linked bonus 2500 (25% fixed on
the 10,000)

As you told that the joining date of this job by you, on
26th March 2010. Based on that the remuneration was
calculated for the March 2010.

38

Kalakshetra FOUNDATION

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	August 24, 2010
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Construction Manager – Remuneration – Approval of – Reg.

Ref: Approval note dated 8.4.2010

The consultant Architect Shri.Raviniilakantan, has appointed Shri.J.Jayakumar as construction manager for the above project, on behalf of Kalakshetra foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.40,000/- Including performance bonus 75%, which will be paid later based on his performance as stated by the consultant Architect Shri.Raviniilakantan..

The remuneration payable to Shri.J.Jayakumar for the month of August 2010 are submitted for approval.

For the month of July 2010 (Due)	Rs. 162.00	— (balance amount to be paid for July 2010)
For the month of August 2010	Rs.30, 500.00	
Total payable	30,662.00	

Shri.J.Ra.Jayakumar PAN NO copy is enclosed herewith

Submitted for approval please.

[Signature]
CEO

[Signature]
24/8/10
AO

[Signature]
CAO

[Signature]
24/8
DIRECTOR

29

ADP/24

कनरा बैंक Canara Bank

तिरुवनमियूर, चेन्नई - 600041
Thiruvanamipur, Chennai - 600041

CBS BRANCH ब्रैंच | SB

दिनांक Date 25/08/2010

Pay Sn. J. Ra. Jayakumar

या धारक को or Bearer

रुपये Rupees Twenty Seven thousand five hundred and ninety six only अदा करें

रु. 27,596/-
Rs.

FOR KALAKSHETRA FOUNDATION

S. Ramachandran Cula Samson
AUTHORISED SIGNATORIES

खा सं.
A/c No.
2010 MSHAO

2649 71 001719

IFSC: CNRB002649

34 1854 6000 15078

10

Received
D. Ra. Jayakumar
C. J. Ra. Jayakumar

Ceo

KL HI-TECH SECURE PRINT LTD. 06/2010

50



Works kalakshetra <works@kalakshetra.in>

Remuneration - reg.

1 message

Works kalakshetra <works@kalakshetra.in>

Mon, Sep 6, 2010 at 11:35 AM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Dear J.Ra.Jayakumar,

This is bring to your kind information that the performance bonus payable (for every 3/6 month) to you is due 75% (25% fixed was paid to you every month) since March 2010, This is subject to approval of M/s.CARD.

Kindly clarify the matter immediately.

warm regards

v.Srinivasan
Kalakshetra

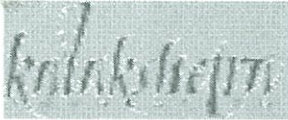
41

91

V.Srinivasan
Kalakshetra Foundation

92

32



Works kalakshetra <works@kalakshetra.in>

Fwd: reminder - Anutone smooth MB boards - requirements - reg.

1 message

Works kalakshetra <works@kalakshetra.in>

Tue, Sep 7, 2010 at 12:25 PM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Dear J.ra.Jayakumar,

Please confirm the requirement of Anutone smooth MB boards and give me your requirements at the earliest.

the supplier is sending the one more load to Kalakshetra and next will be final quantity. Before that we should order the additional quantity to the supplier after obtaining the paper work please.

Please ensure that the identification of persons and tag safety measures and No labour should not be available to the work site unless prior arrangement has made for working after 6 pm.

Please arrange to sent back all the labourers through the contractor or contractor's representative after the day workis over, from the site. and No body allowed to stay in the site as discussed with the Director on 6.9.2010.

warm regards

V.srinivasan
kalakshetra.

----- Forwarded message -----

From: **Works kalakshetra** <works@kalakshetra.in>

Date: Fri, Sep 3, 2010 at 11:17 AM

Subject: Anutone smooth MB boards - requirements - reg.

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Sir,

The supply of Anutone smooth MB primer boards for the Koothamabalam work, was ordered to M/s.Anutone Acoustics limited for the quantity, interms of Nos 3473 (1.2 x .6 m x 25 mm thick) as per the requirement given.

Now the supplier have delivered 2000 Nos and balance 1473 is due and likely to be completed before10.9.2010.

meanwhile, kindly confirm that the requirements of the quantity for entire project please.

sothat the supply will be done simultaneously for the additional quantity if needed be, without affecting the progress of work.

warm regards

33

23/8

22/8

Date:.....

23

6-31

7-32 W

7-57

8-33

8-30

9-27

5-8

10-37

9-25

6-10

10-3

5-7

44

MEASUREMENT WBC 21) 8/10

1.75	1.75	6.00	93
1.75	1.75	7.00	135
1.75	1.75	8.00	44
1.75	1.75	9.00	66
1.75	1.75	10.00	57
1.75	1.75	4.00	13
1.75	1.75	8.00	83
1.75	1.75	6.75	10
1.75	1.75	5.00	10
1.75	1.75	5.50	2
1.75	1.75	4.50	8
1.75	1.75	3.50	4
1.75	1.75	3.00	4
1.75	1.75	2.00	2
1.75	1.75	2.50	1
1.75	1.75	1.50	1
2.00	1.00	6.00	14
2.00	1.00	7.00	21
2.00	1.50	2.00	1
5.00	1.00	2.00	1
2.00	1.00	7.00	9
2.00	1.00	4.00	8
2.00	1.00	3.50	9
2.00	1.00	2.00	4
2.00	1.00	5.00	6
2.00	1.00	3.00	8
2.00	1.00	4.00	7
2.00	1.00	2.00	3
			624

Reapers Bundle 4

34

45

25

Fwd: reminder - Anutone smooth MB boards - requirements - reg. Inbox X

Works kalakshetra Dear J.ra.Jayakumar, Please confirm the requirement of Anutone smooth MB boar.

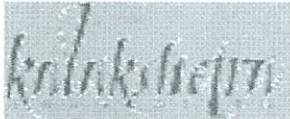
from **j.ra.jayakumar jayaramanradhabai** <jrajayakumar27@gmail.com> [hide details](#) 5:52 PM (16 ho
to Works kalakshetra <works@kalakshetra.in>
date Tue, Sep 7, 2010 at 5:52 PM
subject Re: reminder - Anutone smooth MB boards - requirements - reg.
mailed-by gmail.com
signed-by gmail.com

I will discuss with the architect for the confirmation of the quantity and reply to you.

Thanking you,

J.RA.Jayakumar
- Show quoted text -

46



Works kalakshetra <works@kalakshetra.in>

Kalasam erection work - reg.

Works kalakshetra <works@kalakshetra.in>

Fri, Oct 1, 2010 at 11:37 AM

To: ravi <card@vsnl.com>, "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Sir,

The Kalasam refurbishing work is being done and ready soon. When we do the erection of Kalasam work in the main Apex point, secondary apex points for the koothamablam. we may erect the lightening arrest provision also be done simultaneously with copper strip available at site. .

The awarding the electrical work is being done and ready today.

Regarding the HVAC work, expecting some details soon for submitting the same to works committee with reference.

Regarding the Non destructive test for the RCC works has not been commenced sofar. They supposed to be completed by 30.9.2010 as per terms please.

This is for information please

warm regards,

V.Srinivasan.

A handwritten signature in a circle, appearing to be 'V7' or similar.

Kalakshetra FOUNDATION

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	September 29, 2010
--	--------------------

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of work – Remuneration – Approval of – Reg.

Ref: Approval note dated 8.4.2010 | p9/c, p16/c

The consultant Architect Shri.Raviniilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.40,000/- Including performance bonus 75%, which will be paid later based on his performance as stated by the consultant Architect Shri.Ravi Niilakantan..

The remuneration payable to Shri.J.Ra.Jayakumar for the month of September 2010 is submitted for approval.

For the month of Sept 2010 Rs.30, 500.00 ← As per Page 5 of 1st M/S CARD 1st/10

Submitted for approval please.

Retenue IT had to be deduct while mak's payme. pl.

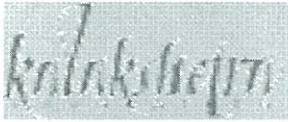
[Signature]
EO

[Signature]
AO 30/9/10

[Signature]
CAO 30/9/10

[Signature]
DIRECTOR 1/10

37



Works kalakshetra <works@kalakshetra.in>

Leave taken details

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Mon, Nov 1, 2010 at 5:03 PM

To: Works kalakshetra <works@kalakshetra.in>

Cc: card@vsnl.com

Dear Mr.Srinivasan,

The following are the details for the leave taken.

- 1.August -2010 - 0 days
- 2.September -2010 -0 days
- 3.October -2010 -2 days(18.10.2010 and 19.10.2010)

This is for your reference.

Thanking you,

J.RA.Jayakumar.

49

Kalakshetra FOUNDATION

C:\2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	November 2, 2010
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of work – Remuneration – Approval of – Reg.

Ref: Approval note dated 8.4.2010 | 109/c

The consultant Architect Shri.Raviniilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.40,000/- Including performance bonus 75%, which will be paid later based on his performance as stated by the consultant Architect Shri.Ravi Nilakantan..

The remuneration payable to Shri.J.Ra.Jayakumar for the month of October 2010 is submitted for approval.

For the month of October 2010

Rs.30, 500.00

As per page 5 of CARD letter

Shri.J.Ra.Jayakumar informed in email that he was leave on 18.10.2010 and 19.10.2010 – 2 days for information please.

Submitted for approval please.

[Signature]
EO

[Signature]
2.11.10
AO

IT to be deducted
when making payment.
[Signature]
21/11/10
CAO

[Signature]
DIRECTOR 2/10

50



Works kalakshetra <works@kalakshetra.in>

Leave taken details

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Wed, Nov 3, 2010 at 10:53 AM

To: Works kalakshetra <works@kalakshetra.in>

Cc: card@vsnl.com

Dear Mr.Srinivasan,

Please find that I am forwarding my mail which i have send to you on 1st November2010.

I have informed about my leave to Leela madam and Ravi sir.

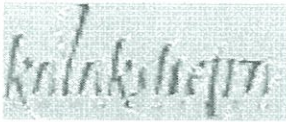
This is for your reference.

Thanking you,

J.RA.Jayakumar.

[Quoted text hidden]

(51)



Works kalakshetra <works@kalakshetra.in>

Information

Works kalakshetra <works@kalakshetra.in>

Tue, Nov 9, 2010 at 10:10 AM

To: ao@kalakshetra.in, CAO Kalakshetra <cao@kalakshetra.in>

Sir,

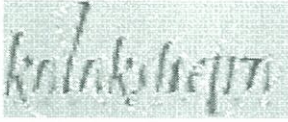
The clerks of works for the koothambalam project, Shri.J.Ra.J sent the message and forwarded for your information please.

V.Srinivasan
Kalakshetra

[Quoted text hidden]

52

41



Works kalakshetra <works@kalakshetra.in>

Information

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Mon, Nov 8, 2010 at 5:38 PM

To: Works kalakshetra <works@kalakshetra.in>

Cc: card@vsnl.com

Dear Mr.Srinivasan,

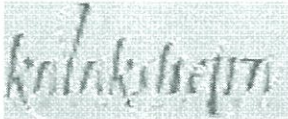
I have informed regarding festival leave to Leela madam,Ravi sir,Cao,Ao and Eo.
For the salary Cheque got approval from Leela madam and Cao to get end of the
last working day of every month.This is for your information.

Thanking you,

J.RA.Jayakumar

SS

42



Works kalakshetra <works@kalakshetra.in>

Koothambalam - reg

Works kalakshetra <works@kalakshetra.in>

Mon, Nov 8, 2010 at 5:28 PM

To: ravi <card@vsnl.com>

Cc: Director Kalakshetra <director@kalakshetra.in>, "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>, ao@kalakshetra.in, CAO Kalakshetra <cao@kalakshetra.in>

Sir,

The bills for koothambalam work - main work civil work, anutone fixing work and Non tendered items have been passed and paid to the contractor M/s.Chennai Engineers.

However, the measurement book entry details are not up to the standard pattern this was already discussed with the clerks of works, contractor.

This may be corrected in the subsequent bills.

V.Srinivasan
Kalakshetra

(54)

43



Works kalakshetra <works@kalakshetra.in>

Koothambalam - reg

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Tue, Nov 9, 2010 at 9:44 AM

To: Works kalakshetra <works@kalakshetra.in>

Cc: card@vsnl.com

Dear Mr.Srinivasan,

Please send the standard pattern of measurement book entry details format for us.
It will be useful to improve the standard of m.book in the next bill onwards.

Thanking you,

J.RA.Jayakumar

[Quoted text hidden]

55

H4



Works kalakshetra <works@kalakshetra.in>

remuneration for the month Nov.2010

Works kalakshetra <works@kalakshetra.in>
To: jrajayakumar27@gmail.com
Cc: ao@kalakshetra.in, cao@kalakshetra.in

Wed, Nov 24, 2010 at 10:01 AM

Dear J.Ra.J.

Your remuneration payable for the month of Nov.2010 is being forwarded to this office for payment.

Have you availed any leave during the month of November, please specify.

V.Srinivasan
Kalakshetra.

56



C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	November 24, 2010
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of work – Remuneration – Approval of – Reg.

Ref: Approval note dated 8.4.2010

The consultant Architect Shri.Ravi Niilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.40,000/- Including performance bonus 75%, which will be paid later based on his performance as stated by the consultant Architect Shri.Ravi Niilakantan..

The remuneration payable to Shri.J.Ra.Jayakumar for the month of September 2010 is submitted for approval.

For the month of ^{November} August 2010 Rs.30, 500.00 | AS per page of 5 M/S. CARD/cty.

Submitted for approval please.

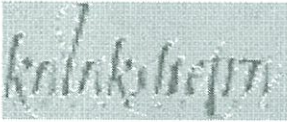
[Signature]
CEO

[Signature]
24/11/10
AO

[Signature]
24/11/10
CAO

[Signature]
DIRECTOR 24/11

4/6



Works kalakshetra <works@kalakshetra.in>

Leave details.

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Wed, Nov 24, 2010 at 4:31 PM

To: Works kalakshetra <works@kalakshetra.in>

Cc: card@vsnl.com

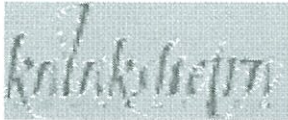
Dear Mr.Srinivasan,

I have availed leave on 4th and 6th November 2010.(2 days).

Thanking you,

J.RA.Jayakumar.

58



Works kalakshetra <works@kalakshetra.in>

Regarding External levels.

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Thu, Dec 2, 2010 at 11:46 AM

To: card@vsnl.com

Cc: Works kalakshetra <works@kalakshetra.in>, sastra1000@gmail.com

Dear Sir,

Umapathy sir has visited the site along with Leela madam on 29.11.10. While discussing about the external levels, Umapathy sir told that The existing level at the entrance of stage area should be retained around the koothambalam building.

Thanking you,

J.RA.Jayakumar



stage.entrance.JPG
366K

59



Works kalakshetra <works@kalakshetra.in>

Koothambalam work - Workmens compensation (general) insurance - renewal.

Works kalakshetra <works@kalakshetra.in>

Fri, Dec 10, 2010 at 3:36 PM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Cc: ravi <card@vsnl.com>, ao@kalakshetra.in, CAO Kalakshetra <cao@kalakshetra.in>

Dear J.Ra.J,

As per the terms, the contractor M/s.Chennai engineers labourers covered with workmens compensation (general) insurance is due for renewal.

This was discussed with Mr.Paneer selvam that the above was renewed and copy of the same will be furnished to this office during the meeting. not received sofar.

Please kindly confirm that the workmens compensation (general) insurance is renewed. If so please get the copy of the same to this office.

Contractors all risk insurance was covered by M/s.Chennai Engineers till 8.5.2011.

Please confirm that what is the % of work value covered the above by M/s.chennai engineers.

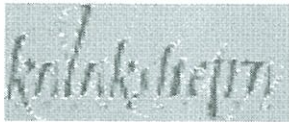
What is the % of work value to be covered as per the tender conditions.

Please clarify at the earliest.

V.Srinivasan.

60

48a



Works kalakshetra <works@kalakshetra.in>

Remuneration for the month of Dec 2010 - Reg.

Works kalakshetra <works@kalakshetra.in>

Mon, Dec 27, 2010 at 11:27 AM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Dear J.Ra.J.

Your remuneration payable for the month of December.2010 is being forwarded to this office for payment.

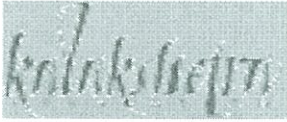
Have you availed any leave during the month of December, please specify.

Leave rules applicable to you, may be furnished to Administrative officer, for record.

V.Srinivasan

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48



Works kalakshetra <works@kalakshetra.in>

Remuneration for the month of Dec 2010 - Reg.

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Tue, Dec 28, 2010 at 11:59 AM

To: Works kalakshetra <works@kalakshetra.in>

Cc: card@vsnl.com

Dear Mr.Srinivasan,

I have avaialled leave on 20th December.(1 day only)

Thanking you,

J.RA.Jayakumar.

[Quoted text hidden]

62

Leave and Holidays list-2010 & 2011						
Sl.no	Description	CL Eligible	CL availed	Holidays	Holidays availed	Compensation leave available
	Joined date-March 25th 2010.					
	For 2010(From March to december)					
	CL	9				
	Festival holidays					
	April-14th			1	1	
	August 15th			1	1	
	Sep-11th				1	
	October-2nd -weekly meeting			1	-	1
	Oct-15th & 16th	1	2			
	November-Diwali-5th & 6th	1	1	1	2	
	December-20th	1	1			
	December-25th-site meeting			1	-	1
	Leave taken		4		5	
	Balance cl available-2010		5			
	Compensation days Available(2010)					2
	For The year-2011					
	CL	12	days			
	Holidays					
	January -1st			1		
	Jan-Pongal-14th			1		
	Jan-Pongal-15th			1		
	Jan-Pongal-17th			1		
	Jan-26th			1		
	March-16th			1		
	April-14th			1		
	August-15th			1		
	OCT-16TH-Ayutha pooja			1		
	OCT-17TH-Vijaya thasami			1		
	Nov-5th			1		
	December-25th			1		
				12		

2
30/12/10

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Bank Name	Branch Name	IFSC Code / MICR Code	Branch Code	Address	Contact
Corporation Bank (CorpBank)	NEW CHENNAI - MAHINDRA CITY BRANCH	CORP0001047 / 600017030	001047	GROUND FLOOR, THE CANOPY, MAHINDRA WORLD CITY, NEW CHENNAI City: CHENNAI District: CHENNAI State: TAMIL NADU	044 27460074

Name : J.RA.JAYAKUMAR

My Account..no.248

Type of Account: Savings bank(SB)

Account maintained in Corporation bank, Mahindra city branch.

Red

SS

65

52



Works kalakshetra <works@kalakshetra.in>

Daily project report/labour report-Paint madam app.photos.

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Thu, Dec 30, 2010 at 4:31 PM

To: card@vsnl.com

Cc: Works kalakshetra <works@kalakshetra.in>, chennai_engineers@yahoo.co.in

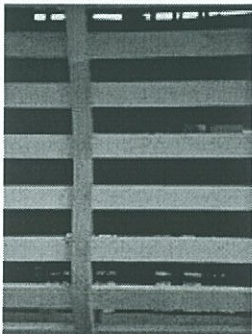
Dear Sir,

Please find attached Daily project /labour report for your reference.
I am sending the paint samples approved by Leela madam.

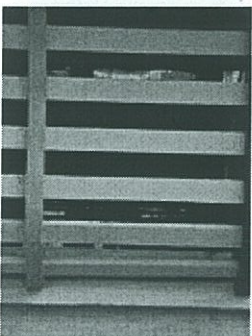
Thanking you,

J.RA.Jayakumar.

3 attachments



madam app.colour.JPG
243K



madam approved colour.JPG
250K



DPR29.12.10 .xls
27K

66

Bank Name	Branch Name	IFSC Code / MICR Code	Branch Code	Address	Con
Corporation Bank (CorpBank)	NEW CHENNAI - MAHINDRA CITY BRANCH	CORP0001047 / 600017030	001047	GROUND FLOOR, THE CANOPY, MAHINDRA WORLD CITY, NEW CHENNAI City: CHENNAI District: CHENNAI State: TAMIL NADU	044 27460074 044 27460075

SB. A/C. NO. given below

J.R.A. Jayakumar

SB.A/C.No.SB01000248

J. Ra. Jayakar
c-o-w

Record on
[Signature]
05/11

[Signature]
5/11
40

[Signature]
05/11/14
40

Kalakshetra FOUNDATION

C:\ 2009-2010\ V.Admin\ 2. Engineering\ i.Plan\ Koothambalam\ additions, alteration & civil work.\ COW.doc	January 29, 2011
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation –
Clerks of work – Remuneration – Approval of – Reg.

Ref: Approval note dated 8.4.2010

Page - 9

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra foundation and his responsibilities and monthly remuneration have framed by the consultant, is ~~Rs.40,000/-~~ ^{Rs.30,500/-} including performance bonus ~~25%~~, ~~which will be paid later based on his performance as stated by the consultant Architect Shri.Ravi Nilakantan.~~

The remuneration payable to Shri.J.Ra.Jayakumar for the month of January 2011 is submitted for approval.

For the month of January 2011 -- Rs.30, 500.00

Submitted for approval please.

Page 22
As per page 5
m/s. CARD
Appointment
letter.

AO 29.1.11

CAO 29/01/11

The working for Rs.30,500/- is placed
at # 56/c

Deputy Director
29/11

DIRECTOR

29/11

68

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CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE ○ LANDSCAPE ○ INTERIORS

2011 January 10th

Smt. Leela Samson,
Director,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai – 600041.

Sub : Bonus payments to Sri. Jayakumar (COW) along with his January 2011 salary.

Dear Smt. Leelaji,

Sri. Jayakumar has been appointed from the March 25th 2010.

Along with his January 2011 salary his performance linked bonus for months March '10 – June '10 may be released.

Performance linked bonus per month is Rs.10, 000.00 (25% is paid monthly).		
To pay 75% of 10,000 x 3 months	=	Rs. 22500.00
For March-10 (7days)	=7500/31 x7	Rs. 1694.00
Total payment up to June'10	=	Rs. 24194.00

This amount may kindly be released.

Necessary statutory deductions may be made from your end.

Thanking you,

Yours sincerely,

Ravi Nilakantan
Ravi Nilakantan

CKO
CP
11/11

(59)

For March 2010 – 7 Days	.. 1694
For April, May, and June- 3 x 7500	..22500
	----- Rs.24,194.00

If approved, we may release the payment of Rs. Rs.24, 194/- ~~may be paid~~ to Shri.J.Ra.Jayakumar after deducting the TDS towards performance bonus payable from March 2010 to 30 June 2010,as recommended by the consulting Architect M/s.CARD, Shri.Ravi nilakantan for the Koothambalam work.

[Handwritten signature]
EO

[Handwritten signature]
8/2/11
AO

[Handwritten signature]
9/2/11
CAO

Deputy Director *[Handwritten signature]*
9/2

~~DIRECTOR~~
[Handwritten signature]
9/2

[Handwritten mark]

57

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	February 8, 2011
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of works – Performance linked Bonus- Reg.

- Ref: i) Approval note dated 8.4.2010 P - 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P - 10 - 17
 iii) Letter from M/s.CARD dated 2011 January 10th P - 54 ✓

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jeyakumar as Clerks of work for the above project, on behalf of Kalakshetra foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus per month and yearly bonus 24,000/-. The details is,

Remuneration per month	in Rs
Basic	11,000
HRA	6,000
Conveyance	2,500 (1000 + 1500)
Telephone charge	1,000
Refreshment	1,850
Medical	1,250
Ent.	600
Sup. All	3,000
LTA	800
Performance linked bonus	
25% fixed payable every month	2,500 (Rs.10, 000 – 25% fixed, 75% Payable every 3-6 Months)
Total payable per month	Rs. 30,500
Performance bonus	Rs.7, 500/-per month

Yearly bonus Rs.24000

.Shri.J.Ra.Jeyakumar has been paid for every month for Rs.30, 500/- from 25th March to December 2010. M/s.CARD has now forwarded the letter stated that Shri.J.Ra.Jeyakumar performance linked bonus for months March '10- June'10, for Rs.24, 194/- may be released.

| P 54/c

.....2

(JL)

98



Works kalakshetra <works@kalakshetra.in>

Leave details

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Wed, Mar 2, 2011 at 1:08 PM

To: Works kalakshetra <works@kalakshetra.in>

Cc: Ravi Nilakantan <card@vsnl.com>

Dear Mr.Srinivasan

Please find the leave taken details for your information.

Sl.no.	Month	Leave taken	extra work done
1.	Jan-2011	Nil	-----
2.	Feb-2011	Nil	-----

Thanking you,

J.RA.Jayakumar.

72

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc

March 30, 2011

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of work – Remuneration – Approval of – Reg.

Ref: i) Approval note dated 8.4.2010

P - 9

ii) Clerks of works – Appointment letter dated 17th June 2010.

P – 10 - 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

<u>Remuneration per month</u>	<u>in Rs</u>
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. Ent.	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500(Rs.10, 000 – 25% fixed)

Total payable per month	Rs. 30,500

The remuneration payable to Shri.J.Ra.Jayakumar for the month of March 2011 is submitted for approval.

For the month of March 2011	--	Rs.30, 500.00
Deduction Income tax 10% as professional	--	3,050.00 (-)

Nett payable		27,450.00

Submitted for approval please.

J. Ravi Nilakantan
AO 30/3/11

J. Ravi Nilakantan
GAO

Deputy Director

DIRECTOR

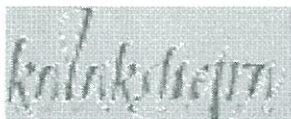
Calal

J. Ravi Nilakantan
EO

73

Leave and Holidays list- 2011									
Sl.no	Description	CI balance in 2010	CI Eligible	CI availed	Festival holidays eligible	Festival holidays taken	Compensation leave available	Remark	
	CL -2010(balance)	5							
	Festival holidays		14						
	CL		12						
	Total CI-2010-2011 available		17						
	March-10th, 12th, 19th & 21st			4					
	March-16th				1				
	Leave taken			4					
	Balance cl available-2011			13					
	Compensation days Available(2010)								
	For The year-2011								
	CL		12	days					
	Holidays								
1	January - 1st								
2	Jan-Pongal-14th								
3	Jan-Pongal-15th								
4	Jan-Pongal-17th								
5	Jan-26th								
6	March-16th								
7	April-14th								
8	August-15th								
9	OCT-16TH-Ayutha pooja								
10	OCT-17TH-Vijaya thasami								
11	Nov-5th								
12	December-25th								
13	April-4th-Telugu new year								
14									
	Holidays -2 more days decided by the architect								
	Total no. of holidays-14								

74



Works kalakshetra <works@kalakshetra.in>

LEAVE DETAILS

Ravi Nilakantan <ravi.card@gmail.com>
Reply-To: card@vsnl.com
To: jrajayakumar27@gmail.com
Cc: works@kalakshetra.in, ao@kalakshetra.in

Thu, Mar 31, 2011 at 3:09 PM

Dear Sri. Jeyakumar,

You are a site Engineer.

Your holidays are SUNDAYS - 52 days
Festive holidays - 12 days
Discretionary holidays - 02 days only.

There are no other holidays!
This is for your information.

Regards,
Ravi nilakantan

-----Original Message-----

From: j.ra.jayakumar jayaramanradhabai [mailto:jrajayakumar27@gmail.com]

Sent: Thursday, March 31, 2011 10:39 AM

To: Works kalakshetra

Cc: Ravi Nilakantan

Subject: Leave details

Dear Mr.Srinivasan,

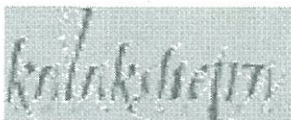
This month I have availed 4 days(Cl).

Please find attached file for your reference.

(Total no.of Cl available frm 2010-2011---5 +12 =17 days.)

Thanking you,
J.RA.Jayakumar.

62



Works kalakshetra <works@kalakshetra.in>

Fwd: LEAVE DETAILS - information missed out!

Ravi Nilakantan <ravi.card@gmail.com>

Fri, Apr 1, 2011 at 7:18 PM

Reply-To: card@vsnl.com

To: jrajayakumar27@gmail.com, works@kalakshetra.in, ao@kalakshetra.in

Dear Sri. Jeyakumar,

12 days earn leave is missed out from the earlier mail.

Sorry for the error!

RAvi niil

----- Forwarded message -----

From: Ravi Nilakantan <ravi.card@gmail.com>

Date: Thu, Mar 31, 2011 at 3:09 PM

Subject: LEAVE DETAILS

To: jrajayakumar27@gmail.com

Cc: works@kalakshetra.in, ao@kalakshetra.in

Dear Sri. Jeyakumar,

You are a site Engineer.

Your holidays are SUNDAYS - 52 days

Festive holidays - 12 days

Discretionary holidays - 02 days only.

There are no other holidays!

This is for your information.

Regards,

Ravi nilakantan

-----Original Message-----

From: j.ra.jayakumar jayaramanradhabai [mailto:jrajayakumar27@gmail.com]

Sent: Thursday, March 31, 2011 10:39 AM

To: Works kalakshetra

Cc: Ravi Nilakantan

Subject: Leave details

Dear Mr.Srinivasan,

This month I have availed 4 days(Cl).

Please find attached file for your reference.

(Total no.of Cl available frm 2010-2011---5 +12 =17 days.)

Thanking you,

J.RA.Jayakumar.

76



Works kalakshetra <works@kalakshetra.in>

Regarding monthly leave details.

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Fri, Apr 29, 2011 at 9:41 AM

To: Works kalakshetra <works@kalakshetra.in>

Cc: Ravi Nilakantan <card@vsnl.com>

Dear Mr.Srinivasan,

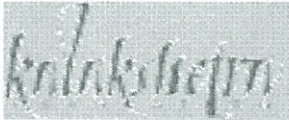
This month i have not availed leave.

Thanking you,

J.RA.Jayakumar.

(JF)

(64)



Works kalakshetra <works@kalakshetra.in>

Leave details requested for COW -requested - reg

Works kalakshetra <works@kalakshetra.in>

Sat, Apr 30, 2011 at 4:43 PM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>, ravi <card@vsnl.com>

Cc: Director Kalakshetra <director@kalakshetra.in>, dd@kalakshetra.in, CAO Kalakshetra <cao@kalakshetra.in>, ao@kalakshetra.in

Sir,

please refer to email sent by .J.Ra.Jayakumar, Clerk of works(COW), regarding the leave particulars for drawing the pay for the month of april 2011, In this connection the following are required

i) J.Ra.Jayakumar in his email dated march 31st,intimated that the total no of CL available as on that date was 17 days, whereas, M/s.CARD ih his reply intimated a set of holidays has applicable to him. This has to be reconcilled

ii) As per your appointment order the leave eligible to COW are ' as per CARD leave rules' . A copy of such leave rules applicable may please be furnished

iii) It is not known from the email, How many days was taken by him and approved M/s.CARD. Copy of the sanction letters for the leave taken by COW may please sent

iv) The leave account maintained by CARD for COW may please be sent.

On receipt of this details, the payment of COW will be processed accordingly

This may be treated as most urgent.

V.Srinivasan
kalakshetra

(63)



Works kalakshetra <works@kalakshetra.in>

Leave details requested for COW -requested - reg

Ravi Nilakantan <card@vsnl.com>

Mon, May 2, 2011 at 5:14 PM

To: Works kalakshetra <works@kalakshetra.in>, "j.ra.jayakumar jayaramanradhabai"

<jrajayakumar27@gmail.com>

Cc: CAO Kalakshetra <cao@kalakshetra.in>, dd@kalakshetra.in, director@kalakshetra.in

Dear Sri. Srinivasan,

CARD leave rules are as follows:

Public holidays – 12 per year

CL - 12/year (1/month)

Discretionary holidays – 2 /year

Sri. Jeyakumar has attached his leave details. Leave credits can be adjusted as per employees wish in consultation with the Architect and Client.

I also get to your notice that Sri. Jeyakumar has completed one year at site.

He is also **eligible** for his for his **performance** bonus and **yearly bonus**.

Since he has worked for 11 months and 1 week in 2010 ie. from March 25th 2010 to March 31st 2011, Rs. 4,50,000.00 is payable inclusive of his monthly salary and bonus.

He is expecting his bonuses by the 15th of May 2011 to facilitate his child's college admission.

This may kindly be released to him.

Regards,

Ravi niilakantan

(79)

Kalakshetra FOUNDATION

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration & civil work.\COW.doc	April 29, 2011
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of work – Remuneration for the month of April'11– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P - 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 - 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. Ent.	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500(Rs.10, 000 – 25% fixed)

Total payable per month Rs. 30,500

The remuneration payable to Shri.J.Ra.Jayakumar for the month of April 2011 is submitted for approval.

For the month of April 2011	--	Rs.30, 500.00
Deduction Income tax 10% as professional	--	3,050.00 (-)

Submitted for approval please.		27,450.00

J. Ramachandran
AO 29/4/11

J
CAO

Deputy Director *Mark Appd*

DIRECTOR *Chand*

pl. refer to the correspondences in Page nos 60 - 63/c regards leave availed by Shri.J. Ra. Jayakumar what is our response to that?

Subject to (A) [Signature]

[Signature] S.E.O.

Clarification by Since obtained Submitting below

[Signature] 5/5/2011

pos/c

(A)

Bonus in the clarification received from CAO we may, if approved, release the salary for Month of April 2011. For other paymas, we are making separate note .pl.

[Signature] 5/5/2011

(80)

Leave and Holidays list-2011 - 2012							
Sl.no	Description	Festival & National holidays-- 12Days(Leave availed details)	CL-12 days(Leave availed details)	Discretion holidays-2nos	Worked on holidays	Compensation eligible	Remark
	Joined date-March 25th 2010.						
	For March24th-2011March to 23th 2012. (From March-2011 to March2012)						
	April-30th		1				
	May-23rd		1				
1	22.4.2011-Good Friday				1	1	
2	17.5.2011-Budh purnima	1					
3	15.8.2011Independence day						
4	22.8.2011-Janmastmi						
5	5.10.2011Ayutha puja						
6	6.10.2011Vijaya dashmi						
7	26.10.2011Deepavali-						
8	7.11.2011-Bakrith						
9	6.12.2011-Muharam-						
10	14.01.2012-Pongal-						
11	16.01.2012-Pongal-						
12	17.01.2012-Pongal-						
13	26.01.2012-Republic day						
14	10.11.2011-Gurunani's birth day						
	Holidays -availed upto may-2011	1					
	CL availed Upto May-2011		2				
	Balance -CL		10				
	Compensation days Available(2011-2012) till date						1 Good Friday.

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	June 1, 2011
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of work – Remuneration for the month of May 2011– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P - 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 - 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. Ent.	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500(Rs.10, 000 – 25% fixed)

Total payable per month	Rs. 30,500

The remuneration payable to Shri.J.Ra.Jayakumar for the month of May 2011 is submitted for approval.

For the month of ^{May 2011} April 2011	--	30, 500.00
Deduction Income tax 10%	--	3,050.00 (-)

		27,450.00

Submitted for approval please.

S. Ramachandran
 AO 11/6/11

CAO

Deputy Director *Ramesh*

DIRECTOR *Culad*

Shri. Jayakumar
 11/6/2011

(82)

Leave Account Details for Mr.J.RA.Jayakumar

Sl.no	Description	holidays-12 +2=14days	12 Days -CL	Leave availed	Compensation holiday	Remark
	Joined Date-March 25th 2010					
	CL					
1	30.04.2011-Saturday			1		
2	23.05.2011-Mon day			1		
3	04.04.11- Monday (telugu new year)			1		
4	09.05.11- Monday (admission)			1		
5	04.06.11- Saturday (father ill)			1		
6	23.06.11-Thursday(Accident)			1		
7	24.06.11-Friday (Accident)			1		
	Total number of Leave taken(CL)			7		
	Public holidays					
1	22.4.2011-Good Friday				1	Compensation available one day.
2	17.5.2011-Budh purnima	Leave				
3	15.8.2011-Independence day					
4	22.8.2011-Janmastmi					
5	5.10.2011-Ayutha puja					
6	6.10.2011-Vijaya dashmi					
7	26.10.2011-Deepavali-					
8	7.11.2011-Bakrith					
9	6.12.2011-Muharam-					
10	14.01.2012-Pongal-					
11	16.01.2012-Pongal-					
12	17.01.2012-Pongal-					
13	26.01.2012-Republic day					
14	10.11.2011-Gurunank's birth day					
	Total number of Holidays taken.	1				
	Compensation-available days.				1	

Holiday -Leave not taken-1 day only.

Total leave taken till date

CL

7 Days

Balance days

5

Holiday

1 day

13

83

10

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	June 28, 2011
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of work – Remuneration for the month of June 2011– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P - 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 - 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. Ent.	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500(Rs.10, 000 – 25% fixed)

Total payable per month	Rs. 30,500

The details of leave accounts was received and placed below

- P. 69



The remuneration payable to Shri.J.Ra.Jayakumar for the month of June 2011 is submitted for approval.

For the month of June 2011	--	30, 500.00
Deduction Income tax 10%	--	3,050.00 (-)

Submitted for approval please.		27,450.00

EO  28/6/2011


AO 28/6/11


Deputy Director 

DIRECTOR 



July 11/11

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June 1, 2011

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation –
Clerks of work – Remuneration for the month of May 2011– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P - 9
ii) Clerks of works – Appointment letter dated 17th June 2010. P - 10 - 17
iii) M/s.CARD email dated May 2, 2011. P - 65

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his remuneration as per the appointment (page 13) is,

Remuneration:

Your salary (CTC) will be Rs.4, 80,000/- P.A (per annum) all inclusive - vide page 13.

Date of joining by Shri.J.Ra.Jayakumar - 25 March 2010

M/s.CARD has recommended to pay the performance linked bonus and yearly bonus eligible for the clerk of work Shri.J.Ra.Jayakumar for the one year completion till March 25th 2011, vide email dated May 2, 2011. Vide page 65.

Total remuneration as per M/s.CARD appointment letter (Inclusive performance linked bonus and yearly bonus)	Rs.4, 80,000.00
The total remuneration paid to Shri.J.Ra.jayakumar till March 25th 2011. 12 x 30500 paid monthly	Rs.3, 66,000.00 ✓

	1, 14,000.00
Deduct already paid performance bonus (vide page 56)	24,194.00(-) — P SVC

Payable now	89,806.00
Deduction Income tax 10%	8,981.00(-)

Balance payable	80,825.00

Submitted for approval please

S. Ramachandran
AO 11.7.2011

AO 11.7.2011

Deputy Director (on leave)

DIRECTOR

Cub-D

S. Ramachandran
EO

85

T2



Works kalakshetra <works@kalakshetra.in>

Leave details

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Sat, Jul 30, 2011 at 1:28 PM

To: Works kalakshetra <works@kalakshetra.in>

Cc: Ravi Nilakantan <card@vsnl.com>

Dear Mr.Srinivasan,

This month(july-2011) I have not availed leave.
This is for your information.

Thanks & Regards,

J.RA.Jayakumar.



Jeyakumar -leave details-2011-2012(july).xlsx
12K

86

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc

July 30, 2011

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of work – Remuneration for the month of July 2011– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010

P - 9

ii) Clerks of works – Appointment letter dated 17th June 2010.

P – 10 - 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month

	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. Ent.	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500(Rs.10, 000 – 25% fixed)

Total payable per month

Rs. 30,500

The remuneration payable to Shri.J.Ra.Jayakumar for the month of July 2011 is submitted for approval.

For the month of July 2011

-- 30, 500.00

Deduction Income tax 10%

-- 3,050.00 (-)

Submitted for approval please.

27,450.00

J. N. Rao
AO 30/7/11

A. S. Venkatesh
EO 30/7/2011

A. S. Venkatesh
CAO 30/7/11

Deputy Director

DIRECTOR

Calal

87

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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of work – Remuneration for the month of August 2011– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P - 9
ii) Clerks of works – Appointment letter dated 17th June 2010. P - 10 - 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. Ent.	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500(Rs.10, 000 – 25% fixed)
Total payable per month	Rs. 30,500

The remuneration payable to Shri.J.Ra.Jayakumar for the month of August 2011 is submitted for approval.

For the month of August 2011	--	30, 500.00
Deduction Income tax 10%	--	3,050.00 (-)
Submitted for approval please.		27,450.00

J. Ramachandran
AO 2/9/11

CAO

Deputy Director

DIRECTOR

Calal

HO 2/9.2011

(89)

Leave Account Details for Mr.J.RA.Jayakumar						
Sl.no	Description	holidays-12 +2=14days	12 Days -CL	Leave availed	Compensat ion holiday	Remark
	Joined Date-March 25th 2010					
	CL					
1	30.04.2011-Saturday			1		
2	23.05.2011-Mon day			1		
3	04.04.11- Monday (telugu new year)			1		
4	09.05.11- Monday (admission)			1		
5	04.06.11- Saturday (rater ill)			1		
6	23.06.2011-thur. accident			1		
7	24.06.2011- fri. accident			1		
8	29.06.2011- Wednesday (loan)			1		
9	11.08.2011- Wednesday (ill)			1		
10	31.08.2011- wenesday (ramzan)			1		
11	08.09.2011- Thursday (out of station)			1		
	Total number of Leave taken(CL)			11		
	Public holidays					
1	22.4.2011-Good Friday				1	Compensation available one day.
2	17.5.2011-Budh purnima	Leave				
3	15.8.2011-Independence day	leave				
4	22.8.2011-Janmastmi	Leave				
5	5.10.2011-Ayutha puja					
6	6.10.2011-Vijaya dashmi					
7	26.10.2011-Deepavali-					
8	7.11.2011-Bakrith					
9	6.12.2011-Muharam-					
10	14.01.2012-Pongal-					
11	16.01.2012-Pongal-					
12	17.01.2012-Pongal-					
13	26.01.2012-Republic day					
14	10.11.2011-Gurunank's birth day					
	Total number of Holidays taken.	1				
	Compensation-available days.				1	

holiday -Leave not taken

Total leave taken till date

CL

11 Days ✓

Balance days

1 ✓

Holiday

1 day

13 ✓

Available compensation leave

1 day

90

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Saturday, October 01, 2011

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of work – Remuneration for the month of September 2011– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010

P - 9

ii) Clerks of works – Appointment letter dated 17th June 2010.

P – 10 - 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
11. Basic	11,000
12. HRA	6,000
13. Conveyance	2,500 (1000 + 1500)
14. Telephone charge	1,000
15. Refreshment	1,850
16. Medical	1,250
17. Ent.	600
18. Sup. All	3,000
19. LTA	800
20. Performance linked bonus 25% fixed	2,500(Rs.10, 000 – 25% fixed)

Total payable per month

Rs. 30,500

The remuneration payable to Shri.J.Ra.Jayakumar for the month of september 2011 is submitted for approval.

For the month of September 2011	--	30, 500.00
Deduction Income tax 10%	--	3,050.00 (-)
Submitted for approval please.		27,450.00

(An/ear)
AO

CAO 11/10/2011

Deputy Director

K. K. K.

DIRECTOR

J. R. Jayakumar
EO

91

Kalakshetra FOUNDATION

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	October 31, 2011
--	------------------

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation –
 Clerks of work – Remuneration for the month of october 2011– Approval of – Reg.
 Ref: i) Approval note dated 8.4.2010 P - 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 - 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. Ent.	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500(Rs.10, 000 – 25% fixed)

Total payable per month Rs. 30,500

The remuneration payable to Shri.J.Ra.Jayakumar for the month of October 2011 is submitted for approval.

For the month of October 2011	--	30, 500.00
Deduction Income tax 10%	--	3,050.00 (-)
Submitted for approval please.		27,450.00

J. Ramchandra
 AO 31/10/11

[Signature]
 Deputy Director

[Signature]
 EO

DIRECTOR

[Signature]
 Cular

Page 9

78



Works kalakshetra <works@kalakshetra.in>

Leave availed details

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Tue, Nov 1, 2011 at 12:40 PM

To: Works kalakshetra <works@kalakshetra.in>

Cc: Ravi Nilakantan <card@vsnl.com>

Dear Mr.Srinivasan,

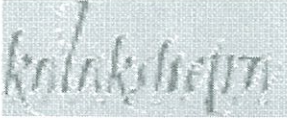
This month (oct-2011) i have not availed leave.
Please find attached file for your reference.

Thanks & Regards,
J.RA.Jayakumar.

 **Jeyakumar_-leave_details-2011-2012.xls**
31K

93

79



Works kalakshetra <works@kalakshetra.in>

Leave availed details

Works kalakshetra <works@kalakshetra.in>

Tue, Nov 1, 2011 at 4:31 PM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Dear J.Ra.j,

Please recall that "On 01.10.201, you were not present at site, this was called by Architect came to the site meeting on the same day.

Srinivasan

[Quoted text hidden]

24

80



Works kalakshetra <works@kalakshetra.in>

Leave availed details

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Thu, Nov 3, 2011 at 11:12 AM

To: Works kalakshetra <works@kalakshetra.in>

Cc: Ravi Nilakantan <card@vsnl.com>

Dear Mr.Srinivasan,

Yes.You are correct.i have cross chchecked with main gate security.
12 days cl completed.

Thanks & Regards,

J.RA.Jayakumar

[Quoted text hidden]

95

81



Works kalakshetra <works@kalakshetra.in>

Leave availed details

Works kalakshetra <works@kalakshetra.in>

Thu, Nov 3, 2011 at 11:21 AM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Dear j.Ra.j,

Have you availed leave on 01.10.2010^b (saturday) or Not

please confirm

v.srinivasan

[Quoted text hidden]

96

22nd November 2011

To

Mr.Srinivasan,
M/s.Kalakshetra foundation,
Thiruvanmiyur,Chennai-41.

Sub:Jayakumar's increment and Performance bonus from april 2011.

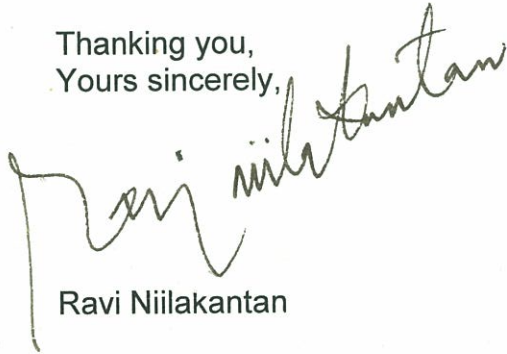
Dear Mr. Srinivasan,

This is to get your notice that shri.Jayakumar has not got his increment from april -2011.

His increment will be 5% annually.

Will appreciate the increment and performance bonus be provided to him at the earliest.

Thanking you,
Yours sincerely,


Ravi Nilakantan

NO provision
in Appointme-
letter-

97

Total leave taken till date		Balance days
CI	12 ✓ Days	0 ✓
Holiday	7 day	7
Available compensation leave		1 day

98

Leave Account Details for Mr.J.RA.Jayakumar						
Sl.no	Description	holidays-12 +2=14days	12 Days -CL	Leave availed	Compensatio n holiday	Remark
	Joined Date-March 25th 2010					
	CL					
1	30.04.2011-Saturday			1		
2	23.05.2011-Mon day			1		
3	04.04.11- Monday (telugu new year)			1		
4	09.05.11- Monday (admission)			1		
5	04.06.11- Saturday (father ill)			1		
6	23.06.2011-thur. accident			1		
7	24.06.2011- fri. accident			1		
8	29.06.2011- Wednesday (loan)			1		
9	11.08.2011- Wednesday (ill)			1		
10	31.08.2011- Wednesday (ramzan)			1		
11	08.09.2011- Thursday (out of station)			1		
12	1.10.2011-Personal			1		
	Total number of Leave taken(CL)			12		
	Public holidays					
1	22.4.2011-Good Friday				1	Compensatio n available one day.
2	17.5.2011-Budh purnima			1		
3	15.8.2011-Independence day			1		
4	22.8.2011-Janmastmi			1		
5	5.10.2011-Ayutha puja			1		
6	6.10.2011-Vijaya dashmi			1		
7	26.10.2011-Deepavali-			1		
8	7.11.2011-Bakrith			1		
9	6.12.2011-Muharam-					
10	14.01.2012-Pongal-					
11	16.01.2012-Pongal-					
12	17.01.2012-Pongal-					
13	26.01.2012-Republic day					
14	10.11.2011-Gurunank's birth day					
	Total number of Holidays taken.			7		
	Compensation-available days.				1	

OK

holiday -Leave not taken

99

85



Works kalakshetra <works@kalakshetra.in>

(no subject)

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Wed, Nov 30, 2011 at 4:32 PM

To: Works kalakshetra <works@kalakshetra.in>

Cc: Ravi Nilakantan <card@vsnl.com>

Dear Mr.Srinivasan,

This month(nov-2011) i have not availed leave.
Please find attached leave details file for your reference.

Thanks & Regards,

J.RA.Jayakumar.

 **Jeyakumar -leave details-2011-2012(for november2011).xlsx**
13K

1000

86



Works kalakshetra <works@kalakshetra.in>

(no subject)

Works kalakshetra <works@kalakshetra.in>

Fri, Dec 2, 2011 at 12:18 PM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

J,ra,j,

please clarify the following

1. As per your leave rules submitted by CARD - You are not entitle for availing the compensation holidays
2. 14 holidays - as per the list 8 holidays availed and marked by you.
remaining -6 holidays - whereas you have given 7 days balance, in addition to that compensation holiday -1

reply in this regard will be greatly appreciated

V.S

[Quoted text hidden]

(601)

869.



Works kalakshetra <works@kalakshetra.in>

cow - increment - reg

Works kalakshetra <works@kalakshetra.in>

Fri, Dec 2, 2011 at 12:55 PM

To: ravi <card@vsnl.com>

Dear sir,

I am in receipt your letter dated 22nd november 2011.

Please clarify the following:

The provision for increment not seen in the appointment letter issued by M/s.CARD, to Mr.j.Ra.jayakumar.

yours faithfully,

v.srinivasan

10-2

87

Kalakshetra FOUNDATION

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	December 2, 2011
--	------------------

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of works – Remuneration for the month of November 2011– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P - 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 - 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. Ent.	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10, 000 – 25% fixed)

Total payable per month 30,500
November 2011

The remuneration payable to Shri.J.Ra.Jayakumar for the month of October 2011 is submitted for approval.

For the month of October 2011	--	30, 500.00
Deduction Income tax 10%	--	3,050.00 (-)
Payable		27,450.00

Submitted for approval please.

[Handwritten signature]
EO

AO *[Signature]*
2/12/11

CAO *[Signature]*
27/11/11

Deputy Director *[Signature]*

DIRECTOR *[Signature]*

(103)

Leave Account Details for Mr.J.RA.Jayakumar						
Sl.no	Description	holidays-12 +2=14days	12 Days -CL	Leave availed	Compensation holiday	Remark
	Joined Date-March 25th 2010					
	CL					
1	30.04.2011-Saturday			1		
2	23.05.2011-Mon day			1		
3	04.04.11- Monday (telugu new year)			1		
4	09.05.11- Monday (admission)			1		
5	04.06.11- Saturday (father ill)			1		
6	23.06.2011-thur. accident			1		
7	24.06.2011- fri. accident			1		
8	29.06.2011- Wednesday (loan)			1		
9	11.08.2011- Wednesday (ill)			1		
10	31.08.2011- Wednesday (ramzan)			1		
11	08.09.2011- Thursday (out of station)			1		
12	1.10.2011-Personal			1		
13	22.12.2011-Personal			1		
14	28.12.2011-Fever			1		
15	29.12.2011-Fever			1		
	Total number of Leave taken(CL)			15		
	Public holidays					
1	22.4.2011-Good Friday				1	available one day.
2	17.5.2011-Budh purnima			1		
3	15.8.2011-Independence day			1		
4	22.8.2011-Janmastmi			1		
5	5.10.2011-Ayutha puja			1		
6	6.10.2011-Vijaya dashmi			1		
7	26.10.2011-Deepavali-			1		
8	7.11.2011-Bakrith			1		
9	6.12.2011-Muharam-				1	
10	14.01.2012-Pongal-					
11	16.01.2012-Pongal-					
12	17.01.2012-Pongal-					
13	26.01.2012-Republic day					
14	10.11.2011-Gurunank's birth day				1	
	Total number of Holidays taken.			7		
	Compensation-available days.				3	

holiday -Leave not taken

Total leave taken till date

Balance days

CL 15 Days

-3

Holiday 7 day

4

Available compensation leave

3 days

2014

8/9

kalakshetra

Works kalakshetra <works@kalakshetra.in>

Regarding leave availed details.

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Sat, Dec 31, 2011 at 11:58 AM

To: Works kalakshetra <works@kalakshetra.in>

Cc: Ravi Nilakantan <card@vsnl.com>

Dear Mr.Srinivasan,

I have availed 3days leave in dec-2011.
(Dec-22,Dec-28 & Dec29)
Please find attached file for your reference.

Thanks & Regards,

J.RA.Jayakumar

 **Jeyakumar -leave details-2011-2012(for dec-2011).xlsx**
13K

105

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	January 2, 2012
--	-----------------

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of works – Remuneration for the month of December 2011– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P - 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P - 10 - 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. Ent.	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10, 000 – 25% fixed)

Total payable per month	30,500

As per the leave statement submitted by Mr.J.Ra.Jayakumar who availed an additional Casual leave for 3 days apart from 12 CL as per terms given by M/s.CARD. These three days has been considered to deduct from the remuneration for this month. Accordingly, the remuneration payable to Shri.J.Ra.Jayakumar for the month of December 2011 is submitted for approval.

page 88

Remuneration per month Rs. 30, 500.00 / 31 days, per days/Rs.983.87, for 28 days Rs.27, 548.00

Payable for the month of December 2011	--	27,548.00
Deduction Income tax 10%	--	2,755.00 (-)
Payable	-----	24,793.00

Submitted for approval please.

S. Ramachan
 AO 21/11/12

20/11/2011
 HO

CAO we have already informed to COW that he is not eligible to any compensatory holidays - p 86/c. So far we have not received any reply/ clarification in the regard. Hence, its pay to COW may be allowed, excluding the compensatory holidays as alleged by him. Maybe approved re

Deputy Director
 DIRECTOR *fisher*

As per 21/11/2011

Culad

106

Leave Account Details for Mr.J.RA.Jayakumar						
Sl.no	Description	holidays-12 +2=14days	12 Days -CL	Leave availed	Compensation holiday	Remark
	Joined Date-March 25th 2010					
	CL					
1	30.04.2011-Saturday			1		
2	23.05.2011-Mon day			1		
3	04.04.11- Monday (telugu new year)			1		
4	09.05.11- Monday (admission)			1		
5	04.06.11- Saturday (father ill)			1		
6	23.06.2011-thur. accident			1		
7	24.06.2011- fri. accident			1		
8	29.06.2011- Wednesday (loan)			1		
9	11.08.2011- Wednesday (ill)			1		
10	31.08.2011- Wednesday (ramzan)			1		
11	08.09.2011- Thursday (out of station)			1		
12	1.10.2011-Personal (Saturday)			1		
13	22.12.2011-Personal (Thurs Saturday)			1		
14	28.12.2011-Fever (Wednesday)			1		
15	29.12.2011-Fever (Thursday)			1		
	Total number of Leave taken(CL)			15		
	Public holidays					
1	22.4.2011-Good Friday				1	Compensation available one day.
2	17.5.2011-Budh purnima			1		
3	15.8.2011-Independence day			1		
4	22.8.2011-Janmastmi			1		
5	5.10.2011-Ayutha puja			1		
6	6.10.2011-Vijaya dashmi			1		
7	26.10.2011-Deepavali-			1		
8	7.11.2011-Bakrith			1		
9	6.12.2011-Muharam-					
10	14.01.2012-Pongal-					
11	16.01.2012-Pongal-					
12	17.01.2012-Pongal-					
13	26.01.2012-Republic day					
14	10.11.2011-Gurunank's birth day					
	Total number of Holidays taken.			7		
	Compensation-available days.				1	

X (not directed by card)

X (not directed by card)

holiday -Leave not taken

Total leave taken till date		Balance days	
CI	15 Days		-3
Holiday	7 day		4
Available compensation leave			1 days

RAM
21/12

(107)

92



Works kalakshetra <works@kalakshetra.in>

Regarding leave availed details.

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Sat, Dec 31, 2011 at 11:58 AM

To: Works kalakshetra <works@kalakshetra.in>

Cc: Ravi Nilakantan <card@vsnl.com>

Dear Mr.Srinivasan,

I have availed 3days leave in dec-2011.
(Dec-22,Dec-28 & Dec29)
Please find attached file for your reference.

Thanks & Regards,

J.RA.Jayakumar

Jeyakumar -leave details-2011-2012(for dec-2011).xlsx
13K

Sri. Jayakumar,
** You were directed to work on Good Friday and can avail ~~Compensatory~~ other days Bakri ID & Gurnamanak's are not under direction. ~~and hence~~ Public Holiday ~~these~~ ^{compensatory can} be allowed only by direction. This is for your information.*
Regards,
Ravi Nilakantan
21/12/2012

CV8

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	12-1-2012 June 1, 2011
--	---------------------------

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation –
 Clerks of work – Remuneration for ~~the month of May 2011~~ Approval of – Reg.
Performance linked Bonus -

Ref: i) Approval note dated 8.4.2010	P – 9
ii) Clerks of works – Appointment letter dated 17 th June 2010.	P – 10 – 17
iii) M/s.CARD letter dated 22 nd November, 2011.	P - 82

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his remuneration as per the appointment (page 13) is,
Remuneration:

Your salary (CTC) will be Rs.4, 80,000/- PA (per annum) all inclusive - vide page 13.

Date of joining by Shri.J.Ra.Jayakumar - 25 March 2010

M/s.CARD has recommended to pay the performance linked bonus and yearly bonus eligible for the clerk of work Shri.J.Ra.Jayakumar for the completion period till September (6 month), vide letter 22nd November, 2011. Vide page 82.

Total remuneration as per M/s.CARD appointment letter (Inclusive performance linked bonus and yearly bonus) till September 2011	6 x 40,000	Rs2, 40,000.00
The total remuneration paid to Shri.J.Ra.jayakumar till September 2011	6 x 30,500	1, 83,000.00
Payable now		57,000.00
Deduction Income tax 10%		5,700.00(-)
Balance payable		51,300.00

Submitted for approval please

J. N. Venkatesh
 AO 12.1.12

CAO

Deputy Director

[Signature]
 EO

DIRECTOR
[Signature]

109

Leave Account Details for Mr.J.RA.Jayakumar						
Sl.no	Description	holidays-12 +2=14days	12 Days -CL	Leave availed	Compensation holiday	Remark
	Joined Date-March 25th 2010					
	CL					
1	30.04.2011-Saturday			1		
2	23.05.2011-Mon day			1		
3	04.04.11- Monday (telugu new year)			1		
4	09.05.11- Monday (admission)			1		
5	04.06.11- Saturday (father ill)			1		
6	23.06.2011-thur. accident			1		
7	24.06.2011- fri. accident			1		
8	29.06.2011- Wednesday (loan)			1		
9	11.08.2011- Wednesday (ill)			1		
10	31.08.2011- Wednesday (ramzan)			1		
11	08.09.2011- Thursday (out of station)			1		
12	1.10.2011-Personal			1		
13	22.12.2011-Personal			1		
14	28.12.2011-Fever			1		
15	29.12.2011-Fever			1		
	Total number of Leave taken(CL)			15		
	Public holidays					
1	22.4.2011-Good Friday				1	Compensatio n available one day.
2	17.5.2011-Budh purnima			1		
3	15.8.2011-Independence day			1		
4	22.8.2011-Janmasmi			1		
5	5.10.2011-Ayutha puja			1		
6	6.10.2011-Vijaya dashmi			1		
7	26.10.2011-Deepavali-			1		
8	7.11.2011-Bakriith			1		
9	6.12.2011-Muharam-				1	
10	14.01.2012-Pongal-			1		
11	16.01.2012-Pongal-			1		
12	17.01.2012-Pongal-			1		
13	26.01.2012-Republic day			1		
14	10.11.2011-Gurunank's birth day				1	
	Total number of Holidays taken.			11		
	Compensation-available days.				3	

holiday -Leave not taken

Total leave taken till date		Balance days	
CL	15	Days	0
Holiday	11	day	4
Available compensation leave		days	

40

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	January 31, 2012
--	------------------

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of works – Remuneration for the month of January 2012– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P - 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 - 17

The consultant Architect Shri.Ravi Niilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. Ent.	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10, 000 – 25% fixed)

Total payable per month	30,500

The remuneration payable to Shri.J.Ra.Jayakumar for the month of January 2012 is submitted for approval.

For the month of January 2012	--	30, 500.00
Deduction Income tax 10%	--	3,050.00 (-)

Payable		27,450.00

[Handwritten Signature]
EO

Submitted for approval please.

[Handwritten Signature]
AO 31.1.12

[Handwritten Signature]
21.1.12

Deputy Director

[Handwritten Signature]

DIRECTOR

[Handwritten Signature]

(11)



Works kalakshetra <works@kalakshetra.in>

Reg.leave availed details

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Thu, Mar 1, 2012 at 6:03 PM

To: Works kalakshetra <works@kalakshetra.in>

Cc: Ravi Nilakantan <card@vsnl.com>

Dear Mr.Srinivasan,

Please find attached leave availed details file for your reference.
Last month(feb-2012) availed leave one day only.(14.2.2012)

Thanks & Regards,

J.RA.Jayakumar

 **Jeyakumar -leave details-2011-2012(for feb-2012).xlsx**
13K

112

Leave Account Details for Mr.J.RA.Jayakumar						
Sl.no	Description	holidays-12 +2=14days	12 Days -CL	Leave availed	Compensa tion holiday	Remark
	Joined Date-March 25th 2010					
	CL					
1	30.04.2011-Saturday			1		
2	23.05.2011-Mon day			1		
3	04.04.11- Monday (telugu new year)			1		
4	09.05.11- Monday (admission)			1		
5	04.06.11- Saturday (father ill)			1		
6	23.06.2011-thur. accident			1		
7	24.06.2011- fri. accident			1		
8	29.06.2011- Wednesday (loan)			1		
9	11.08.2011- Wednesday (ill)			1		
10	31.08.2011- Wednesday (ramzan)			1		
11	08.09.2011- Thursday (out of station)			1		
12	1.10.2011-Personal			1		
13	22.12.2011-Personal			1		
14	28.12.2011-Fever			1		
15	29.12.2011-Fever			1		
16	14.02.2012			1		
	Total number of Leave taken(CL)			16		
	Public holidays					
1	22.4.2011-Good Friday				1	Compensation available one day.
2	17.5.2011-Budh punima			1		
3	15.8.2011-Independence day			1		
4	22.8.2011-Janmastmi			1		
5	5.10.2011-Ayutha puja			1		
6	6.10.2011-Vijaya dashmi			1		
7	26.10.2011-Deepavali-			1		
8	7.11.2011-Bakrith			1		
9	6.12.2011-Muharam-				1	
10	14.01.2012-Pongal-			1		
11	16.01.2012-Pongal-			1		
12	17.01.2012-Pongal-			1		
13	26.01.2012-Republic day			1		
14	10.11.2011-Gurunank's birth day				1	
	Total number of Holidays taken.			11		
	Compensation-available days.				3	

holiday -Leave not taken

Total leave taken till date		Balance days	
CL	16	Days	0
Holiday	11	day	4
Available compensation leave			days

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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of works – Remuneration for the month of February 2012 – Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P - 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 - 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. ENT	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10, 000 – 25% fixed)

Total payable per month	30,500

As per the leave statement submitted by Mr.J.Ra.Jayakumar who availed an additional Casual leave for one day this months apart from 12 CL as per terms given by M/s.CARD. One day has been considered to deduct from the remuneration for this month. Accordingly, the remuneration payable to Shri.J.Ra.Jayakumar for the month of February 2012 is submitted for approval.

Remuneration per month Rs. 30, 500.00 / 29 days, per day Rs.1052, payable is Rs.29, 448.00

Payable for the month of February 2011	-- 29,448.00	
Deduction Income tax 10%	-- 2,944.00 (-)	
Payable	-----	26,504.00

Submitted for approval please.

J. Kamath
 AO
 5/3/12
 CAO

[Signature]
 EO

Deputy Director *[Signature]*
 DIRECTOR

(114)

Centre for Architectural Research & Design

The contractor shall forthwith comply with and duly execute any work comprised in such Architect's Instructions provided always that verbal instructions, directions and explanations given to the contractor or his representative upon the works by the Architect shall, if involving a variation be confirmed in writing by the contractor within further seven days by the Architect shall be deemed to be Architect's Instructions within the scope of the contract.

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Centre for Architectural Research & Design

thereto as certified by the Architect shall be borne by the contractor or may be deducted by the Owner from any money due or that may be due to the contractor.

- (5) The Architect shall have full powers to require removal of any or all the materials brought by the contractor which are not in accordance with the contract specifications or do not conform in character or quality to the samples approved by him. In case of default on the part of the contractor in removing rejected materials the Architect shall be at liberty to have these removed by other agency. The Architect shall have full powers to require other proper materials to be substituted for rejected materials in the event of the contractor refusing to comply he may cause the same to be supplied by other agency which may attend upon such removal and/or substitution and such cost shall be borne by the contractor.
- (6) All the works embracing more than one process shall be subject to examination and approval at each state thereof and the contractor shall give the notice to the Architect or his authorised representative when each state is ready. In case of default of such notice the Architect shall be entitled to apprise the quality and extent thereof.
- (7) The contractor shall carry out and complete the said work in every respect in accordance with the contract and with the directions of and to the satisfaction of the Architect. The Architect may in his absolute discretion and from time to time issue further drawings and/or written instructions, details, directions and explanations which are hereafter collectively referred to as "Architect's Instructions" in regard to -
 - (a) The variation of modification of the design, quantity or quality of works or the addition or omission or substitution of any work.
 - (b) Any discrepancy in the drawings or between the Schedule of Quantities and/or drawings and/or Specifications.
 - (c) The removal from the site of any works executed by the contractor, and the substitution of any other material thereof.
 - (d) The removal and/or reexecution of any works executed by the contractor.
 - (e) The dismissal from the works of any person/s employed thereupon.
 - (f) The opening up for inspection of any work covered up.
 - (g) The amending and making good of any defects.

Instructions issued to the contractors under (a) and (b) shall be considered as expected matters.

V. DUTIES OF ARCHITECT/CLERK OF WORKS

- (1) The term "COW" shall mean the person appointed by Architect/Owner and acting under the order of the Architect/owner to inspect the works in the absence of the Architect. The COW may be assisted by junior engineers who will be called junior representatives of the COW and the contractor shall afford them every facility and assistance for inspecting the works and materials and for checking and measuring the work done and materials. Neither the COW or junior engineers shall have power to revoke, alter, enlarge or relax any requirement of the contract or to sanction any additions, alterations, deviations, omissions or any extra work whatsoever, except in so far as such authority may be specially confirmed by written order of the Architect.
- (2) The COW or his representative shall have power to give notice on behalf of the Architect/his representative of non-approval of any work or material and such work shall be suspended or the use of such materials shall be discontinued until the decision of the Architect is obtained. The work will from time to time be examined by the Architect, the COW or other representatives, but such examination shall not in any way exonerate the contractor from the obligations to remedy any defects which may be found to exist at any stages of the work or after the same is completed. Subject to the limitation of this clause the contractor shall take instructions only from the Architect.

The Architect and his representatives shall at all reasonable time have free access to the work and/or to the workshop, factories or other places where materials are lying or from where they are being obtained and the contractor shall give every facility to the Architect/his representatives necessary for inspection and examination and test of materials.

- (3) The contractor shall give not less than seven days notice in writing to the Architect or his representative Incharge before work is covered up or otherwise placing beyond the reach of the measurement and work shall not be covered up by the contractor with the consent in writing of the Architect or his subordinate incharge of the works and the same shall be uncovered at the contractor expense in case the procedure is not followed or any default thereof. No payment or allowance shall be made for such work or the materials with which the same was executed.
- (4) The Architect shall during the progress of the work have power to order in writing from time to time the removal from the work within such reasonable time as may be specified in the order or any materials which in the opinion of the Architect are not in accordance with the specifications or in the instructions of the Architect and the contractor shall forthwith carry out such at his own cost. In case of default on the part of the contractor to carry out such order the Owner with the concurrence of the Architect shall have the power to employ and pay other persons to carry out the same and all expenses consequent thereon or incidental

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CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE O LANDSCAPE O INTERIORS

the Employee's employment hereunder, howsoever arising, the Employee shall surrender to the Employer all such files, customer records, lists, books, records, literature, products, software, work products, and any copies thereof and all other property belonging to the Employer.

Other employment

The Employee must devote the whole of his/her time, attention and abilities during his/her hours of work to his/her duties for the Employer. The employee may not, under any circumstance, whether directly or indirectly, undertake any other duties during his/her hours of work under this employment.

The Employee may not, without the prior written consent of the Employer (which will not be unreasonably withheld) outside his/her hours of work with the Employer work for, advise or in any other way assist, whether directly or indirectly, any business or employment which is similar to or in any way connected or in competition with the business of Employer or which could or might reasonably be considered to impair the Employee's ability to act all times in the best interests of the Employer.

Termination of employment

During the Employee's probationary period, this employment may be terminated by either party giving one week's notice to the other.

After the Employee's probationary period:

- the Employee shall give the Employer [8 Number of weeks or 2 months] notice of his/her intention to terminate this employment and
- the Employee's entitlement to notice from the Employer shall be the greater of one week for each complete year of continuous employment (subject to a maximum of twelve weeks)

All notices of termination shall be given in writing.

The periods of notice set out in this Clause may by consent be varied having regard to the circumstances of the case and to what is reasonable.

The Employer may, at its option, pay salary in lieu of notice but nothing in these terms and conditions of employment shall prevent the Employer from terminating the Employee's employment without notice or payment in lieu in appropriate circumstances.

During any period of notice of termination (whether given by the Employee or by the Employer) the Employer may require the Employee not to attend his/her place of work for the duration or part of the notice period and/or may at its discretion relieve the Employee of some or all of his/her contractual duties during that period. During the period of notice, the Employee will remain an employee of the Employer and remain bound by these terms and conditions. This will not affect the Employee's entitlement to receive basic salary, together with a payment that reflects the value of all contractual benefits that would have been due to the Employee during the period of notice.

General

The Employer reserves the right to vary the terms of employment contained in this Agreement. The Employer will notify the Employee in writing within one month of such variation. This statement replaces all of the Employee's previous terms and conditions of employment with the Employer.

You are requested to give your consent and confirm your joining date as the Feb.25th 2010 or earlier.


All the best.
Ravi Nilakantan

*Appointment Letter
of Sri Jayakumar
con. Raj*

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CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE O LANDSCAPE O INTERIORS

11.03.2010.

Dear Jayakumar,

Congratulations! We are pleased to confirm your appointment as Architects' Project Engineer. (Clerk of works). You will initially report to our office at 9AM. Probation period will be 6 months from the date of joining. We propose to confirm your appointment on the following terms. A formal agreement will be sent to you shortly.

Brief Job Description

- Your job involves managing the site on behalf of the architect including quality control,
- coordination,
- site meetings,
- site records,
- cad drawing inputs,
- project management etc., for speedy and quality construction.

You will maintain weekly record and do your duties to expectation.

Location

Initial Posting At CHENNAI. You may be transferred to other sites as per requirement

Hours of Work

Normal hours of work are 8.45am to 6.15pm from Monday to Saturday.

As you will be in charge of a project, it may be necessary at times to work on normal Holidays and for extended hours.

Remuneration

Your salary (CTC) will be Rs.4, 80,000/ PA all inclusive. [ie. Basic 11,000, HRA6000, Convy.1500+1000, Tel.1000, Refreshments1850, Medical1250, Ent.600, sup.All.3000, LTA 800, performance linked bonus 10,000.00 (25% fixed 75% payable every 3-6 months)per month and yearly bonus24000]. Applicable Income taxes and statutory deductions like PF, ESIC will be made on the above.

Leave(s)

As per our leave rules.

Confidentiality

The Employee may not either during or at any time after the termination of his/her employment with the Employer disclose to anyone other than in the proper course of his/her employment, any information of a confidential nature relating to the Employer, the Employer's customers or suppliers and shall further not use any such information in a manner which may either directly or indirectly cause loss to the Employer. Confidential information includes (but is not limited to) financial information, commercial information, technical information, sales and marketing information and trade secrets. All drawings and related information are confidential.

Property

The Employee acknowledges that all files, customer records, lists, books, records, literature, software, products and work products developed by the Employee in the course of his/her employment with the Employer, and other materials owned by the Employer or used by the Employer in connection with the conduct of business by the Employer shall at all times remain the sole property of the Employer, and the Employee agrees that upon request and upon termination of

10 A, 1st Street, Dhanalakshmi colony, Vadapalani, Chennai - 600026. Tamil nadu . I N D I A
Tel. + 91 44 23623972, + 91 44 23622433
Email : card@vsnl.com

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	Chennai
Jan 1991 – Dec 1994	Arch. Draftsman / site coordinator M/s Ranganath Associates Chennai
Apr 1987 – Dec 1990	Arch. Draftsman / site coordinator M/s M R Consultants, Chennai
Oct 1984 – Mar 1987	Arch. Draftsman M/s Pithavadian & Partners Chennai

ACADEMIC QUALIFICATION:

Diploma in Civil Engineering	passed in April 1997 C N Polytechnic Chennai
Draftsman civil course	passed in July 1984 CTI, Guindy, Chennai

COMPUTER SKILLS:

Fluent in MS Office and AutoCAD 2007

PERSONAL INFORMATION:

Father's name:	M.JAYARAMAN MM/DD/YY
Date of birth:	17/5/1964. AGE: 45 YRS. GENDER: MALE.
Nationality:	INDIAN
Marital status:	MARRIED
Languages known:	ENGLISH, TAMIL & TELUGU
Residential address:	#34, 1ST CROSS ST, VASANTHAM NAGAR, MELMANAMPEDU, POONAMALLEEE CHENNAI-602107
Contact number:	9677106527
E-mail id:	rajayakumar_2007@rediffmail.com

RESUME

JAYAKUAMR.J.RA

OBJECTIVE: Looking for a challenging position in an engineering or consulting organization

EXPERIENCE:

15 years of hands on experience in the following areas of residential and commercial building projects

- Drafting (architectural and structural)
- Estimation of civil and interior works
- On site execution of civil and interior fit-out works
- Validating the drawings for constructability at site
- Scrutiny and certification of bills submitted by the contractors
- Project coordination, liaison with architects and consultants

CAREER HISTORY:

Dec-2009-To till date	Project engineer(qs) M/s.EMAS engineers &contractors Chennai
June 2009– Dec 2009	project Engineer M/s.GD Construtions Chennai
Dec 2007 – Mar 2009	Senior Project coordinator M/s CB Richard Ellis South Asia Pvt Ltd Project Management Consultants Chennai
Oct 2005 – Nov 2007	Senior Project coordinator M/s CARD Chennai
May 2002 – Aug 2005	Site In-charge M/s Supraja Constructions, Chennai
Jan 1995 – Apr 2002	Project coordinator M/s CARD

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8th April 2010.

Smt. Leela Samson,
Director,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai - 600041

Sub : Appointment of Clerk of Works – Re-development of Kalakshetra Campus.

Dear Smt. Leela Samson,

On behalf of Kalakshetra Foundation, we are appointing **Sri.Jayakumar** as Construction Manager for the redevelopment of Kalakshetra campus at Rs. 40,000/ per month.

His resume, letter of appointment and responsibilities are enclosed for your record and file.

We request your approval and monthly reimbursement.

Regards,


Ravi nilakantan

Leave Account Details for Mr.J.RA.Jayakumar						
Sl.no	Description	holidays-12 +2=14days	12 Days -	Leave availed	Compensat ion holiday	Remark
	Joined Date-March 25th 2010					
	CL					
1	30.04.2011-Saturday			1		
2	23.05.2011-Mon day			1		
3	04.04.11- Monday (telugu new year)			1		
4	09.05.11- Monday (admission)			1		
5	04.06.11- Saturday (father ill)			1		
6	23.06.2011-thur. accident			1		
7	24.06.2011- fri. accident			1		
8	29.06.2011- Wednesday (loan)			1		
9	11.08.2011- Wednesday (ill)			1		
10	31.08.2011- Wednesday (ramzan)			1		
11	08.09.2011- Thursday (out of station)			1		
12	1.10.2011-Personal			1		
13	22.12.2011-Personal			1		
14	28.12.2011-Fever			1		
15	29.12.2011-Fever			1		
16	14.02.2012			1		
17	14.03.2012			1		
	Total number of Leave taken(CL)			17		
	Public holidays					
1	22.4.2011-Good Friday				1	nsation availabl e one
2	17.5.2011-Budh purnima			1		
3	15.8.2011-Independence day			1		
4	22.8.2011-Janmastmi			1		
5	5.10.2011-Ayutha puja			1		
6	6.10.2011-Vijaya dashmi			1		

7	26.10.2011-Deepavali-			1		
8	7.11.2011-Bakrith			1		
9	6.12.2011-Muharam-				1	
10	14.01.2012-Pongal-			1		
11	16.01.2012-Pongal-			1		
12	17.01.2012-Pongal-			1		
13	26.01.2012-Republic day			1		
14	10.11.2011-Gurunank's birth day				1	
	Total number of Holidays taken.			11		
	Compensation-available days.				3	

holiday -Leave not taken

Total leave taken till date			Balance days
CI	17	Days	0
Holiday	11	day	4
Available compensation leave			days

Works kalakshetra <works@kalakshetra.in>

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 **Reg-Leave availed details.**

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>
To: Works kalakshetra <works@kalakshetra.in>
Cc: Card Chennai <card.chennai@gmail.com>

Sat, Mar 31, 2012 at 12:28 PM

Dear Mr.Srinivasan,

Please find attached leave availed detail file for your reference.
(This month availed leave one day only.)

Thanks & Regards,

J.RA.Jayakumar

 **Jeyakumar -leave details-2011-2012(for mar-2012).xlsx**
13K

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Kalakshetra

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	March 31, 2012
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of works – Remuneration for the month of March 2012 – Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P - 9 ✓
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 - 17

The consultant Architect Shri.Ravi Niilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. ENT	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10, 000 – 25% fixed)

Total payable per month	30,500

As per the leave statement submitted by Mr.J.Ra.Jayakumar who availed an additional Casual leave for one day this month apart from 12 CL as per terms given by M/s.CARD. One day has been considered to deduct from the remuneration for this month. Accordingly, the remuneration payable to Shri.J.Ra.Jayakumar for the month of March 2012 is submitted for approval.

Page 107

Remuneration per month Rs. 30, 500.00 / 31 days, per day Rs.984/- payable is Rs.29, 516/-

Payable for the month of March 2012	-- 29,516.00	
Deduction Income tax 10%	-- 2,952.00 (-)	
Payable	-----	26,564.00

Submitted for approval please.

[Handwritten signature]
 EO
 31/3/12

[Handwritten signature]
 AO 31/3/12
[Handwritten signature]
 CAO 31/3/12

Deputy Director *[Handwritten signature]*
 DIRECTOR

[Handwritten signature]

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Leave details- Mr.J.RA.Jayakumar-April-2012- Mar-2013

Sl.no	Description						Remark
	Joined Date - March 25th 2010						
	CL- 12 Days						
	Public holidays - 12+2=14 Days						
1	06.4.2012-Good Friday						
2	13.04.2012-Tamil new year						
3	15.8.2012-Independence day						
4	19.09.2012-Vinayaga chathurthi						
5	02.10.2012-Gandhi jayanthi						
6	23.10.2012-Aydhha pooja						
7	24.10.2012-Vijaya dashmi						
8	13.11.2012-Deepavali						
9	26.01.2013-Republic day						
10	25.12.2012-Christmas						
11	26.01.2013-Republic day						
12	14.01.2013-Pongal holiday						
13	15.01.2013-Pongal holiday						
14	16.01.2013-Pongal holiday						



Works kalakshetra <works@kalakshetra.in>

Reg.leave availed details.

j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com>

Mon, Apr 30, 2012 at 12:09 PM

To: Works kalakshetra <works@kalakshetra.in>

Cc: Card Chennai <card.chennai@gmail.com>

Dear Mr.Srinivasan,

Please find attached leave availed details file for your reference.
This month one day -cl availed.

Thanks & Regards,

J.RA.Jayakumar.

 **Jeyakumar -leave details-2012-2013(april-2012).xlsx**
12K

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Leave details- Mr.J.RA.Jayakumar-April-2012- Mar-2013-----April-2012				
Sl.no	Description	Leave availed - CL	Public holidays leave availed	Remark
	Joined Date-March 25th 2010			
	CL-12 Days			
	Public holidays-12+2=14 Days			
	CL-12 Days			
1	10.04.2012	1		
	Public days			
1	06.4.2012-Good Friday		1	
2	13.04.2012-Tamil new year		1	
3	15.8.2012-Independence day			
4	19.09.2012-Vinayaga chaturthi			
5	02.10.2012-Gandhi jayanthi			
6	23.10.2012-Ayudha pooja			
7	24.10.2012-Vijaya dashmi			
8	13.11.2012-Deepavali			
9	26.01.2013-Republic day			
10	25.12.2012-Christmas			
11	26.01.2013-Republic day			
12	14.01.2013-Pongal holiday			
13	15.01.2013-Pongal holiday			
14	16.01.2013-Pongal holiday			
	No.of Days taken---CL	1		
	No.of Days taken---Public days		2	
	Balance available ---CL	11		
	Balance available ---Public days		14	

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May 1, 2012

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerks of works – Remuneration for the month of April 2012 – Approval of – Reg.

Ref: i) Approval note dated 8.4.2010

P - 9

ii) Clerks of works – Appointment letter dated 17th June 2010.

P – 10 - 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs	
1. Basic	11,000	
2. HRA	6,000	
3. Conveyance	2,500	(1000 + 1500)
4. Telephone charge	1,000	
5. Refreshment	1,850	
6. Medical	1,250	
7. ENT	600	
8. Sup. All	3,000	
9. LTA	800	
10. Performance linked bonus 25% fixed	2,500	(Rs.10, 000 – 25% fixed)

Total payable per month

30,500

Payable for the month of April 2012

-- 30,500.00

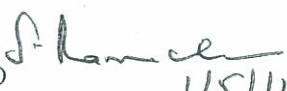
Deduction Income tax 10%

-- 3,050.00 (-)

Payable

----- 27,450.00

Submitted for approval please.

AO  11/5/12

Y
CAO  11/5/12

Deputy Director



DIRECTOR

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Details of payment paid and to be paid to the Clerk of Works / Koothambalam - Shri.J.Ra.Jeyakumar

s.No	Month,2011-12	monthly paid	deduction	net amount	Page No / File	Performance linked bonus	Due	No of days	Remarks
1	October	30,500	3050	27,450	77	7500		31	
2	November	30,500	3050	27,450	87	7500		30	
3	December	27,548	2755	24,793	90	7500		31	3 days
4	January	30,500	3050	27,450	97	7500		31	
5	February	29,448	2945	26,503	100	7500		29	1 day
6	March	29,516	2952	26,564	108	7500		31	1 days
						45000			
					deduction on leave days		5	246	
		Payable						183	246
									43770

7

[Handwritten signature]

(131)

	B/f.	--	74,270.00
Deduction Income tax 10% on Rs.74, 270		--	7,427.00 (-)
Net Payable		--	66,843.00

If approved, the payment of Rs.74, 270/- may be paid to the clerks of works/koothambalam project inclusive of performance linked bonus (Nov'2011 – Mar'2012) 6 months for Rs.43, 770/- and remuneration for the month of May 2012 to Shri.J.Ra.Jeyakumar.

[Handwritten signature]
 DEO

[Handwritten signature]
 AO
 516111

[Handwritten signature]
 CAO
 576/12

Deputy Director / Director I/c. *[Handwritten signature]*

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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerk of works – Performance linked bonus and Remuneration for the month of May 2011– Approval of – Reg.

- | | |
|--|-------------|
| Ref: i) Approval note dated 8.4.2010 | P – 9 |
| ii) Clerks of works – Appointment letter dated 17 th June 2010. | P – 10 – 17 |
| iii) M/s.CARD letter dated May 04 th 2012. | P – 113 |

The consultant Architect Shri.Ravi Niilakantan has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his remuneration as per the appointment (page 13) and the salary (CTC) is Rs.4, 80,000/- PA (per annum) all inclusive – vide page 13. The details of the remuneration is as follows,

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. ENT	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10, 000 – 25% fixed)
Total payable per month	30,500

11. Performance linked bonus 75% is payable on every 3-6 months based on the recommendation of the consulting Architect.

The Performance linked bonus 75% for the completion period from April 2011 to September 2011 had already been paid to Shri.J.Ra.Jayakumar.

M/s.CARD has recommended the performance linked bonus eligible for the clerk of work/koothambalam project, to Shri.J.Ra.Jayakumar for the completion period from November 2011 to March 2012 (6 months), vide letter 4th May 2012, vide page 113.

i) Payable remuneration for the month of May 2012	04/11	--	30,500.00
ii) Payable performance linked bonus for the period	Nov' 2011 to Mar' 2012	--	43,770.00 ✓
As per annexure at folio 114			
Total payable		--	74,270.00

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Shri.J.Ra.Jayakumar / Clerk of works joined for the koothambalam work on 25th March 2010.

Meanwhile, M/s.CARD has sent a recommendation vide reference iii) cited above that this *is get you notice* Shri.J.Ra.Jayakumar has not got his increment from April 2011 and his increment will be 5% annually. However the clarification was sent through email that the provision for increment has not been made in the appointment letter issued by M/s.CARD to Shri.J.RA.Jayakumar.

Page 82
Page 86 a

Further to above, M/s.CARD given the letter on 19th December 2011 (reference v) cited above) that the following:

1. Shri.J.Ra.Jayakumar was appointed as clerk works w.e.f 25th March 2010 for Kalakshetra Foundation.
2. At the time of appointment his contract was fixed for one year.
3. The services of COW need to be extended beyond March 2011.
4. In line with the contract for restoration of the Koothambalam, his contract may be extended, since the restoration contract is extended.
5. Shri.J.Ra.Jayakumar may be re appointed as COW from April 2011 to March 2012 (Extendable on a yearly basis with a FIVE PERCENT (5%) increment ie Rs.2, 000/- per year.
6. His (Shri.J.RA.Jayakumar) salary from April 2011- March 2012 will be Rs.5, 04,000/ per year - ie Rs. 42,000/ per month.
7. His duties and functions will be as per the LOA.

Page 95

M/s.CARD stated in his letter dated 17th March 2012 that the increment 5% for COW is to be regularized till completion of koothambalam work

Page 101
M/s CARD

While scrutinizing the claim the following observations are made:

- 1) As per the appointment letter issued by M/s.CARD, to the clerk of work that the increment clause had not been incorporated at the time of appointment.
- 2) After completion of the one year, the intimation for the increment of 5 % to the COW was submitted on 22nd November 2011 in the middle of the year by M/s.CARD.
- 3) 3% increment would normally be adopted for the type of assignment.
- 4) M/s.CARD stated that the increment for the COW is to be regularized for the re appointment of COW from April 2011- March 2012

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March 26, 2012

Sub: Koothambalam work – Clerks of works – Increment – Reg.

Ref: i)	Approval note dated 8.4.2010	P - 9
ii)	Clerks of works – Appointment letter dated 17 th June 2010.	P - 10 – 17
iii)	M/s.CARD letter dated 22 nd November 2011 for increment for COW	P - 82
iv)	The clarification sent to M/s.CARD through Email dated Dec 2, 2011	P - 86 a
v)	M/s.CARD letter dated 19 th December.2011 for re appointment and increment For COW	P - 95
vi)	M/s.CARD letter dated 17th March.2012	P - 101

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. ENT	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10, 000 – 25% fixed)

Monthly payable	30,500
Performance bonus (75%) payable to him at every 3 – 6 months	7,500
Yearly bonus Rs 24000 – monthly	2,000

Total	40,000 / per month

The performance bonus (75%)& yearly bonus will be paid based on the recommendation by the M/s.CARD

The total remuneration per year is 12 months @ Rs. 40,000/ = Rs.4.80 lakh.

.....2

(135)

It is suggested and submitted for your kind perusal and approval please,

1. Shri.J.Ra.Jayakumar may be re appointed as COW from April 2011 to March 2012 as recommended by M/s.CARD (Extendable on a yearly basis with a ~~FIVE~~ ^{Five} PERCENT (3%) increment ie Rs.1, 200/- per year, after intimating and concurrence with M/s.CARD.)
2. His (Shri.J.RA.Jayakumar) salary from April 2011- March 2012 will be Rs.4, 94, 400/ per year - ie Rs. 41,200/ per month (adopting 3% annual increment on total remuneration)
3. Arrears payment towards increment payable to Shri.J.Ra.Jayakumar from April 25th March 2011 to 31st March 2011 to the tune of Rs. ~~(4,700/-)~~ 14,400/-

S. Ramach
AO 26/3/12

As
EO

CAO

Deputy Director

DIRECTOR

As per the agreement with M/s CARD stipulate the appointment of clerk for supervision of work and the payment will be made by the client (Kalakshetra Foundation). Accordingly M/s Jaya Kumar has been appointed as clerk of works at a fixed fee of Rs 40,000/- per month for 6 months. It does not come to notice that ~~the agreement with M/s CARD does not specify any yearly increment.~~ M/s CARD would letter dated 17th March 2012, recommended for his re-appointment for the period April 2011 to March 2012 with 5% increment. The matter may be placed in the works committee for their guidance/advice.

Dy. Dir

Kadav
30/3.

Director

Works Com.
30/3

(B)
29/3/12

(136)

Leave details- Mr.J.RA.Jayakumar-April-2012- Mar-2013-----April-2012				
Sl.no	Description	Leave availed -CL	Public holidays leave availed	Remark
	Joined Date-March 25th 2010			
	CL-12 Days			
	Public holidays-12+2=14 Days			
	CL-12 Days			
1	10.04.2012	1		
	May-12	0		
	Jun-12			
2	08.06.2012	1		
3	25.06.2012	1		
	Public days			
1	06.4.2012-Good Friday		1	
2	13.04.2012-Tamil new year		1	
3	15.8.2012-Independence day			
4	19.09.2012-Vinayaga chaturthi			
5	02.10.2012-Gandhi jayanthi			
6	23.10.2012-Ayudha pooja			
7	24.10.2012-Vijaya dashmi			
8	13.11.2012-Deepavali			
9	26.01.2013-Republic day			
10	25.12.2012-Christmas			
11	26.01.2013-Republic day			
12	14.01.2013-Pongal holiday			
13	15.01.2013-Pongal holiday			
14	16.01.2013-Pongal holiday			
	No.of Days taken---CL	3		
	No.of Days taken---Public days		2	
	Balance available ---CL	9		
	Balance available ---Public days		12	

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Kalakshetra

G:\ 2012-2013\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	July 2, 2012
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerk of works – Remuneration for the month of June 2012– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P – 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 – 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. ENT	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10, 000 – 25% fixed)

Total payable per month 30,500

Payable for the month of June 2012	-- 30,500.00	
Deduction Income tax 10%	-- 3,050.00 (-)	
Payable	-----	27,450.00

Submitted for approval please.

AO *J. Lamin* 2/7/12

CAO *[Signature]* 2/7/12

Deputy Director *[Signature]* 3/7

DIRECTOR *[Signature]* 3/7

[Signature]
EO

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Leave details- Mr.J.RA.Jayakumar-April-2012- Mar-2013-----April-2012				
Sl.no	Description	Leave availed -CL	Public holidays leave availed	Remark
	Joined Date-March 25th 2010			
	CL-12 Days			
	Public holidays-12+2=14 Days			
	CL-12 Days			
1	10.04.2012	1		
	May-12	0		
	Jun-12			
2	08.06.2012	1		
3	25.06.2012	1		
	Jul-12			
4	05.07.2012	1		
5	25.07.2012	1		
	Public days			
1	06.4.2012-Good Friday		1	
2	13.04.2012-Tamil new year		1	
3	15.8.2012-Independence day			
4	19.09.2012-Vinayaga chaturthi			
5	02.10.2012-Gandhi jayanthi			
6	23.10.2012-Ayudha pooja			
7	24.10.2012-Vijaya dashmi			
8	13.11.2012-Deepavali			
9	26.01.2013-Republic day			
10	25.12.2012-Christmas			
11	26.01.2013-Republic day			
12	14.01.2013-Pongal holiday			
13	15.01.2013-Pongal holiday			
14	16.01.2013-Pongal holiday			
	No.of Days taken---CL	5		
	No.of Days taken---Public days		2	
	Balance available ---CL	7		
	Balance available ---Public days		12	

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Leave details- Mr.J.RA.Jayakumar-April-2012- Mar-2013-----April-2012

Sl.no	Description	Leave availed -CL	Public holidays leave availed	Remark
	Joined Date-March 25th 2010			
	CL-12 Days			
	Public holidays-12+2=14 Days			
	CL-12 Days			
1	10.04.2012	1		
	May-12	0		
	Jun-12			
2	08.06.2012	1		
3	25.06.2012	1		
	Jul-12			
4	05.07.2012	1		
5	25.07.2012	1		
	Aug-12			
6	22.08.2012	1		
7	27.08.2012	0.5		Half day
	Public days			
1	06.4.2012-Good Friday		1	
2	13.04.2012-Tamil new year		1	
3	15.8.2012-Independence day		1	
4	19.09.2012-Vinayaga chaturthi			
5	02.10.2012-Gandhi jayanthi			
6	23.10.2012-Ayudha pooja			
7	24.10.2012-Vijaya dashmi			
8	13.11.2012-Deepavali			
9	26.01.2013-Republic day			
10	25.12.2012-Christmas			
11	26.01.2013-Republic day			
12	14.01.2013-Pongal holiday			
13	15.01.2013-Pongal holiday			
14	16.01.2013-Pongal holiday			
	No.of Days taken---CL	6.5		
	No.of Days taken---Public days		3	
	Balance available ---CL	5.5		
	Balance available ---Public days		11	

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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerk of works – Remuneration for the month of July 2012– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 ^{August} P – 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 – 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. ENT	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10, 000 – 25% fixed)

Total payable per month	30,500
Payable for the month of July 2012	-- 30,500.00
Deduction Income tax 10%	-- 3,050.00 (-)
Payable	----- 27,450.00

Submitted for approval please.

AO *J. Lancel*
11/9/12

CAO *[Signature]*
11/9/12

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11/9/12

Deputy Director

DIRECTOR *[Signature]*

(141)

G:\ 2012-2013\ V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	August 2, 2012
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerk of works – Remuneration for the month of July 2012– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P – 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 – 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. ENT	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10,000 – 25% fixed)

Total payable per month 30,500

Payable for the month of July 2012 -- 30,500.00
 Deduction Income tax 10% -- 3,050.00 (-)
 Payable ----- 27,450.00

Submitted for approval please.

J. Ramani
 AO 2/8/12
 ✓

EO
2/8/12

CAO To be discussed regarding monthly payment to Sh. Jayakumar B in works committee Meeting 2/8/12

Deputy Director *[Signature]*
 DIRECTOR

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B
CAO/STS
AO/Engineer

Karun
STS

2012 May 04th

Sri. Karunaker Menon,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai – 600041.

KALAKSHETRA
FOUNDATION
No.: 1767
DATE: 5/5/12

Sub : Bonus /Increment payments to Sri. Jayakumar (COW) along with his April 2012 salary.

Dear Sri. Karun,

Sri. Jayakumar has been appointed from the March 25th 2010.

We had appointed him for a period of one year. Since the projects are getting delayed, we will need to give him a minimum 5% increment yearly.

Along with his May 2012 salary his performance linked bonus for months Nov '11 – March '12 may be released.

Performance linked bonus per month is Rs.10,000.00 (25% is paid monthly).

To pay 75% of 10,000 x 6 months	=	Rs. 45000.00
Increment from Apr 2011- Mar.2012	=2000 x 12	Rs 24000.00
Total payment	=	Rs. 69000.00

This amount may kindly be released.

Necessary statutory deductions may be made from your end.

Thanking you,

Yours sincerely,

Ravi niilakantan
Ravi niilakantan

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0371

CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE ○ LANDSCAPE ○ INTERIORS
10A, Dhanalakshmi Colony, 1st Street, Vadapalani
Chennai - 600 026. E-mail : card@vsnl.com

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19th Dec. 2011.

TO WHOM IT MAY CONCERN

Shri. J.Ra. Jayakumar was appointed as Clerk of Works w.e.f 25th ^{mar.} Feb. 2010 for Ms. Kalakshetra Foundation.

At the time of appointment his contract was fixed for one year.

The services of COW need to be extended beyond March-2011

In line with the contract for restoration of the Koothambalam , his contract may be extended, since the restoration contract is extended.

It is requested that Shri.J.Ra.Jayakumar may be reappointed as cow from april-2011 to march-2012 (Extendable on a yearly basis with a FIVE PERCENT (5%) increment).

His salary from April-2011 to March - 2012 will be Rs.5,04,000/year (ie. Rs.42000/month).

His duties and functions will be as per the LOA.

With best wishes,

Ravi Nilakantan
Ar. Ravi Nilakantan

Recd on
26.12.2011.

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M/s Kalakshetra Foundation -Koolhambalam Theatre Complex

12.03.2012

Vendor Payments received upto 1st March 2013

Sl.No	VENDOR	Description	Tender works- Additions, Alterations and Civil works	Tender works- Roof insulation works	Non Tender Works	AMOUNT	Remark
1.00	Ms. Chennai Engineers	Work Done value as on 9th R.A.Bill certified	14,105,756.00	2,798,452.00	7,293,130.00	24,197,338.00	
2.00		Payment withheld			831,352.00		wood extra rate. advised vendor to prepare bill for payment
Ms. Chennai Engineers are advised to prepare 10th RA bill and claim the Wood rate.							
Other Vendors - Ms. Unimech, Ms. Kevin Electricals & Ms. Cauvery Agro have communicated, that all their certified bills are paid by client.							

With Regards,

Ravi Niilakantan

Ravi Niilakantan



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10)

CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE ○ LANDSCAPE ○ INTERIORS

Sri. Ramachandran,

So
19.3.12

17th March 2012

AO, Kalakshetra Foundation,

Thiruvannamipur,

Chennai -600041.

Ref : Koothambalam - Additions, alterations and Civil works.

Sub : Payments pending March 2011. Your email dt.10.03.12.

Dear Sri. Ramachandran,

With reference to the above, find the statements. A soft copy is also mailed for reference.

M/s Kalakshetra Foundation - Koothambalam Theatre Complex					12.03.2012	
Consulting Architect's Payments						
Sl.No	Architect	Description	Bill Amount	Received Amount 17.12.12	Balance	Remark
1.00	Ms. Card	Professional bill Claimed - 4th RA Bill - 19.10.12.	1,289,760.00	358,992.00	930,768.00	Sri. Srinivasan pointed out that the estimates are to be approved by Director and hence bill is pending payment. Sri. PTK suggested to Sri. Srinivasan that payments should be made on the estimated cost.

M/s Kalakshetra Foundation - Koothambalam Theatre Complex					12.03.2012	
Mr. Jeyakumar COW Payments payable upto 31st March 2012						
Sl.No	COW	Description	Consolidated salary /annum during appointment	Increment per year	Payable from April 2011 to March 2012	Remark
1	Sri. Jeyakumar	COW was appointed in March 25th '2010 at a consolidated salary of Rs.4.8lacs/annum. After completing one year in March 2011, a 5% increment was approved by the architects Ms. Card. This regularisation is not effected by the client. Hence payment pending.	4,80,000.00	5%	24,000.00	To be regularised

(A)

raj

(147)

Koothamabalam work - Details of payment - Clerks of Works

sl.No	Month/year	paid monthly	performance linked bonus	attendance	increment due	increment payable	details
1	Mar-10	5,903.00			0.00	0.00	
2	Apr-10	30,500.00		①	0.00	0.00	
3	May-10	30,500.00			0.00	0.00	
4	Jun-10	30,500.00			0.00	0.00	
5	Jul-10	30,500.00			0.00	0.00	
6	Aug-10	30,500.00			0.00	0.00	
7	Sep-10	30,500.00			0.00	0.00	
8	Oct-10	30,500.00			0.00	0.00	
9	Nov-10	30,500.00			0.00	0.00	
10	Dec-10	30,500.00			0.00	0.00	
11	Jan-11	30,500.00	22,194.00	②	0.00	0.00	Mar - June 2010
12	Feb-11	30,500.00			0.00	0.00	
13	Mar-11	30,500.00			0.00	0.00	
14	Apr-11	30,500.00			840.00	840.00	3% on Rs.30500
15	May-11	30,500.00			840.00	840.00	
16	Jun-11	30,500.00			840.00	840.00	
17	Jul-11	30,500.00	89,806.00	③	840.00	840.00	July-March 2011
18	Aug-11	30,500.00			840.00	840.00	
19	Sep-11	30,500.00			840.00	840.00	Already certified by M/s.CARD accordingly, the performance linked bonus and annual bonus paid
20	Oct-11	30,500.00			840.00	840.00	certification due from M/s.CARD for performance linked bonus
21	Nov-11	30,500.00			840.00	840.00	
22	Dec-11	27,548.00		3 days LOP	840.00	759.00	
23	Jan-12	30,500.00	57,000.00		840.00	840.00	③ April-Sep 2011
24	Feb-12	29,448.00		1 day LOP	840.00	810.00	
25	Mar-12	29,516.00		1 day LOP	840.00	813.00	
26	Apr-12	30,500.00			1,705.00	1,705.00	3% on Rs.30840
27	May-12	30,500.00			1,705.00	1,705.00	
28	Jun-12	30,500.00			1,705.00	1,705.00	
29	Jul-12	30,500.00			1,705.00	1,705.00	
30	Aug-12	30,500.00			1,705.00	1,705.00	
	Payable now				18,605.00	18,467.00	

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sl.No	Details of remuneration framed by M/s.CARD to COW, monthly payable	Remuneration payable from April 2010	3% increment on monthly payable remuneration	After increment - remuneration payable from April 2011	3% increment on monthly payable remuneration	After increment - remuneration payable from April 2012	Remarks
1	Basic	11,000	330	11,330	340	11,670	
2	HRA	6,000	180	6,180	185	6,365	
3	Conveyance(1000+1500)	2,500	75	2,575	77	2,652	
4	Telephone charge	1,000	30	1,030	31	1,061	
5	Refreshment	1,850	56	1,906	57	1,963	
6	Medical	1,250	38	1,288	39	1,326	
7	Ent.	600	18	618	19	637	
8	Sup. All	3,000	90	3,090	93	3,183	
9	LTA	800	24	824	25	849	
10	Performance linked bonus 25% fixed (Rs.10,000-25% fixed)	2,500	0	2,500	0	2,500	
	Total payable per month	30,500	840	31,340	865	32,205	

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As per working details mentioned above, the increment due payable as applicable for the period as per the enclosed statement at folio 124, to shri.J.Ra.Jayakumar is as follows,

Total payable As per statement at folio 124	18,467.00
Deduction Income tax 10%	1,847.00 (-)
Payable	16,620.00

Submitted for your kind perusal and approval please,

1. Shri.J.Ra.Jayakumar may be re appointed as COW from April 2011 to March 2013 as recommended by M/s.CARD (Extendable on a yearly basis with a Three Percent (3%) increment on remuneration paid monthly / per year as agreed by the works committee
2. His (Shri.J.RA.Jayakumar) remuneration monthly payable, from April 2011 March 2012 for Rs4,91,080/ per year - ie Rs. 10,080/- (12*840) and from April 2012 March 2013 for Rs5,00,460/- per year - ie Rs. 20,460/- (12*865) (adopting 3% annual increment on monthly paid remuneration) respectively
3. Arrears payment towards increment payable to Shri.J.Ra.Jayakumar from April 2011 to August 2012 to the tune of Rs.18,467/- (excluding the performance linked bonus and annual bonus)
4. The above may kindly be submitted before the Works Committee for perusal and approval.

AO

CAO

DIRECTOR in charge

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August 16, 2012

Sub: Koothambalam work – Clerks of works – Increment and arrears payment– 2011-2012 and 2012-2013 Expenditure - Approval-Reg.

- Ref: i) Approval note dated 8.4.2010 P - 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 – 17
 iii) M/s.CARD letter dated 22nd November 2011 for increment for COW P – 82
 iv) The clarification sent to M/s.CARD through Email dated Dec 2, 2011 P – 86 a
 v) M/s.CARD letter dated 19th December.2011 for re appointment and increment For COW P – 95
 vi) M/s.CARD letter dated 17th March.2012 P – 101
 vii) Note dated March 26, 2012 P – 102-104
 viii) M/s.CARD letter dated 5.5.2012 P – 113

In continuation of note dated 26th March 2012, the Works Committee member Shri.P.T.Krishnan has principally agreed on 11.06.2012 for the increment at the rate 3% on remuneration paid on monthly, which is normally adopted in practice for all type of units and sectors. Accordingly, the increment payable to Shri.J.Ra.Jayakumar has been worked out and kept below at folio 123, 124.

The details of increment is as follows,

sl.No	Details of remuneration framed by M/s.CARD to COW, monthly payable	Remuneration payable from April 2010	3% increment on monthly payable remuneration	After increment - remuneration payable from April 2011	3% increment on monthly payable remuneration	After increment - remuneration payable from April 2012	Remarks
1	Basic	11,000	330	11,330	340	11,670	
2	HRA	6,000	180	6,180	185	6,365	
3	Conveyance(1000+1500)	2,500	75	2,575	77	2,652	
4	Telephone charge	1,000	30	1,030	31	1,061	
5	Refreshment	1,850	56	1,906	57	1,963	
6	Medical	1,250	38	1,288	39	1,326	
7	Ent.	600	18	618	19	637	
8	Sup. All	3,000	90	3,090	93	3,183	
9	LTA	800	24	824	25	849	
10	Performance linked bonus 25% fixed (Rs.10,000-25% fixed)	2,500	0	2,500	0	2,500	
	Total payable per month	30,500	840	31,340	865	32,205	

(151)

kalakshetra

Works kalakshetra< works@kalakshetra.in>

cow - increment - reg.

Works kalakshetra< works@kalakshetra.in>
 To: ravi <card@vsnl.com>
 Cc: AO Kalakshetra <ao@kalakshetra.in>

Sat, Sep 8, 2012 at 2:56 PM

Sir,

This is to inform you that the competent authority has decided to pay increment Shri.J.Ra.Jayakumar, a clerk of works appointed for the project of renovation of Koothambalam at the rate of 3% on remuneration payable monthly (excluding performance bonus and annual bonus). This is normal adopted practice. Accordingly, the details of increment has been worked out and tabulated below is submitted for your information.

sl.No	Details of remuneration framed by M/s.CARD to COW, monthly payable	Remuneration payable from April 2010	3% increment on monthly payable remuneration	After increment - remuneration payable from April 2011	3% increment on monthly payable remuneration	After increment - remuneration payable from April 2012	Remarks
1	Basic	11,000	330	11,330	340	11,670	
2	HRA	6,000	180	6,180	185	6,365	
3	Conveyance (1000+1500)	2,500	75	2,575	77	2,652	
4	Telephone charge	1,000	30	1,030	31	1,061	
5	Refreshment	1,850	56	1,906	57	1,963	
6	Medical	1,250	38	1,288	39	1,326	
7	Ent.	600	18	618	19	637	
8	Sup. All	3,000	90	3,090	93	3,183	
9	LTA	800	24	824	25	849	
10	Performance linked bonus 25% fixed (Rs.10,000-25% fixed)	2,500	0	2,500	0	2,500	
	Total payable per month	30,500	840	31,340	865	32,205	

with regards

yours faithfully,

V.Srinivasan

152

CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE o LANDSCAPE o INTERIORS

19th Dec. 2011.

TO WHOM IT MAY CONCERN

Shri. J.Ra. Jayakumar was appointed as Clerk of Works w.e.f 25th Feb. 2010 for Ms. Kalakshetra Foundation.

At the time of appointment his contract was fixed for one year.

The services of **COW** need to be extended beyond March-2011

In line with the contract for restoration of the Koothambalam , his contract may be extended, since the restoration contract is extended.

It is requested that Shri.J.Ra.Jayakumar may be reappointed as cow from april-2011 to march-2012 (Extendable on a yearly basis with a FIVE PERCENT (5%) increment.

His salary from April-2011 to March - 2012 will be Rs.5,04,000/year (ie. Rs.42000/month).

His duties and functions will be as per the LOA.


With best wishes,

Ar. Ravi Niilakantan

153

129

V.Srinivasan

 20111219 COW contract extention.pdf
93K

154

130

kalakshetra

Works kalakshetra <works@kalakshetra.in>

Re: cow - increment - reg.

Card Chenai <card.chennai@gmail.com>

Thu, Sep 13, 2012 at 10:35 AM

To: Works kalakshetra <works@kalakshetra.in>

Cc: ravi <card@vsnl.com>, AO Kalakshetra <ao@kalakshetra.in>, "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Dear Sri. Srinivasan,

The increment letter (ie. 5% yearly) for the COW, was provided as early as Dec. 19th 2011.
Your reply after NINE months in variation to letter is not satisfactory.

COW is a contracted appointee and is to be given a 5% increment yearly.
Request you to do the needful.

Ravi niilakantan

On Sat, Sep 8, 2012 at 2:56 PM, Works kalakshetra <works@kalakshetra.in> wrote:

Sir,

This is to inform you that the competent authority has decided to pay increment Shri.J.Ra.Jayakumar, a clerk of works appointed for the project of renovation of Koothambalam at the rate of 3% on remuneration payable monthly (excluding performance bonus and annual bonus). This is normal adopted practice. Accordingly, the details of increment has been worked out and tabulated below is submitted for your information.

sl.No	Details of remuneration framed by M/s.CARD to COW, monthly payable	Remuneration payable from April 2010	3% increment on monthly payable remuneration	After increment - remuneration payable from April 2011	3% increment on monthly payable remuneration	After increment - remuneration payable from April 2012	Remarks
1	Basic	11,000	330	11,330	340	11,670	
2	HRA	6,000	180	6,180	185	6,365	
3	Conveyance (1000+1500)	2,500	75	2,575	77	2,652	
4	Telephone charge	1,000	30	1,030	31	1,061	
5	Refreshment	1,850	56	1,906	57	1,963	
6	Medical	1,250	38	1,288	39	1,326	
7	Ent.	600	18	618	19	637	
8	Sup. All	3,000	90	3,090	93	3,183	
9	LTA	800	24	824	25	849	
10	Performance linked bonus 25% fixed (Rs.10,000-25% fixed)	2,500	0	2,500	0	2,500	
	Total payable per month	30,500	840	31,340	865	32,205	

with regards

yours faithfully,

1855

(156)

AD
Pl confirm whether % allowances
as for computing for central
are as per scales.
Suby
18/9

AD
NO. Please ^{remedy} for computing allowances
for J. Ra. Jayakumar are not as per
Central Govt scale & pay as his pay has not
been fixed according to Central Govt pay scale

S. Ramachandran
CAO
A
Director

Calculation sheet of increment payable for the year 2011-12 and 2012-2013

sl.No	Details	% of Basic	In Rs.	Increment 3%	New Basic Pay	Increment for 2012-13	New Basic Pay
1	Basic		11,000	330	11,330	340	11,670
2	HRA	54.55%	6,000	180	6,180	185	6,365
3	Conveyance(1000+1500)	22.73%	2,500	75	2,575	77	2,652
4	Telephone charge	9.09%	1,000	30	1,030	31	1,061
5	Refreshment	16.82%	1,850	56	1,906	57	1,963
6	Medical	11.36%	1,250	38	1,288	39	1,326
7	Ent.	5.45%	600	18	618	19	637
8	Sup. All	27.27%	3,000	90	3,090	93	3,183
9	LTA	7.27%	800	24	824	25	849
10	Performance linked bonus 25% fixed (Rs.10,000-25% fixed)		2,500	0	2,500	0	0
Total payable per month			30,500	840	31,340	865	32,205

Shri.Ravi Nilakantan
Architect
Centre for Architectural Research and Design
#10A, First Street
Dhanalakshmi Colony
Vadapalani
Chennai 600 026

September 13, 2012

Sir,

Sub: Koothambalam project – Clerks of works – increment – Reg.

- Ret: i) Letter of appointment dated 11.03.2010
- ii) Your letter dated 22nd November.2011.
- iii) Our email dated 2nd December 2012.
- iv) Our email dated 8th September 2012.

— Page 1-9
 — Page - 82
 — Page 86a
 — Page 127

Appropos the subject mentioned supra, we would to recall and place before the following for your information that

- There is no provision for increment in the letter of appointment given to the clerks of works as submitted by M/s.CARD.
- We received the recommendation of increment letter to the COW on 22nd Nov 2012, belatedly 7 months even after one year completion.
- We gave the reply vide email dated 2nd December 2012 that the provision for increment not stipulated in the appointment letter vide ref. 1 above.
- *However, taken into account the recommendation of the Architect*
- In view of the reasons stated above, the competent authority has decided to pay increment Shri.J.Ra.Jayakumar, a clerk of works appointed for the project of renovation of Koothambalam at the rate of 3% on remuneration payable monthly (excluding performance bonus and annual bonus), after analyses of all part of units and sectors and finally approved the increment at rate of 3% on remuneration payable monthly (excluding performance bonus and annual bonus). ~~This issue can only be resolved by above method at our end.~~

This issue with the approval of competent authority.

Thanking you,

Yours faithfully,

Babeeta Narang
Chief Accounts Officer

*10
11/9/12*

[Signature]
CAO

This 3% is the approximate increment given on the lane pay for all govt servants and has been adopted in

Draft for approval

EO

DIRECTOR incharge

this can do.

CAO. pl. check & confirm

All other allowances are also suitably revised on this lane rate wherever possible.

158

[Signature]

Shri.Ravi Niilakantan, Architect
Centre for Architectural Research and Design
#10A, First Street, Dhanalakshmi Colony
Vadapalani, Chennai 600 026

September 24, 2012

Sir,

Sub: Koothambalam project – Clerks of works – increment – Reg.

i) Letter of appointment dated 11.03.2010	P 1-9
ii) Your letter dated 22 nd November.2011.	P- 82
iii) Our email dated 2 nd December 2012.	P-86 a
iv) Our email dated 8 th September 2012.	P-127
v) Your email dated 13 th September	P- 130

Appropos the subject mentioned supra, we would to recall and place before the following for your information that

- There is no provision for increment in the letter of appointment given to the clerks of works as submitted by M/s.CARD.
- We received the recommendation of increment letter to the COW on 22nd Nov 2012, belatedly 7 months even after one year completion.
- We gave the reply vide email dated 2nd December 2012 that the provision for increment is also not stipulated in the appointment letter vide ref. 1 above.
- However, heeding to the request of the Architect – through the same is not within the purview or conditions of contract – and as a measure of goodwill and an effort to quicken the completion of works, & provide a ~~unilateral~~ incentive to the C.O.W to ensure speedy completion, it has been decided to pay an increment to Shri.J.Ra.Jayakumar, a clerk of works appointed for the project of renovation of Koothambalam at the rate of 5% on the basic and the other emoluments have been revised suitably taking into consideration the % adopted last year to the basic ^{pay} except performance bonus and annual bonus. *which would remain at last year's ratio.*

This issue with the approval of competent authority.

Thanking you,

Yours faithfully,

(S.Ramachandran)
Administrative Officer

S. Ramachandran
f
AO 27/5/12

CAO

Draft for approval

[Signature]
EO
[Signature]

DIRECTOR in-charge

159

by RRAA

Shri.Ravi Nilakantan, Architect
Centre for Architectural Research and Design
#10A, First Street, Dhanalakshmi Colony
Vadapalani, Chennai 600 026

September 24, 2012

Sir,

Sub: Koothambalam project – Clerks of works – increment – Reg.

vi) Letter of appointment dated 11.03.2010	P 1-9
vii) Your letter dated 22 nd November.2011.	P- 82
viii) Our email dated 2 nd December 2012.	P-86 a
ix) Our email dated 8 th September 2012.	P-127
x) Your email dated 13 th September	P- 130

Propos the subject mentioned supra, we would to recall and place before the following for your information that

- There is no provision for increment in the letter of appointment given to the clerks of works as submitted by M/s.CARD.
- We received the recommendation of increment letter to the COW on 22nd Nov 2012, belatedly 7 months even after one year completion.
- We gave the reply vide email dated 2nd December 2012 that the provision for increment is also not stipulated in the appointment letter vide ref. 1 above.
- However, heeding to the request of the Architect – through the same is not within the purview or conditions of contract – and as a measure of goodwill and an effort to quicken the completion of works, & provide an incentive to the C.O.W to ensure speedy completion, it has been decided to pay an increment to Shri.J.Ra.Jayakumar, a clerk of works appointed for the project of renovation of Koothambalam at the rate of 5% on the basic and the other emoluments have been revised suitably taking into consideration the % adopted last year to the basic pay except performance bonus and annual bonus which would remain at last years rates.

This issue with the approval of competent authority.

Thanking you,

Yours faithfully,



(S.Ramachandran)
Administrative Officer

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Calculation sheet of increment payable for the year 2011-12 and 2012-2013

sl.No	Details	% of Basic	In Rs.	Increment 5%	New Basic Pay	Increment for 2012-13	New Basic Pay
1	Basic		11,000	550	11,550	578	12,128
2	HRA	54.55%	6,000	300	6,300	315	6,615
3	Conveyance(1000+1500)	22.73%	2,500	125	2,625	131	2,756
4	Telephone charge	9.09%	1,000	50	1,050	53	1,103
5	Refreshment	16.82%	1,850	93	1,943	97	2,040
6	Medical	11.36%	1,250	63	1,313	66	1,378
7	Ent.	5.45%	600	30	630	32	662
8	Sup. All	27.27%	3,000	150	3,150	158	3,308
9	LTA	7.27%	800	40	840	42	882
10	Performance linked bonus 25% fixed (Rs.10,000-25% 10 fixed)		2,500	0	2,500	0	0
	Total payable per month		30,500	1,400	31,900	1,470	33,370

(Handwritten signature)

Kootharabalam work - Details of payment - Clerks Works

sl.No	Month/year	paid monthly	performance linked bonus	attendance	increment due	increment payable	details
1	Mar-10	5,903.00			0.00	0.00	
2	Apr-10	30,500.00			0.00	0.00	
3	May-10	30,500.00			0.00	0.00	
4	Jun-10	30,500.00			0.00	0.00	
5	Jul-10	30,500.00			0.00	0.00	
6	Aug-10	30,500.00			0.00	0.00	
7	Sep-10	30,500.00			0.00	0.00	
8	Oct-10	30,500.00			0.00	0.00	
9	Nov-10	30,500.00			0.00	0.00	
10	Dec-10	30,500.00			0.00	0.00	
11	Jan-11	30,500.00	22,194.00		0.00	0.00	① Mar - June 2010
12	Feb-11	30,500.00			0.00	0.00	
13	Mar-11	30,500.00			0.00	0.00	
<hr/>							
14	Apr-11	30,500.00			1,400.00	1,400.00	5% on Rs.28,000/- excl fixed bonus
15	May-11	30,500.00			1,400.00	1,400.00	
16	Jun-11	30,500.00			1,400.00	1,400.00	
17	Jul-11	30,500.00	89,806.00		1,400.00	1,400.00	② July-March 2011
18	Aug-11	30,500.00			1,400.00	1,400.00	
19	Sep-11	30,500.00			1,400.00	1,400.00	Already certified by M/s.CARD accordingly, the performance linked bonus and annual bonus paid
20	Oct-11	30,500.00			1,400.00	1,400.00	certification due from M/s.CARD for performance linked bonus
21	Nov-11	30,500.00			1,400.00	1,400.00	
22	Dec-11	27,548.00	3 days LOP		1,400.00	1,265.00	
23	Jan-12	30,500.00	57,000.00		1,400.00	1,400.00	③ April-Sep 2011
24	Feb-12	29,448.00	1 day LOP		1,400.00	1,350.00	
25	Mar-12	29,516.00	1 day LOP		1,400.00	1,355.00	
<hr/>							
26	Apr-12	30,500.00			1,470.00	1,470.00	5% on Rs.29,400/- excl fixed bonus
27	May-12	30,500.00			1,470.00	1,470.00	
28	Jun-12	30,500.00			1,470.00	1,470.00	
29	Jul-12	30,500.00			1,470.00	1,470.00	
30	Aug-12	30,500.00			1,470.00	1,470.00	
Payable now					24,150.00	23,920.00	

[Handwritten signature]

162

As per working details mentioned above, the increment due payable as applicable for the period as per the enclosed statement at folio 134 to shri.J.Ra.Jayakumar is as follows,

Total payable As per statement at folio 124	23,920.00
Deduction Income tax 10%	2,392.00 (-)

Payable	21,528.00

Submitted for your kind perusal and approval please,

1. Shri.J.Ra.Jayakumar may be re appointed as COW from April 2011 to March 2013 as recommended by M/s.CARD (Extendable on a yearly basis with a Five Percent (5%) increment on remuneration paid monthly / per year ~~as agreed by the works committee~~)
2. His (Shri.J.Ra.Jayakumar) remuneration monthly payable, from April 2011 March 2012 for Rs4,96,800/ per year - ie Rs. 16,800/-(12*1400) and from April 2012 March 2013 for Rs4,97,640/- per year - ie Rs.17,640/-(12*1470 (adopting 5% annual increment on monthly paid remuneration) respectively
3. Arrears payment towards increment payable to Shri.J.Ra.Jayakumar from April 2011 to August 2012 to the tune of Rs.23,920/- (excluding the performance linked bonus and annual bonus)
4. The above may kindly be submitted before the Works Committee for perusal and approval.

J. Ram...
AO
20/9/12

EO *[Signature]*

[Signature]
CAO

DIRECTOR in charge

- AO - where is the works committee now?
who are the members? how can
you make payment?
Keshav

C:\ 2009-2010\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc

September 20, 2012

Sub: Koothambalam work – Clerks of works – Increment and arrears payment– 2011-2012 and 2012-2013 Expenditure - Approval-Reg.

Ref: i)	Approval note dated 8.4.2010	P - 9
ii)	Clerks of works – Appointment letter dated 17 th June 2010.	P – 10 – 17
iii)	M/s.CARD letter dated 22 nd November 2011 for increment for COW	P – 82
iv)	The clarification sent to M/s.CARD through Email dated Dec 2, 2011	P – 86 a
v)	M/s.CARD letter dated 19 th December.2011 for re appointment and increment For COW	P – 95
vi)	M/s.CARD letter dated 17th March.2012	P – 101
vii)	Note dated March 26, 2012	P – 102-104
viii)	M/s.CARD letter dated 5.5.2012	P – 113
ix)	Office note dated August 16, 2012	P – 125-126
ix)	M/s.CARD Email dated September 13, 2012	P - 130

This has reference to our earlier office note dated 16th august 2012 as cited in ref. sl.no. ix) and further to the based on the recommendation of the Architect email dated September 13, 2012, the Works Committee member Shri.P.T.Krishnan has principally agreed on 11.06.2012 for the increment on remuneration paid on monthly accordingly, the increment payable to Shri.J.Ra.Jayakumar has been worked out and kept below at folio 123, 124.

The details of increment is as follows,

Calculation sheet of increment payable for the year 2011-12 and 2012-2013							
sl.No	Details	% of Basic	In Rs.	Increment 5%	New Basic Pay	Increment for 2012-13	New Basic Pay
1	Basic		11,000	550	11,550	578	12,128
2	HRA	54.55%	6,000	300	6,300	315	6,615
3	Conveyance(1000+1500)	22.73%	2,500	125	2,625	131	2,756
4	Telephone charge	9.09%	1,000	50	1,050	53	1,103
5	Refreshment	16.82%	1,850	93	1,943	97	2,040
6	Medical	11.36%	1,250	63	1,313	66	1,378
7	Ent.	5.45%	600	30	630	32	662
8	Sup. All	27.27%	3,000	150	3,150	158	3,308
9	LTA	7.27%	800	40	840	42	882
10	Performance linked bonus 25% fixed (Rs.10,000-25% fixed)		2,500	0	2,500	0	0
	Total payable per month		30,500	1,400	31,900	1,470	33,370

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G:\ 2012-2013\ V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration & civil work.\COW.doc	October 4, 2012
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerk of works – Remuneration for the month of September 2012– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P – 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 – 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, 7500 as performance bonus 25%.

Remuneration per month	in Rs	
1. Basic	11,000	
2. HRA	6,000	
3. Conveyance	2,500	(1000 + 1500)
4. Telephone charge	1,000	
5. Refreshment	1,850	
6. Medical	1,250	
7. ENT	600	
8. Sup. All	3,000	
9. LTA	800	
10. Performance linked bonus 25% fixed	2,500	(Rs.10, 000 – 25% fixed)
Total payable per month	30,500	

Payable for the month of September July 2012	--	30,500.00	
Deduction Income tax 10%	--	3,050.00 (-)	
Payable	-----		27,450.00

Submitted for approval please.

P. S. Ramachandran
 AO 4.10.12

[Signature]
 CAO 4/10/12

Director i/c
[Signature]

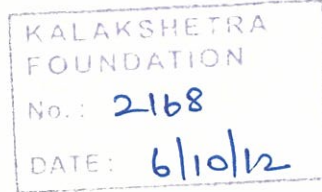
[Handwritten signature]

Received on

Dt. 5/10/12

05.10.2012

To,
A.O
Kalakshetra Foundation,
Thiruvanmiyur, Chennai.



Sub: Koothambalam project - COW increment reg.
Ref. Your letter dt. 24th Sep. 2012

Dear Sri. Ramachandran,

With regard to the above :

1. COW was appointed on a one year contract. We and Kalakshetra Foundation expected that the Koothambalam work to be scheduled for 6-8 month completion. Hence increment was not envisaged.
2. Our letters dt. 22nd Nov. 2011 and 19th Dec.2011, on increment were belated since we expected Kalakshetra Foundation to extend the contract with increment as a matter of procedure.
3. Your mail dt. 2nd Dec.2011 was a query for which we have given detailed explanations in our 19th Dec. 2011 letter.
4. While we are glad that, you have agreed for a partial increment, we will be happy if the increment is made 5% on the total emoluments.

We require the COW services to complete the all the works.

Thanking you,

Yours sincerely,


Ravi Nilakantan

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Works kalakshetra < works@kalakshetra.in >

(no subject)

j.ra.jayakumar jayaramanradhabai < jrajayakumar27@gmail.com >

Wed, Oct 31, 2012 at 1:25 PM

To: Works kalakshetra < works@kalakshetra.in >

Cc: Card Chennai < card.chennai@gmail.com >

Dear Mr. Srinivasan,

This month i have not availed leave.
Please find attached file for your reference.

Thanks & Regards,

J.RA.Jayakumar.

 **leaveavailedetails2012-13(october'12).xlsx**
12K

167

G:\ 2012-2013\ V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc	November 1, 2012
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Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerk of works – Remuneration for the month of October 2012– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P – 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 – 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, Rs.7500 as performance bonus 25%.

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. ENT	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10, 000 – 25% fixed)

Total payable per month 30,500

Payable for the month of <u>October</u> 2012	-- 30,500.00
Deduction Income tax 10%	-- 3,050.00 (-)
Payable	----- 27,450.00

Submitted for approval please.

J. Ram...
 PAO 1/11/12

CAO *(Signature)*

(Signature)
 E.O.

DIRECTOR in - charge *(Signature)*

168

G:\ 2012-2013\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc

November

December 6, 2012

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerk of works – Remuneration for the month of November 2012– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010

P – 9

ii) Clerks of works – Appointment letter dated 17th June 2010.

P – 10 – 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, Rs.7500 as performance bonus 25%.

Remuneration per month	in Rs.	
1. Basic	11,000	
2. HRA	6,000	
3. Conveyance	2,500	(1000 + 1500)
4. Telephone charge	1,000	
5. Refreshment	1,850	
6. Medical	1,250	
7. ENT	600	
8. Sup. All	3,000	
9. LTA	800	
10. Performance linked bonus 25% fixed	2,500	(Rs.10, 000 – 25% fixed)
Total payable per month	30,500	
Payable for the month of November 2012	-- 30,500.00	
Deduction Income tax 10%	-- 3,050.00 (-)	
Payable	27,450.00	

Submitted for approval please.

A. Ramachandran
KO 2112112

CAO

DIRECTOR in - charge

EO. *[Signature]*

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142

CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE ○ LANDSCAPE ○ INTERIORS

23rd November 2012

Received on

Dt. 23/11/12

To

The Director-incharge
M/s.Kalakshetra foundation,
Thiruvanmiyur,Chennai-41.

Sub:Bonus Payments to Sri.Jayakumar(cow) along with his November 2012 salary.(Based on 2010 march app.order)

Dear Sir,

Sri.Jayakumar has been appointed from march 25th 2010.

Along with his November 2012 salary his performance linked bonus for months April 2012 –Non'2012 may be released.

Performnace linked bonus per month is Rs.10,000(25% paid monthly)

To Pay 75% of 10,000 X 8 months =Rs.60,000.00

Total payment up to Nov 2012 =Rs.60,000.00

This amount may be kindly be released with necessary statutory deductions. .

Note: We are awaiting the increment approval letter.

Thanking you,
Yours sincerely,

Ravi Nijakantan
Ar. Ravi Nijakantan

AO / Eng.

Kuts

KALAKSHETRA FOUNDATION
No.: 2279
DATE: 27/11/12

(170)

Handwritten notes and signatures at the top left of the page.
A large handwritten signature is present, along with the word "Engineer" written vertically. Below it, the name "Kaly" is written, followed by "11/2" and a horizontal line.

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KALAKSHETRA
FOUNDATION
Received on
DATE: 10/12/12

10th December 2012

To

The Director-incharge,
M/s. Kalakshetra foundation,
Thiruvanmiyur, Chennai-41

KALAKSHETRA
FOUNDATION
No.: 2309
DATE: 11/12/12

Sub: Reg. Performnace bonus- Ref. letter dated: 23.11.2012

Dear Sir,

I have handed over the performance bonus recommendation letter at kalakshetra office on 23.11.2012.

I am in need of money to pay the college fees of my son .Till date I have not yet received.

Please take necessary step to clear the same as early as possible.

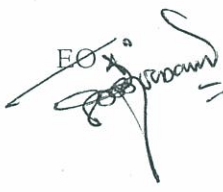
Thanks & Regards,

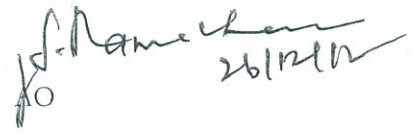
Handwritten signature of J. Ra. Jayakumar
J.RA. Jayakumar.

171

Payable performance linked bonus for the period April 2012 to September 2012 For 6 months @ Rs. 7500 <u>(limited for the period 6 months)</u>		45,000.00
Deduction Income tax 10% on Rs.45, 000	--	4,500.00 (-)
Net Payable	--	40,500.00

If approved, the payment of Rs.40,500/- may be paid to the clerks of works/koothambalam project towards performance linked bonus for the period april 2012 – September 2012 (6 months) as recommended by the Consulting Architect as per the terms for Rs.40,500/- to Shri.J.Ra.Jeyakumar.

EO


J. Namechan
 26/12/12


CAO


Director in - charge.


172

G:\ 2012-2013\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions, alteration& civil work.\COW.doc

December 26, 2012

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerk of works – Performance linked bonus and Remuneration for the period from April 2012 – Sep 2012- Approval of – Reg.

Ref: i) Approval note dated 8.4.2010 P – 9
 ii) Clerks of works – Appointment letter dated 17th June 2010. P – 10 – 17
 iii) M/s.CARD letter dated 23rd November 2012. P – 142

The consulting Architect Shri.Ravi Nilakantan has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his remuneration as per the appointment (page 13) and the salary (CTC) is Rs.4, 80,000/- PA (per annum) all inclusive – vide page 13. The details of the remuneration is as follows,

Remuneration per month	in Rs
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. ENT	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10, 000 – 25% fixed)

Total payable per month	30,500

11. Performance linked bonus 75% is payable on every 3-6 months based on the recommendation of the consulting Architect.

The Performance linked bonus 75% for the completion period till March 2012 had already been paid to Shri.J.Ra.Jayakumar based on consulting Architect Shri.Ravi Nilakantan M/s.CARD as per terms.

M/s.CARD has recommended the performance linked bonus eligible for the clerk of work/koothambalam project, to Shri.J.Ra.Jayakumar for the completion period from April 2012 to November 2012, vide letter 23rd November 2012, vide page 142

Pyje
11/5/12

Office Note

January 5, 2013

Works Committee Meeting held on 3rd Jan. 2013 & 4th Jan.2013–Koothambalam – reg.

The works committee meeting under the Chairmanship of Sri.Ravi Gundu Rao was held on 3rd Jan. 2013 and 4th Jan.2013 in which, the Chairman, Works Committee advised the management of Kalakshetra Foundation, on the following issues:

1) Appointment of Clerk of works for Koothambalam

The Chairman apprehended that the appointment letter issued with respect to appointment of Clerk of works by itself was not in consonance with the appropriate procedures.

Following points.

- a) There is no application from the present incumbent Sri J.R. Jayakumar Clerks of works/Koothambalam intending to render his service on contract basis - therefore, an application addressed to The Director, Kalakshetra Foundation has to be obtained from him.
- b) The incumbent has not produced copies of testimonials mentioned in the Bio-data provided by M/s.CARD and the details have not been verified, the same has to be verified with originals. Set of Xerox copies may be obtained and kept in file.

After receipt of the above, a contract letter on limited period and renewal of limited contract if need be may be issued for the specific period –i.e 11 months (with all safeguards of legalities)may be issued with details of assignment work, scope of work etc,. The above may be complied forthwith.

In view of the above, a separate draft letter towards appointment of limited contract / renewal of limited contract to till date – (renewal limited contract every 11 months period) addressed to Mr.Jayakumar, incorporating the scope work will be submitted for kind perusal and approval

Submitted for kind perusal and records

J. Ramachandran
AO
5/11/13
[Signature]
CAO

DIRECTOR-IN-CHARGE

EO *[Signature]*

Subew But pt. link the actual clause in the Architects contract.

174

G:\ 2012-2013\V.Admin\2. Engineering\i.Plan\Koothambalam\ additions,
alteration& civil work.\COW.doc

January 9, 2013

Sub: Koothambalam – Additions, Alterations & Civil works in Kalakshetra Foundation – Clerk of works –
Remuneration for the month of ~~November~~ ^{December} 2012– Approval of – Reg.

Ref: i) Approval note dated 8.4.2010

P – 9

ii) Clerks of works – Appointment letter dated 17th June 2010.

P – 10 – 17

The consultant Architect Shri.Ravi Nilakantan, has appointed Shri.J.Ra.Jayakumar as Clerks of work for the above project, on behalf of Kalakshetra Foundation and his responsibilities and monthly remuneration have framed by the consultant, is Rs.30,500/- per month, Rs.7500 as performance bonus 25%.

Remuneration per month	in Rs.
1. Basic	11,000
2. HRA	6,000
3. Conveyance	2,500 (1000 + 1500)
4. Telephone charge	1,000
5. Refreshment	1,850
6. Medical	1,250
7. ENT	600
8. Sup. All	3,000
9. LTA	800
10. Performance linked bonus 25% fixed	2,500 (Rs.10,000 – 25% fixed)
Total payable per month	30,500
Payable for the month of November ^{December} 2012	-- 30,500.00
Deduction Income tax 10%	-- 3,050.00 (-)
Payable	----- 27,450.00

Meanwhile, the management requested Sri.J.Ra.Jayakumar to give the copy of his testimonials, certificates with originals to this office. After receipt of the above details. The payment may be passed to him. (A)

Submitted for approval please. (A)

AO
9.1.13
CAO

DIRECTOR in - charge

[Signature]

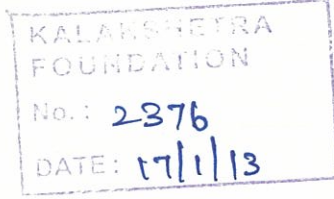
EO *[Signature]*

(175)

CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN

ARCHITECTURE ○ LANDSCAPE ○ INTERIORS

AD
C.A.S. Eng.
for K.A.
K.A.
17/1



Received on

Dt. 17/1/13

17.01.2013

To,
The Director-incharge,
Kalakshetra Foundation,
Thiruvanmiyur, Chennai,
Tamil Nadu 600041.

Sub: Bonus and Increment payments to Sri.Jayakumar(cow) along with his
January 2013 salary.(Based on 2010 march app.order)

Dear Sir,

Sri.Jayakumar has been appointed from march 25th 2010.

Along with his January 2013 salary his performance linked bonus for months October
2012 to Dec 2012 may be released.

Annual increment 5% annually.

Performance linked bonus per month is Rs.10,000(25% paid monthly)

To Pay 75% of 10,000 X 3 months Rs.22500.00

Annual increment for Apr-2011 to Mar2012- Rs.2000 X 12=Rs.24000.00

Annual increment for April-2012 to Dec2012-Rs.2100 X 9 =Rs.18900.00

Total Payment upto Dec 2012 Rs.65400.00

Regards,

Ravi Nilakantan
Ravi Nilakantan

176

To.

Mr. Srinivasan.
Mrs. Kalakshetra Foundation
Chennai - 41.

Subi: Reg. leave.

Dear Mr. Srinivasan;

My uncle expired today's night
I am not able to attend the meeting. ~~Today~~ -
~~The~~ This is for your information.

Thanks. Sreyas.

(D. R. Sreyas)

Place: Ch. 41.

Date: 23/01/2013.

M. Sreyas

SECURITY Dept.
KALAKSHETRA FOUNDATION
THIRUVANMIYUR,
CHENNAI 600 041

23/01/13

So
Recd through
Security Agency

25/1/13

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22nd November 2011

To

Mr.Srinivasan,
M/s.Kalakshetra foundation,
Thiruvanmiyur,Chennai-41.

Sub:Jayakumar's increment and Performance bonus from april 2011.

Dear Mr. Srinivasan,

This is to get your notice that shri.Jayakumar has not got his increment from april -2011.

His increment will be 5% annually.

Will appreciate the increment and performance bonus be provided to him at the earliest.

Thanking you,
Yours sincerely,

Ravi Nilakantan
Ravi Nilakantan

NO print
in Appointm
letter -

(78)

M/s Kalakshetra Foundation - Koothambalam Theatre Complex

12.03.2012

Vendor Payments received upto 1st March 2013

Sl.No	VENDOR	Description	Tender works- Additions, Alterations and Civil works	Tender works- Roof insulation works	Non Tender Works	AMOUNT	Remark
1.00		Work Done value as on 9th R.A.Bill certified	14,105,756.00	2,798,452.00	7,293,130.00	24,197,338.00	
2.00	Ms. Chennai Engineers	Payment withheld			831,352.00		wood extra rate. advised vendor to prepare bill for payment
Ms. Chennai Engineers are advised to prepare 10th RA bill and claim the Wood rate.							
Other Vendors - Ms. Unimech, Ms. Kevin Electricals & Ms. Cauvery Agro have communicated, that all their certified bills are paid by client.							

With Regards,

Ravi Niilakantan

Ravi Niilakantan



17/03

CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN

ARCHITECTURE ○ LANDSCAPE ○ INTERIORS

10)

Sri. Ramachandran,

So
19.3.12

17th March 2012

AO, Kalakshetra Foundation,

Thiruvanmiyur,

Chennai -600041.

Ref : Koothambalam - Additions, alterations and Civil works.

Sub : Payments pending March 2011. Your email dt.10.03.12.

Dear Sri. Ramachandran,

With reference to the above, find the statements. A soft copy is also mailed for reference.

M/s Kalakshetra Foundation -Koothambalam Theatre Complex						12.03.2012
Consulting Architect's Payments						
Sl.No	Architect	Description	Bill Amount	Received Amount 17.12.12	Balance	Remark
1.00	Ms. Card	Professional bill Claimed - 4th RA Bill - 19.10.12.	1,289,760.00	358,992.00	930,768.00	Sri. Srinivasan pointed out that the estimates are to be approved by Director and hence bill is pending payment. Sri. PTK suggested to Sri. Srinivasan that payments should be made on the estimated cost.

M/s Kalakshetra Foundation -Koothambalam Theatre Complex						12.03.2012
Mr. Jeyakumar COW Payments payable upto 31st March 2012						
Sl.No	C O W	Description	Consolidated salary /annum during appointment	Increment per year	Payable from April 2011 to March 2012	Remark
1	Sri. Jeyakumar	COW was appointed in March 25th '2010 at a consolidated salary of Rs.4.8lacs/annum. After completing one year in March 2011, a 5% incremeant was approved by the architects Ms. Card. This regularisation is not effected by the client. Hence payment pending.	4,80,000.00	5%	24,000.00	To be regularised

rai

(A)

(180)

95

19th Dec. 2011.

TO WHOM IT MAY CONCERN

Shri. J.Ra. Jayakumar was appointed as Clerk of Works w.e.f 25th ^{mar.} Feb. 2010 for Ms. Kalakshetra Foundation.

At the time of appointment his contract was fixed for one year.

The services of COW need to be extended beyond March-2011

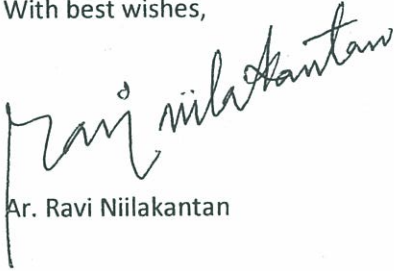
In line with the contract for restoration of the Koothambalam , his contract may be extended, since the restoration contract is extended.

It is requested that Shri.J.Ra.Jayakumar may be reappointed as cow from april-2011 to march-2012 (Extendable on a yearly basis with a FIVE PERCENT (5%) increment.

His salary from April-2011 to March - 2012 will be Rs.5,04,000/year (ie. Rs.42000/month).

His duties and functions will be as per-the LOA.

With best wishes,


Ar. Ravi Nilakantan

Recd on
26.12.2011.

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Centre for Architectural Research & Design

The contractor shall forthwith comply with and duly execute any work comprised in such Architect's Instructions provided always that verbal instructions, directions and explanations given to the contractor or his representative upon the works by the Architect shall, if involving a variation be confirmed in writing by the contractor within further seven days by the Architect shall be deemed to be Architect's Instructions within the scope of the contract.

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thereto as certified by the Architect shall be borne by the contractor or may be deducted by the Owner from any money due or that may be due to the contractor.

- (5) The Architect shall have full powers to require removal of any or all the materials brought by the contractor which are not in accordance with the contract specifications or do not conform in character or quality to the samples approved by him. In case of default on the part of the contractor in removing rejected materials the Architect shall be at liberty to have these removed by other agency. The Architect shall have full powers to require other proper materials to be substituted for rejected materials in the event of the contractor refusing to comply he may cause the same to be supplied by other agency which may attend upon such removal and/or substitution and such cost shall be borne by the contractor.
- (6) All the works embracing more than one process shall be subject to examination and approval at each state thereof and the contractor shall give the notice to the Architect or his authorised representative when each state is ready. In case of default of such notice the Architect shall be entitled to apprise the quality and extent thereof.
- (7) The contractor shall carry out and complete the said work in every respect in accordance with the contract and with the directions of and to the satisfaction of the Architect. The Architect may in his absolute discretion and from time to time issue further drawings and/or written instructions, details, directions and explanations which are hereafter collectively referred to as "Architect's Instructions" in regard to -
 - (a) The variation of modification of the design, quantity or quality of works or the addition or omission or substitution of any work.
 - (b) Any discrepancy in the drawings or between the Schedule of Quantities and/or drawings and/or Specifications.
 - (c) The removal from the site of any works executed by the contractor, and the substitution of any other material thereof.
 - (d) The removal and/or reexecution of any works executed by the contractor.
 - (e) The dismissal from the works of any person/s employed thereupon.
 - (f) The opening up for inspection of any work covered up.
 - (g) The amending and making good of any defects.

Instructions issued to the contractors under (a) and (b) shall be considered as expected matters.

V. DUTIES OF ARCHITECT/CLERK OF WORKS

- (1) The term "COW" shall mean the person appointed by Architect/Owner and acting under the order of the Architect/owner to inspect the works in the absence of the Architect. The COW may be assisted by junior engineers who will be called junior representatives of the COW and the contractor shall afford them every facility and assistance for inspecting the works and materials and for checking and measuring the work done and materials. Neither the COW or junior engineers shall have power to revoke, alter, enlarge or relax any requirement of the contract or to sanction any additions, alterations, deviations, omissions or any extra work whatsoever, except in so far as such authority may be specially confirmed by written order of the Architect.
- (2) The COW or his representative shall have power to give notice on behalf of the Architect/his representative of non-approval of any work or material and such work shall be suspended or the use of such materials shall be discontinued until the decision of the Architect is obtained. The work will from time to time be examined by the Architect, the COW or other representatives, but such examination shall not in any way exonerate the contractor from the obligations to remedy any defects which may be found to exist at any stages of the work or after the same is completed. Subject to the limitation of this clause the contractor shall take instructions only from the Architect.

The Architect and his representatives shall at all reasonable time have free access to the work and/or to the workshop, factories or other places where materials are lying or from where they are being obtained and the contractor shall give every facility to the Architect/his representatives necessary for inspection and examination and test of materials.

- (3) The contractor shall give not less than seven days notice in writing to the Architect or his representative Incharge before work is covered up or otherwise placing beyond the reach of the measurement and work shall not be covered up by the contractor with the consent in writing of the Architect or his subordinate incharge of the works and the same shall be uncovered at the contractor expense in case the procedure is not followed or any default thereof. No payment or allowance shall be made for such work or the materials with which the same was executed.
- (4) The Architect shall during the progress of the work have power to order in writing from time to time the removal from the work within such reasonable time as may be specified in the order or any materials which in the opinion of the Architect are not in accordance with the specifications or in the instructions of the Architect and the contractor shall forthwith carry out such at his own cost. In case of default on the part of the contractor to carry out such order the Owner with the concurrence of the Architect shall have the power to employ and pay other persons to carry out the same and all expenses consequent thereon or incidental

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CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE O LANDSCAPE O INTERIORS

the Employee's employment hereunder, howsoever arising, the Employee shall surrender to the Employer all such files, customer records, lists, books, records, literature, products, software, work products, and any copies thereof and all other property belonging to the Employer.

Other employment

The Employee must devote the whole of his/her time, attention and abilities during his/her hours of work to his/her duties for the Employer. The employee may not, under any circumstance, whether directly or indirectly, undertake any other duties during his/her hours of work under this employment.

The Employee may not, without the prior written consent of the Employer (which will not be unreasonably withheld) outside his/her hours of work with the Employer work for, advise or in any other way assist, whether directly or indirectly, any business or employment which is similar to or in any way connected or in competition with the business of Employer or which could or might reasonably be considered to impair the Employee's ability to act all times in the best interests of the Employer.

Termination of employment

During the Employee's probationary period, this employment may be terminated by either party giving one week's notice to the other.

After the Employee's probationary period:

- the Employee shall give the Employer [8 Number of weeks or 2 months] notice of his/her intention to terminate this employment and
- the Employee's entitlement to notice from the Employer shall be the greater of one week for each complete year of continuous employment (subject to a maximum of twelve weeks)

All notices of termination shall be given in writing.

The periods of notice set out in this Clause may by consent be varied having regard to the circumstances of the case and to what is reasonable.

The Employer may, at its option, pay salary in lieu of notice but nothing in these terms and conditions of employment shall prevent the Employer from terminating the Employee's employment without notice or payment in lieu in appropriate circumstances.

During any period of notice of termination (whether given by the Employee or by the Employer) the Employer may require the Employee not to attend his/her place of work for the duration or part of the notice period and/or may at its discretion relieve the Employee of some or all of his/her contractual duties during that period. During the period of notice, the Employee will remain an employee of the Employer and remain bound by these terms and conditions. This will not affect the Employee's entitlement to receive basic salary, together with a payment that reflects the value of all contractual benefits that would have been due to the Employee during the period of notice.

General

The Employer reserves the right to vary the terms of employment contained in this Agreement. The Employer will notify the Employee in writing within one month of such variation. This statement replaces all of the Employee's previous terms and conditions of employment with the Employer.

You are requested to give your consent and confirm your joining date as the Feb.25th 2010 or earlier.

Ravi Nilakantan
All the best.

Ravi Nilakantan

10 A, 1st Street, Dhanalakshmi colony, Vadapalani, Chennai - 600026. Tamil nadu. I N D I A
Tel. + 91 44 23623972, + 91 44 23622433
Email : card@vsnl.com

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*Appointment letter
of Sri Jayakumar
con. Raj*

13

CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE O LANDSCAPE O INTERIORS

11.03.2010.

Dear Jayakumar,

Congratulations! We are pleased to confirm your appointment as Architects' Project Engineer. (Clerk of works). You will initially report to our office at 9AM. Probation period will be 6 months from the date of joining. We propose to confirm your appointment on the following terms. A formal agreement will be sent to you shortly.

Brief Job Description

- Your job involves managing the site on behalf of the architect including quality control,
- coordination,
- site meetings,
- site records,
- cad drawing inputs,
- project management etc., for speedy and quality construction.

You will maintain weekly record and do your duties to expectation.

Location

Initial Posting At CHENNAI. You may be transferred to other sites as per requirement

Hours of Work

Normal hours of work are 8.45am to 6.15pm from Monday to Saturday. As you will be in charge of a project, it may be necessary at times to work on normal Holidays and for extended hours.

Remuneration

Your salary (CTC) will be Rs.4, 80,000/ PA all inclusive. [ie. Basic 11,000, HRA6000, Convy.1500+1000, Tel.1000, Refreshments1850, Medical1250, Ent.600, sup.All.3000, LTA 800,performance linked bonus 10,000.00 (25% fixed 75% payable every 3-6 months)per month and yearly bonus24000]. Applicable Income taxes and statutory deductions like PF, ESIC will be made on the above.

Leave(s)

As per our leave rules.

Confidentiality

The Employee may not either during or at any time after the termination of his/her employment with the Employer disclose to anyone other than in the proper course of his/her employment, any information of a confidential nature relating to the Employer, the Employer's customers or suppliers and shall further not use any such information in a manner which may either directly or indirectly cause loss to the Employer. Confidential information includes (but is not limited to) financial information, commercial information, technical information, sales and marketing information and trade secrets. All drawings and related information are confidential.

Property

The Employee acknowledges that all files, customer records, lists, books, records, literature, software, products and work products developed by the Employee in the course of his/her employment with the Employer, and other materials owned by the Employer or used by the Employer in connection with the conduct of business by the Employer shall at all times remain the sole property of the Employer, and the Employee agrees that upon request and upon termination of

10 A, 1st Street, Dhanalakshmi colony, Vadapalani, Chennai – 600026. Tamil nadu . I N D I A
Tel. + 91 44 23623972, + 91 44 23622433
Email : card@vsnl.com

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8th April 2010.

Smt. Leela Samson,
Director,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai - 600041

Sub : Appointment of Clerk of Works – Re-development of Kalakshetra Campus.

Dear Smt. Leela Samson,

On behalf of Kalakshetra Foundation, we are appointing Sri.Jayakumar as Construction Manager for the redevelopment of Kalakshetra campus at Rs. 40,000/ per month.

?

His resume, letter of appointment and responsibilities are enclosed for your record and file.

We request your approval and monthly reimbursement.

Regards,

Ravi niilakantan

Ravi niilakantan

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CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN

ARCHITECTURE ○ LANDSCAPE ○ INTERIORS

AD
C.A.S. Eng.
B.T. K.A.
Ravi
17/1/13

2376
17/1/13

Received on

17/1/13

17.01.2013

To,
The Director-incharge,
Kalakshetra Foundation,
Thiruvanmiyur, Chennai,
Tamil Nadu 600041.

Sub: Bonus and Increment payments to Sri.Jayakumar(cow) along with his
January 2013 salary.(Based on 2010 march app.order)

Dear Sir,

Sri.Jayakumar has been appointed from march 25th 2010.

Along with his January 2013 salary his performance linked bonus for months October
2012 to Dec'2012 may be released.

Annual increment ^{Ravi} 5% annually.

Performance linked bonus per month is Rs.10,000(25% paid monthly)

To Pay 75% of 10,000 X 3 months Rs.22500.00

Annual increment for Apr-2011 to Mar2012- Rs.2000 X 12=Rs.24000.00

Annual increment for April-2012 to Dec2012-Rs.2100 X 9 =Rs.18900.00

Total Payment upto Dec 2012 Rs.65400.00

Regards,

Ravi Nilakantan
Ravi Nilakantan

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Centre for Architectural Research & Design

The contractor shall forthwith comply with and duly execute any work comprised in such Architect's Instructions provided always that verbal instructions, directions and explanations given to the contractor or his representative upon the works by the Architect shall, if involving a variation be confirmed in writing by the contractor within further seven days by the Architect shall be deemed to be Architect's Instructions within the scope of the contract.

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Centre for Architectural Research & Design

V. DUTIES OF ARCHITECT/CLERK OF WORKS

- (1) The term "COW" shall mean the person appointed by Architect/Owner and acting under the order of the Architect/owner to inspect the works in the absence of the Architect. The COW may be assisted by junior engineers who will be called junior representatives of the COW and the contractor shall afford them every facility and assistance for inspecting the works and materials and for checking and measuring the work done and materials. Neither the COW or junior engineers shall have power to revoke, alter, enlarge or relax any requirement of the contract or to sanction any additions, alterations, deviations, omissions or any extra work whatsoever, except in so far as such authority may be specially confirmed by written order of the Architect.
- (2) The COW or his representative shall have power to give notice on behalf of the Architect/his representative of non-approval of any work or material and such work shall be suspended or the use of such materials shall be discontinued until the decision of the Architect is obtained. The work will from time to time be examined by the Architect, the COW or other representatives, but such examination shall not in any way exonerate the contractor from the obligations to remedy any defects which may be found to exist at any stages of the work or after the same is completed. Subject to the limitation of this clause the contractor shall take instructions only from the Architect.

The Architect and his representatives shall at all reasonable time have free access to the work and/or to the workshop, factories or other places where materials are lying or from where they are being obtained and the contractor shall give every facility to the Architect/his representatives necessary for inspection and examination and test of materials.

- (3) The contractor shall give not less than seven days notice in writing to the Architect or his representative Incharge before work is covered up or otherwise placing beyond the reach of the measurement and work shall not be covered up by the contractor with the consent in writing of the Architect or his subordinate incharge of the works and the same shall be uncovered at the contractor expense in case the procedure is not followed or any default thereof. No payment or allowance shall be made for such work or the materials with which the same was executed.
- (4) The Architect shall during the progress of the work have power to order in writing from time to time the removal from the work within such reasonable time as may be specified in the order or any materials which in the opinion of the Architect are not in accordance with the specifications or in the instructions of the Architect and the contractor shall forthwith carry out such at his own cost. In case of default on the part of the contractor to carry out such order the Owner with the concurrence of the Architect shall have the power to employ and pay other persons to carry out the same and all expenses consequent thereon or incidental



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Centre for Architectural Research & Design

thereto as certified by the Architect shall be borne by the contractor or may be deducted by the Owner from any money due or that may be due to the contractor.

- (5) The Architect shall have full powers to require removal of any or all the materials brought by the contractor which are not in accordance with the contract specifications or do not conform in character or quality to the samples approved by him. In case of default on the part of the contractor in removing rejected materials the Architect shall be at liberty to have these removed by other agency. The Architect shall have full powers to require other proper materials to be substituted for rejected materials in the event of the contractor refusing to comply he may cause the same to be supplied by other agency which may attend upon such removal and/or substitution and such cost shall be borne by the contractor.
- (6) All the works embracing more than one process shall be subject to examination and approval at each state thereof and the contractor shall give the notice to the Architect or his authorised representative when each state is ready. In case of default of such notice the Architect shall be entitled to apprise the quality and extent thereof.
- (7) The contractor shall carry out and complete the said work in every respect in accordance with the contract and with the directions of and to the satisfaction of the Architect. The Architect may in his absolute discretion and from time to time issue further drawings and/or written instructions, details, directions and explanations which are hereafter collectively referred to as "Architect's Instructions" in regard to -
 - (a) The variation or modification of the design, quantity or quality of works or the addition or omission or substitution of any work.
 - (b) Any discrepancy in the drawings or between the Schedule of Quantities and/or drawings and/or Specifications.
 - (c) The removal from the site of any works executed by the contractor, and the substitution of any other material thereof.
 - (d) The removal and/or reexecution of any works executed by the contractor.
 - (e) The dismissal from the works of any person/s employed thereupon.
 - (f) The opening up for inspection of any work covered up.
 - (g) The amending and making good of any defects.

Instructions issued to the contractors under (a) and (b) shall be considered as expected matters.

4

CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE O LANDSCAPE O INTERIORS

the Employee's employment hereunder, howsoever arising, the Employee shall surrender to the Employer all such files, customer records, lists, books, records, literature, products, software, work products, and any copies thereof and all other property belonging to the Employer.

Other employment

The Employee must devote the whole of his/her time, attention and abilities during his/her hours of work to his/her duties for the Employer. The employee may not, under any circumstance, whether directly or indirectly, undertake any other duties during his/her hours of work under this employment.

The Employee may not, without the prior written consent of the Employer (which will not be unreasonably withheld) outside his/her hours of work with the Employer work for, advise or in any other way assist, whether directly or indirectly, any business or employment which is similar to or in any way connected or in competition with the business of Employer or which could or might reasonably be considered to impair the Employee's ability to act all times in the best interests of the Employer.

Termination of employment

During the Employee's probationary period, this employment may be terminated by either party giving one week's notice to the other.

After the Employee's probationary period:

- the Employee shall give the Employer [8 Number of weeks or 2 months] notice of his/her intention to terminate this employment and
- the Employee's entitlement to notice from the Employer shall be the greater of one week for each complete year of continuous employment (subject to a maximum of twelve weeks)

All notices of termination shall be given in writing.

The periods of notice set out in this Clause may by consent be varied having regard to the circumstances of the case and to what is reasonable.

The Employer may, at its option, pay salary in lieu of notice but nothing in these terms and conditions of employment shall prevent the Employer from terminating the Employee's employment without notice or payment in lieu in appropriate circumstances.

During any period of notice of termination (whether given by the Employee or by the Employer) the Employer may require the Employee not to attend his/her place of work for the duration or part of the notice period and/or may at its discretion relieve the Employee of some or all of his/her contractual duties during that period. During the period of notice, the Employee will remain an employee of the Employer and remain bound by these terms and conditions. This will not affect the Employee's entitlement to receive basic salary, together with a payment that reflects the value of all contractual benefits that would have been due to the Employee during the period of notice.

General

The Employer reserves the right to vary the terms of employment contained in this Agreement. The Employer will notify the Employee in writing within one month of such variation. This statement replaces all of the Employee's previous terms and conditions of employment with the Employer.

You are requested to give your consent and confirm your joining date as the Feb.25th 2010 or earlier.

All the best.
Ravi Niilakantan

10 A, 1st Street, Dhanalakshmi colony, Vadapalani, Chennai – 600026. Tamil nadu . I N D I A
Tel. + 91 44 23623972, + 91 44 23622433
Email.: card@vsnl.com

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CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN
ARCHITECTURE O LANDSCAPE O INTERIORS

11.03.2010.

Dear Jayakumar, ✓

Congratulations! We are pleased to confirm your appointment as Architects' Project Engineer. (Clerk of works). You will initially report to our office at 9AM. Probation period will be 6 months from the date of joining. We propose to confirm your appointment on the following terms. A formal agreement will be sent to you shortly.

Brief Job Description

- Your job involves managing the site on behalf of the architect including quality control,
- coordination,
- site meetings,
- site records,
- cad drawing inputs,
- project management etc., for speedy and quality construction.

You will maintain weekly record and do your duties to expectation.

Location

Initial Posting At CHENNAI. You may be transferred to other sites as per requirement

Hours of Work

Normal hours of work are 8.45am to 6.15pm from Monday to Saturday.

As you will be in charge of a project, it may be necessary at times to work on normal Holidays and for extended hours.

Remuneration

Your salary (CTC) will be Rs.4, 80,000/ PA all inclusive. [ie. Basic 11,000, HRA6000, Convy.1500+1000, Tel.1000, Refreshments1850, Medical1250, Ent.600, sup.All.3000, LTA 800, performance linked bonus 10,000.00 (25% fixed 75% payable every 3-6 months)per month and yearly bonus24000]. Applicable Income taxes and statutory deductions like PF, ESIC will be made on the above.

Leave(s)

As per our leave rules.

Confidentiality

The Employee may not either during or at any time after the termination of his/her employment with the Employer disclose to anyone other than in the proper course of his/her employment, any information of a confidential nature relating to the Employer, the Employer's customers or suppliers and shall further not use any such information in a manner which may either directly or indirectly cause loss to the Employer. Confidential information includes (but is not limited to) financial information, commercial information, technical information, sales and marketing information and trade secrets. All drawings and related information are confidential.

Property

The Employee acknowledges that all files, customer records, lists, books, records, literature, software, products and work products developed by the Employee in the course of his/her employment with the Employer, and other materials owned by the Employer or used by the Employer in connection with the conduct of business by the Employer shall at all times remain the sole property of the Employer, and the Employee agrees that upon request and upon termination of

10 A, 1st Street, Dhanalakshmi colony, Vadapalani, Chennai – 600026. Tamil nadu . I N D I A
Tel. + 91 44 23623972, + 91 44 23622433 Email : card@vsnl.com

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O. Copies and certification of rate analysis obtained from the Contractor and M/s. CARD for the non tendered items executed at the Koothambalam site for civil, electrical and HVAC and slab cooling work –contract wise, item wise and location wise may please be submitted.

P. The documentation or photographs for the koothambalam work since inception of work to till date under civil, electrical, hvac, slab cooling , stage lighting works may please be submitted to the kalakshetra Foundation.

Q. Details of approval obtained from the Architect since inception of work to till date executing the non tendered items and rate analysis of same under civil, electrical, HVAC and slab cooling work contract wise, item wise and location wise may please be submitted.

R. Weekly site meeting details in hard copy since inception of work to till date

S. The details of the furniture, equipments and tools provided by the kalakshetra foundation for the site office on your request.

T. The details of material at site account with regard to civil, electrical, hvac and slab cooling work in the koothambalam may please be furnished contract wise, item wise and location wise.

U. The details of balance works (Tender items / Scheduled items) yet to be done with regard to civil contract, electrical contract, HVAC contract and slab cooling contract details.

V. The details of revised schedule of quantity with regard to civil, HVAC, electrical and slab cooling contract wise, item wise and location wise may please be furnished.

W. The report and details of balance works (Non tendered items) yet to be completed with regard to civil, electrical, HVAC and slab cooling work with proper justification of quantity / rate for each items contract wise, item wise and location wise may please be submitted.

X. All the working sheets prepared by you during the progress of work, for bill preparation, materials requirements, site measurements in hard or soft copy details for civil, electrical, HVAC and slab cooling and related works for the koothambalam work, contract wise ,item wise and location wise may please be submitted.

y) What is the work completed and yet to be billed contract wise, item wise and location wise may please be furnished immediately.

Regarding your comment on the Engineer Officer, the same is fraught with deleterious intention and there is no question of insult meted out to you while you are in the project nor domination by E.O. who is driven by duty conscious rather than personal gains. Therefore, you should set right your house in order before making comments on others.

Throughout your assignment in the said project, we have observed you were always lethargic in your duty.

Now, you might have understood the gravity of the situation that you alone are responsible for all the consequences arised thereof. Hope, good sense would prevail upon you.

--

Thanks & Regards,

V.Srinivasan
Kalakshetra Foundation

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H.The details of "Architect instructions" carried out by the contractors/ vendors civil, electrical , HVAC and slab cooling work since inception of wok to till date with regard to the following:

- 1.The variation of modification of design, quantity or quality of works or the addition or omission or substitution of any work
- 2.any discrepancy in the drawings or between the schedule of quantities and or drawings and specifications
- 3.The removal from the site of any works executed by the contractor and substitution of any other materials thereof
- 4.The removal and / or re execution of any works executed by the contractor
- 5.The dismissal from the works of any persons/s employed thereupon
- 6.The opening up for inspection of any work covered up
- 7.The amending and making good of any defects

I.The details of the register maintained in the site office for the koothambalam work contract wise, item wise and location wise since inception of wok to till date may please be furnished

- 1.Materials receipt (In coming materials list) for civil, electrical , HVAC and slab cooling work and other related works for the koothambalam
- 2.Register for Dismantled items received from the koothambalam site before undertaking the work
- 3.Outgoing materials register for civil, electrical, HVAC and slab cooling work for the koothambalam
- 4.Bill register for civil, electrical, HVAC and slab cooling work and other related works
- 5.Payment register made to the contractor for the koothambalam work civil, electrical, hvac and slab cooling work.
- 6.Material advance and adjustment register and Mobilization advance and adjustment register.
- 7.EMD register, security deposit register and Retention amount register for the koothambalam venders / contractors

J.The details of inspection and examination and test of materials (test report) for the civil, electrical, HVAC and slab cooling work for the koothambalam since inception of wok to till date, contract wise, item wise and location wise may please be submitted.

K.The details of the expenditure statement for the koothambalam as on date with regard to civil, electrical, HVAC and slab cooling and other related work since inception of wok to till date .

L.The list of bill copies submitted by vendors with regard to the civil, electrical, HVAC and slab cooling work contractors and paid details with contract wise, item wise, and location wise may please be submitted

M.Clients / kalakshetra Foundation approval and correspondence in writing details related to civil, HVAC, electrical, sound, stage lighting and slab cooling work

N.Details of reports and incidents and your remarks submitted by you during the progress of work to M/s.CARD and kalakshetra foundation office

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Works kalakshetra < works@kalakshetra.in >

Koothambalam work - COW - Reg

Works kalakshetra < works@kalakshetra.in >

Sat, Feb 2, 2013 at 3:33 PM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Cc: AO Kalakshetra <ao@kalakshetra.in>, CAO Kalakshetra <cao@kalakshetra.in>, d dd <dd@kalakshetra.in>

Bcc: Ravi Niilakantan <card.chennai@gmail.com>, ravi <card@vsnl.com>

Dear Mr. Jayakumar

This has reference to your resignation letter addressed to the Director-in-charge, Kalakshetra Foundation, dated 28/1/2013 and noted the contents.

At the outset, I would like to inform you that your absenting of work on 23/1/2013,24/1/2013 and came late on 4/1/2013 not providing the information sought for the Works Committee meeting had created hardship to the management in conducting the meeting. This is not the first time you are absenting on important occasions and your non cooperation is highly objectionable.

Regarding, providing of information and data from your end, again and again we reiterated that your service was deficient in this regard and you are not obliging for the smooth functioning of the project. You are misquoting that you have complied as per tender information. This act of yours is tantamount to insubordination which cannot be countenanced. In spite of the above, you are misquoting that there is no work pending on your side. This is highly lethargic answer from your end and your statement that no work is happening at the site proves that you are ideal all the time gossiping in the campus.

Regarding salaries and payments payable to you, it is an admitted fact that such payment is directly attributable to your performance. You know about your performance for the past few months.

You suggested that there is no atmosphere of tandem with respect to your project and by this way you admitted that you are part of the problem and arrived at a conclusion that you want to resign. This is born out of your conviction and own volition. But before leaving the project, furnish all the documents / inforamtion / details furnished below without fail.

Site records:

- A.Detailed project report / Brief notes containing Civil works, electrical works, HVAC works , slab cooling work and other related works for the koothambalam
- B.Preliminary Estimate copies for the civil, electrical, HVAC work, slab cooling work on area basis with quantity (LBD details) justification and rate Justification
- C.Detailed estimate cost details for -civil, electrical, HVAC and slab cooling with (LBD details) justification of quantities and rate analysis before awarding the work
- D.All the conceptual drawings and working drawings for civil, electrical,HVAC, structural modified detailed drawings and slab cooling working drawings and other related drawings submitted by M/s.CARD before finalizing the work and during the execution.
- E.Awarded works - civil, electrical and HVAC - contractor/ vendors quoted rate in the tender for each item -justification.
- F.All the initial PERT chart details for completion works submitted by the vendors/ contractors before undertaken the work - and revisions thereof.
- G.The details pertaining to the koothambalam area before undertaken the koothambalam - i.e. soil testing, survey work, koothambalam initial layout / drawing copy since inception of wok to till date

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- S. The details of the furniture, equipments and tools provided by the kalakshetra foundation for the site office on your request.
- T. The details of material at site account with regard to civil, electrical, hvac and slab cooling work in the koothambalam may please be furnished contract wise, item wise and location wise.
- U. The details of balance works (Tender items / Scheduled items) yet to be done with regard to civil contract, electrical contract, HVAC contract and slab cooling contract details.
- V. The details of revised schedule of quantity with regard to civil, HVAC, electrical and slab cooling contract wise, item wise and location wise may please be furnished.
- W. The report and details of balance works (Non tendered items) yet to be completed with regard to civil, electrical, HVAC and slab cooling work with proper justification of quantity / rate for each items contract wise, item wise and location wise may please be submitted.
- X. All the working sheets prepared by you during the progress of work, for bill preparation, materials requirements, site measurements in hard or soft copy details for civil, electrical, HVAC and slab cooling and related works for the koothambalam work, contract wise ,item wise and location wise may please be submitted.
- y) What is the work completed and yet to be billed contract wise, item wise and location wise may please be furnished immediately.

This is issued for strict compliance for an urgent basis.

--

Thanks & Regards,

V.Srinivasan

Kalakshetra Foundation

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7. The amending and making good of any defects
- I. The details of the register maintained in the site office for the koothambalam work contract wise, item wise and location wise since inception of wok to till date may please be furnished
1. Materials receipt (In coming materials list) for civil, electrical , HVAC and slab cooling work and other related works for the koothambalam
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 3. Outgoing materials register for civil, electrical, HVAC and slab cooling work for the koothambalam
 4. Bill register for civil, electrical, HVAC and slab cooling work and other related works
 5. Payment register made to the contractor for the koothambalam work civil, electrical, hvac and slab cooling work.
 6. Material advance and adjustment register and Mobilization advance and adjustment register.
 7. EMD register, security deposit register and Retention amount register for the koothambalam venders / contractors
- J. The details of inspection and examination and test of materials (test report) for the civil, electrical, HVAC and slab cooling work for the koothambalam since inception of wok to till date, contract wise, item wise and location wise may please be submitted.
- K. The details of the expenditure statement for the koothambalam as on date with regard to civil, electrical, HVAC and slab cooling and other related work since inception of wok to till date .
- L. The list of bill copies submitted by vendors with regard to the civil, electrical, HVAC and slab cooling work contractors and paid details with contract wise, item wise, and location wise may please be submitted
- M. Clients / kalakshetra Foundation approval and correspondence in writing details related to civil, HVAC, electrical, sound, stage lighting and slab cooling work
- N. Details of reports and incidents and your remarks submitted by you during the progress of work to M/s.CARD and kalakshetra foundation office
- O. Copies and certification of rate analysis obtained from the Contractor and M/s.CARD for the non tendered items executed at the Koothambalam site for civil, electrical and HVAC and slab cooling work –contract wise, item wise and location wise may please be submitted.
- P. The documentation or photographs for the koothambalam work since inception of wok to till date under civil, electrical, hvac, slab cooling , stage lighting works may please be submitted to the kalakshetra Foundation.
- Q. Details of approval obtained from the Architect since inception of wok to till date executing the non tendered items and rate analysis of same under civil, electrical, HVAC and slab cooling work contract wise, item wise and location wise may please be submitted.
- R. Weekly site meeting details in hard copy since inception of wok to till date

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5. The dismissal from the works of any persons/s employed thereupon
 6. The opening up for inspection of any work covered up
 7. The amending and making good of any defects
- I. The details of the register maintained in the site office for the koothambalam work contract wise, item wise and location wise since inception of wok to till date may please be furnished
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 4. Bill register for civil, electrical, HVAC and slab cooling work and other related works
 5. Payment register made to the contractor for the koothambalam work civil, electrical, hvac and slab cooling work.
 6. Material advance and adjustment register and Mobilization advance and adjustment register.
 7. EMD register, security deposit register and Retention amount register for the koothambalam venders / contractors
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- K. The details of the expenditure statement for the koothambalam as on date with regard to civil, electrical, HVAC and slab cooling and other related work since inception of wok to till date .
- L. The list of bill copies submitted by vendors with regard to the civil, electrical, HVAC and slab cooling work contractors and paid details with contract wise, item wise, and location wise may please be submitted
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- O. Copies and certification of rate analysis obtained from the Contractor and M/s.CARD for the non tendered items executed at the Koothambalam site for civil, electrical and HVAC and slab cooling work –contract wise, item wise and location wise may please be submitted.
- P. The documentation or photographs for the koothambalam work since inception of wok to till date under civil, electrical, hvac, slab cooling , stage lighting works may please be submitted to the kalakshetra Foundation.

(201)



Works kalakshetra < works@kalakshetra.in >

koothambalam work - cow - reg

Works kalakshetra < works@kalakshetra.in >

Sat, Feb 2, 2013 at 2:58 PM

To: Saveheritage < saveheritage@gmail.com >, TM Krishna < tm.krishna@gmail.com >, d dd

< dd@kalakshetra.in >, CAO Kalakshetra < cao@kalakshetra.in >

Cc: AO Kalakshetra < ao@kalakshetra.in >

Please find given below, the letter of reply sent to Mr. J.Ra.Jayakumar / clerks of works in response to his resignation letter dated 28.1.2013

Mr. J.Ra.Jayakumar / clerks of works

Ref: your letter dated 28.1.2013 (Resignation)

Before processing any action on your letter as referred above, you are required to handover the following documents/ details/information related to the koothambalam project in kalakshetra Foundation to this office or Engineer officer at the earliest.

Site records:

- A. Detailed project report / Brief notes containing Civil works, electrical works, HVAC works , slab cooling work and other related works for the koothambalam
- B. Preliminary Estimate copies for the civil, electrical, HVAC work, slab cooling work on area basis with quantity (LBD details) justification and rate Justification
- C. Detailed estimate cost details for -civil, electrical, HVAC and slab cooling with (LBD details) justification of quantities and rate analysis before awarding the work
- D. All the conceptual drawings and working drawings for civil, electrical, HVAC, structural modified detailed drawings and slab cooling working drawings and other related drawings submitted by M/s.CARD before finalizing the work and during the execution.
- E. Awarded works - civil, electrical and HVAC - contractor/ vendors quoted rate in the tender for each item -justification.
- F. All the initial PERT chart details for completion works submitted by the vendors/ contractors before undertaken the work - and revisions thereof.
- G. The details pertaining to the koothambalam area before undertaken the koothambalam - i.e. soil testing, survey work, koothambalam initial layout / drawing copy since inception of wok to till date
- H. The details of "Architect instructions" carried out by the contractors/ vendors civil, electrical , HVAC and slab cooling work since inception of wok to till date with regard to the following:
 1. The variation of modification of design, quantity or quality of works or the addition or omission or substitution of any work
 2. any discrepancy in the drawings or between the schedule of quantities and or drawings and specifications
 3. The removal from the site of any works executed by the contractor and substitution of any other materials thereof
 4. The removal and / or re execution of any works executed by the contractor

ATTENDANCE ROLLS FOR THE

MONTH OF JANUARY 13

Sl. No.	NAME AND DESIGNATION	1	2	3	4	5	6	7	8	9	10	11	12	13	कीर्तित Remarks
	आना A S. J. Rajayakumar		अ	अ	अ	अ	अ	अ	अ	अ	अ	अ	अ	अ	
	जाता D COW		अ	अ	अ	अ	अ	अ	अ	अ	अ	अ	अ	अ	
	आना A														
	जाता D														
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Sl. No.	NAME AND DESIGNATION	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	कीर्तित Remarks
	आना A	प	प	प	प	प	प	प	प	प	प	प	प	प	प	प	प	प	प	
	जाता D	प	प	प	प	प	प	प	प	प	प	प	प	प	प	प	प	प	प	
	आना A																			
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handed over to client /kalakshetra foundation) and site papers and drawings which should be available and are with him.

On his request (shri.J.Ra.Jayakumar) we have provided the personal computer & printer with internet facility in the site office and proper furniture arrangement. This must be returned with proper handover programme to the kalakshetra foundation along with above said details under site records.

I have mentioned the list of emails that we have sent to Sri Jayakumar which I am sure you were aware of.

I hope you would prevail on Sri Jayakumar to ensure that the papers are handed over at once as work cannot be resumed on the premises until the necessary documents are handed over by Sri .J.Ra.Jayakumar.

It is also once again reiterated that as per the contract condition existence no increment is payable to Sri.J.Ra. Jayakumar.

Thanks & warm Regards,

V.Srinivasan
Kalakshetra Foundation

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- M.Clients / kalakshetra Foundation approval and correspondence in writing details related to civil, HVAC, electrical, sound, stage lighting and slab cooling work
- N.Details of reports and incidents and your remarks submitted by you during the progress of work to M/s.CARD and kalakshetra foundation office
- O.Copies and certification of rate analysis obtained from the Contractor and M/s.CARD for the non tendered items executed at the Koothambalam site for civil, electrical and HVAC and slab cooling work –contract wise, item wise and location wise may please be submitted.
- P.The documentation or photographs for the koothambalam work since inception of wok to till date under civil, electrical, hvac, slab cooling , stage lighting works may please be submitted to the kalakshetra Foundation.
- Q.Details of approval obtained from the Architect since inception of wok to till date executing the non tendered items and rate analysis of same under civil, electrical, HVAC and slab cooling work contract wise, item wise and location wise may please be submitted.
- R.Weekly site meeting details in hard copy since inception of wok to till date
- S.The details of the furniture, equipments and tools provided by the kalakshetra foundation for the site office on your request.
- T.The details of material at site accountwith regard to civil, electrical, hvac and slab cooling work in the koothambalam may please be furnished contract wise, item wise and location wise.
- U.The details of balance works (Tender items / Scheduled items)yet to be done with regard to civil contract, electrical contract, HVAC contract and slab cooling contract details.
- V.The details of revised schedule of quantity with regard to civil, HVAC, electrical and slab cooling contract wise, item wise and location wise may please be furnished.
- W.The report and details of balance works (Non tendered items) yet to be completed with regard to civil, electrical, HVAC and slab cooling work with proper justification of quantity / rate for each items contract wise, item wise and location wise may please be submitted.
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- y) What is the work completed and yet to be billed contract wise, item wise and location wise may please be furnished immediately.

This I am sure you will agree is one of the most unfair and unethical practices that any employee would commit during the culmination/termination of services. In as much as the fact that the employee was selected by M/s.CARD for carrying out the duties at Kalakshetra, it is not out of place for me to point out that the responsibility also rests with M/s.CARD to ensure that Mr.Jayakumar hand over all the above mentioned documents at the earliest to the Foundation.

Needless to add, whatever dues are to be settled would be done as soon as Mr.Jayakumar comes forth with detailed account and submission of all the documents to be maintained at site related to koothambalam project i e estimate copies with supporting papers, analysis of rate, justification of quantities, pre measured items, post measured items,dismantled materials register & accounts, approval obtained from the clients and architect approval , working sheets prepared for preparing and before certifying the every running bills, list of test conducted at site/ out side and result of test certificate, and site incidents, photographs taken during course of progress of workstage by stage (Shri.J.Ra.Jayakumar had taken the photos during the course of the execution with camera, but the photographs as documents or file (property belongs to the client /Kalakshetra foundation) and he must be

Des

G.The details pertaining to the koothambalam area before undertaken the koothambalam - i.e. soil testing, survey work, koothambalam initial layout / drawing copy since inception of wok to till date

H.The details of "Architect instructions" carried out by the contractors/ vendors civil, electrical , HVAC and slab cooling work since inception of wok to till date with regard to the following:

- 1.The variation of modification of design, quantity or quality of works or the addition or omission or substitution of any work
- 2.any discrepancy in the drawings or between the schedule of quantities and or drawings and specifications
- 3.The removal from the site of any works executed by the contractor and substitution of any other materials thereof
- 4.The removal and / or re execution of any works executed by the contractor
- 5.The dismissal from the works of any persons/s employed thereupon
- 6.The opening up for inspection of any work covered up
- 7.The amending and making good of any defects

I.The details of the register maintained in the site office for the koothambalam work contract wise, item wise and location wise since inception of wok to till date may please be furnished

- 1.Materials receipt (In coming materials list) for civil, electrical , HVAC and slab cooling work and other related works for the koothambalam
- 2.Register for Dismantled items received from the koothambalam site before undertaking the work
- 3.Outgoing materials register for civil, electrical, HVAC and slab cooling work for the koothambalam
- 4.Bill register for civil, electrical, HVAC and slab cooling work and other related works
- 5.Payment register made to the contractor for the koothambalam work civil, electrical, hvac and slab cooling work.
- 6.Material advance and adjustment register and Mobilization advance and adjustment register.
- 7.EMD register, security deposit register and Retention amount register for the koothambalam venders / contractors

J.The details of inspection and examination and test of materials (test report) for the civil, electrical, HVAC and slab cooling work for the koothambalam since inception of wok to till date, contract wise, item wise and location wise may please be submitted.

K.The details of the expenditure statement for the koothambalam as on date with regard to civil, electrical, HVAC and slab cooling and other related work since inception of wok to till date .

L.The list of bill copies submitted by vendors with regard to the civil, electrical, HVAC and slab cooling work contractors and paid details with contract wise, item wise, and location wise may please be submitted

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Works kalakshetra < works@kalakshetra.in >

Koothambalam work - cow - reg

Works kalakshetra < works@kalakshetra.in >

Wed, Mar 13, 2013 at 9:16 PM

To: ravi <card@vsnl.com>, Ravi Niilakantan <card.chennai@gmail.com>

Cc: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Bcc: Saveheritage <saveheritage@gmail.com>, TM Krishna <tm.krishna@gmail.com>, d dd <dd@kalakshetra.in>, CAO Kalakshetra <cao@kalakshetra.in>

Dear Sri. Ravi Niilakantan

You may be well aware that Sri Jayakumar's services were not terminated abruptly by Kalakshetra Foundation. There were umpteen instances of complete insubordination and willful dereliction of duty on the part of Sri Jayakumar apart from displaying complete unwillingness to take any instruction given by the Foundation, though he was appointed exclusively to look after the construction work of the Koothambalam in the Foundation. His un-cooperative behavior was brought to your notice many times orally and vide email dated Jan 24 - 2013, Jan 23 - 2013, Jan 22 - 2013, Jan 17 - 2013, Jan 11 - 2013, Feb 2 - 2013 and Nov 1-2012 . Further as you are very well aware the CAG audit had specifically pointed out its objection to the continuation of Sri J.Ra.Jayakumar on the rolls especially since the work at Kalakshetra at the Bharata Kalakshetra premises (koothambalam) was not going on and to also clarify and set the records straight, the termination of Sri Jayakumar was not done by Kalakshetra but was done by M/s. CARD to whom we had recommended the termination due to the above mentioned reasons. It may also be pertinent to remember that you had also indicated in your email dated Jan 29, 2013 that the services of Sri.J.Ra.Jayakumar could be terminated and you had no objection on that score.

You will appreciate and agree that one of the most prevalent practices in any business environment is that an employee while relinquishing charge on resignation or termination of services must hand over all relevant final document papers, drawings, etc. that are officially assigned to him for possession or were part of his possession during official discharge of duties. In the case of shri.J.Ra.Jayakumar he was having the following documents in his custody which despite our repeated emails he refused to hand over to the undersigned.

Under Site records:

- A.Detailed project report / Brief notes containing Civil works, electrical works, HVAC works , slab cooling work and other related works for the koothambalam
- B.Preliminary Estimate copies for the civil, electrical, HVAC work, slab cooling work on area basis with quantity (LBD details) justification and rate Justification
- C.Detailed estimate cost details for -civil, electrical, HVAC and slab cooling with (LBD details) justification of quantities and rate analysis before awarding the work
- D.All the conceptual drawings and working drawings for civil, electrical,HVAC, structural modified detailed drawings and slab cooling working drawings and other related drawings submitted by M/s.CARD before finalizing the work and during the execution.
- E.Awarded works - civil, electrical and HVAC - contractor/ vendors quoted rate in the tender for each item -justification.
- F.All the initial PERT chart details for completion works submitted by the vendors/ contractors before undertaken the work - and revisions thereof.



CENTRE FOR ARCHITECTURAL RESEARCH & DESIGN

ARCHITECTURE ○ LANDSCAPE ○ INTERIORS

C. P. Aravindan
Ravi

Received on

Dt. 21/1/13

19.01.2013

KALAKSHETRA
FOUNDATION
No.: 2387
DATE: 22/1/13

To,
The Director-incharge,
Kalakshetra Foundation,
Thiruvanmiyur, Chennai,
Tamil Nadu 600041.

Sub: Bonus and Increment payments to Sri.Jayakumar(cow) along with his
January 2013 salary.(Based on 2010 march app.order)

Dear Sir,

Sri.Jayakumar has been appointed from march 25th 2010.

Along with his January 2013 salary his performance linked bonus for months October
2012 to Dec'2012 may be released.

Annual increment 5 % annually

Performance linked bonus per month is Rs.10,000(25% paid monthly)

To Pay 75% of 10,000 X 3 months Rs.22500.00

Annual increment for Apr-2011to Mar2012- Rs.2000 X 12=Rs.24000.00
(Rs.40000 X 5%=Rs.2000.00) salary –Rs.42000.00

Annual increment for April-2012 to Dec2012-Rs.4100 X 9 =Rs.36900.00
(Rs.42000 X 5%=Rs.2100.00) Salary –Rs.44100 00

Total Payment upto Dec 2012 Rs.83400.00

Regards,

Ravi Nilakantan
Ravi Nilakantan

*Earlier letter dt. 17.01.13
may be condoned, since
values are incorrect.*
Ravi

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Sl.no	Extra works item no.	Tender qty	Tender item no	Description of work	No	Qty	Unit	Rate	Amount	Remark
17	5.00			Dismantling the Existing name stone on handing over to the client	2.00	2.00	Nos	500.00	1000.00	
				Name stones -At green room rear side	4.00	4.00	Nos			
18	6.00			Clearing and Carting away the Debris(Tipper vehicle)	114.00	114.00	Loads	1200.00	136800.00	
19	6.10			Clearing and Carting away the Debris	34.00	34.00	Loads	600.00	20400.00	
20				Removal of R,c.c.Jalli at North side	32	32.00	Nos			
21				Removal and Handing over of name stones.	4	4.00	Nos			
22				Removal of Sintex tank at Green room area.	1	1.00	No			
23				Removal of Glipipes at Stage area	891.00	891.00	Rmts			
24				Steel ladder at Stage area.	2	2.00	Nos			
25				Removal of Washbasin	7	7.00	Nos			
26				Removal of Ewc	2	2.00	Nos			
27				Removal of Flush tank	5	5.00	Nos			
28				Removal of 150mm dia Pvc pipe	6	6.10	Rmts			
29				Removal and handing over of Wooden Pillaiyar statue	1	1.00	No			
30				Removal and Handing over of Ayrvatham(3 nos Handed over to Mr.Sukanth-Art gallery area)	8	8.00	Nos			
31				Removal and Handing over of Calling bell(old)	1	1.00	Nos			
32				Wood display board	3	3.00	Nos			
33				Removal and Handing over of Aluminium light shade	1	1.00	Nos			

Completed - 15/11/2015



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KALAKSHETRA FOUNDATION

KOOTHAMBALAM THEATRE COMPLEX - PROPOSED ADDITIONS ALTERATIONS AND CIVIL WORKS.

Dismantled- Reusable material register.

Sl.no	Extra works item no.	Tender qty	Tender item no	Description of work	No	Qty	Unit	Rate	Amount	Remark
1			5	Dismantling Manhole chamber	6	6.00	Nos	1000.00	6000.00	
2			9	Dismantling of fence including supports		121.38	Sqmts	160.00	19420.80	
3				No.of precast rcc post	19	19.00	Nos			
4		120	11	Demolishing of Lime concrete		227.52	Cu.m	1250.00	284400.00	
5		380	12	Demolishing of rcc work		79.15	Cu.m	2500.00	197875.00	
6		82	14	Demolishing of Brick work work		184.49	Cu.m	1200.00	221388.00	
7			17	Door/Window demolition.					0.00	
8				Upto 3 Sqmts	34	34.00	Each	750.00	25500.00	
9				Over 3 Sqmts	8	8.00	Each	1000.00	8000.00	
10				Dismantling expanded metal or IRC fabrics		454.00	Sqmts	215.00	97610.00	
11		375	19	Flooring dismantling -10mm-25mm thick.(Roof tiles)		2285.11	Sqmts	225.00	514149.75	
12		900	20	Dismantling tile work in floors and roofs-of thickness:over 25mm to 40mm						
13		450	21	Framing demolition-up to 4000 sqmm.		2188.79	Sqmts	250.00	547197.50	
14		50	23	Felling of Trees upto 600mm to 1200mm	10	10.00	Nos	500.00	5000.00	
15		40	31	Removing and Handing over of Big kalasams	32	32.00	Nos	1000.00	32000.00	
16	2.00			Removing and Handing over of small kalasam.	2.00	2.00	Nos	3000.00	6000.00	
17	3.00			Dismantling and Removing statues and handing over to the client	1.00	1.00	No	2000.00	2000.00	
18	4.00				54.00	54.00	Nos	200.00	10800.00	

D. V. Sogand
11/12/11/20



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Kalakesha foundation - Kootnam bilan theatre complex.
 Pro. Additions, Alteration & civil work.

S.NO	UNIT	Tender Qty	Executed Qty	Rate	EXCESS Qty	EXCESS Amount.
101.	cu.m	40.00	41.85	3500.00	1.85	6475.00
103	cu.m	15.00	176.88	3700.00	161.88	5,98,956.00
104	cu.m	57.00	37.66	3700.00	-	
105	cu.m	28.00	13.62	4500.00	-	
110	cu.m	85.00	188.95	4250.00	103.95	4,41,787.50
119	kg	2500.00	2132.75	112.00	-	
131.	SQM	200.00	1016.93	910.00	816.93	743406.30
132	SQM	2500.00	995.32	350.00	-	
133	Rm.	115.00	346.11	225.00	231.11	51,999.75
126	cu.m	20.00	4.03	Part-rate. 1,05,000.00 1,50,000.00	-	
159	SQM	350.00	1687.06	140.00	1337.06	1,87,188.40
						Say Ru. 34,55,080.60

T. Ra. Jayaram 23/2/11

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Kalakshetra Foundation. Koothambalam Theerth complex,
 Pro. Additions & Alterations, Relivil works. Excess Qty details.

S.NO	UNIT	Tender Qty	Executed Qty	Rate	EXCESS Qty	EXCESS Amount.
5		5	6	1000.00	1	1000.00
9	SQM	155.00	121.38	160.00		
10.	SQM	50.00	127.00	450.00	77.00	34,650.00
11.	CU.M	120.0	221.21	1250.00	101.21	1,26,512.50
12.	CU.M	380.0	77.51	2500.00		
14	CU.M	82.00	153.40	1200.00	71.40	85,680.00
17.	Ea.	34	34	750.00		
18.	Ea.	4	8	1000.00	4	4000.00
19.	SQM	375.00	454.00	215.00	79.00	16,985.00
20	SQM	900.00	2285.11	225.00	1385.11	3,11,649.75
21.	SQM	450.00	2188.79	250.00	1738.79	4,34,697.50
23.	m	50.00	55.48	800.00	5.48	4384.00
26.	m	30.00	1080.00	20.00	1050.00	21,000.00
31	NOS.	40.	10.	500.00		
32.	NOS.	12	32	1000.00	20	20,000.00
34.	100 SM	60.00	20	1100.00		
41	CU.M	325.00	481.73	140.00	156.73	21,942.20
45	CU.M	825.00	1194.81	350.00	369.81	1,29,433.50
46.	CU.M	110.00	554.43	250.00	444.43	1,11,607.50
48	CU.M	50.00	77.50	35.00	27.50	962.50
52	m	120.00	65.55	150.00		
56	SQM	1150.00	1179.52	60.00	29.52	1771.20
92	SQM	35.00	366.64	300.00	331.64	99,492.00
100	Ton	15.00	7.60	55,000.00		

V. Na. Jayaraj
 23/2/11

CAS/AD/Engineer

13.05.2013

Sri. Gopalkrishna gandhiji,
Chairman,
Kalakshetra Foundation,
Thiruvanmiyur,
Chennai – 600041.

dr. h.a.
e reply
kaly

Dear Sri. Gopalkrishnagandhiji,

I have done my services to M/s.Kalakshetra foundation as C.O.W
For koothambalam project from march-2010 to Jan-13.

M/s.Kalakshetra office has stopped my services on 29.01.2013.

M/s.Kalakshetra office has stopped my Jan-13 month's salary &
pfb/increments.The following payments are pending.

Salary-for jan-13-----	Rs.23908.00
Increment for 2011-12-----	Rs.24000.00
Increment for 2012-jan-13-----	Rs.41000.00
Performance bonus	
Oct-12 to Dec-12 -----	Rs.22500.00
Jan -13 -----	Rs.7500.00

Total Amount (approximately)-----Rs.1,18,908.00

My personal materials are also at site office ,which M/s.Kalakshetra have not
allowed me to take back my materials from site office.

My last working day in M/s.Kalakshetra was 29th jan' 13.
I am requesting your good selves to intervene and clear my dues.

Regards,

Yours sincerely,

J.Ra. Jayakumar

J.RA.Jayakumar-C.o.w
No.340,First cross street,
Vasantham nagar,Melmanampedu,
Vellavedu,Poonamallee,Chennai-600124.
Mobile number:9677106527

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R. Weekly site meeting details in hard copy since inception of wok to till date

S. The details of the furniture, equipments and tools provided by the kalakshetra foundation for the site office on your request.

T. The details of material at site account with regard to civil, electrical, hvac and slab cooling work in the koothambalam may please be furnished contract wise, item wise and location wise.

U. The details of balance works (Tender items / Scheduled items) yet to be done with regard to civil contract, electrical contract, HVAC contract and slab cooling contract details.

V. The details of revised schedule of quantity with regard to civil, HVAC, electrical and slab cooling contract wise, item wise and location wise may please be furnished.

W. The report and details of balance works (Non tendered items) yet to be completed with regard to civil, electrical, HVAC and slab cooling work with proper justification of quantity / rate for each items contract wise, item wise and location wise may please be submitted.

X. All the working sheets prepared by you during the progress of work, for bill preparation, materials requirements, site measurements in hard or soft copy details for civil, electrical, HVAC and slab cooling and related works for the koothambalam work, contract wise ,item wise and location wise may please be submitted.

y) What is the work completed and yet to be billed contract wise, item wise and location wise may please be furnished immediately.

This is issued for strict compliance for an urgent basis.

--

Thanks & Regards,

V.Srinivasan

Kalakshetra Foundation



6. The opening up for inspection of any work covered up

7. The amending and making good of any defects

I. The details of the register maintained in the site office for the koothambalam work contract wise, item wise and location wise since inception of wok to till date may please be furnished

1. Materials receipt (In coming materials list) for civil, electrical , HVAC and slab cooling work and other related works for the koothambalam

2. Register for Dismantled items received from the koothambalam site before undertaking the work

3. Outgoing materials register for civil, electrical, HVAC and slab cooling work for the koothambalam

4. Bill register for civil, electrical, HVAC and slab cooling work and other related works

5. Payment register made to the contractor for the koothambalam work civil, electrical, hvac and slab cooling work.

6. Material advance and adjustment register and Mobilization advance and adjustment register.

7. EMD register, security deposit register and Retention amount register for the koothambalam venders / contractors

J. The details of inspection and examination and test of materials (test report) for the civil, electrical, HVAC and slab cooling work for the koothambalam since inception of wok to till date, contract wise, item wise and location wise may please be submitted.

K. The details of the expenditure statement for the koothambalam as on date with regard to civil, electrical, HVAC and slab cooling and other related work since inception of wok to till date .

L. The list of bill copies submitted by vendors with regard to the civil, electrical, HVAC and slab cooling work contractors and paid details with contract wise, item wise, and location wise may please be submitted

M. Clients / kalakshetra Foundation approval and correspondence in writing details related to civil, HVAC, electrical, sound, stage lighting and slab cooling work

N. Details of reports and incidents and your remarks submitted by you during the progress of work to M/s.CARD and kalakshetra foundation office

O. Copies and certification of rate analysis obtained from the Contractor and M/s.CARD for the non tendered items executed at the Koothambalam site for civil, electrical and HVAC and slab cooling work –contract wise, item wise and location wise may please be submitted.

P. The documentation or photographs for the koothambalam work since inception of wok to till date under civil, electrical, hvac, slab cooling , stage lighting works may please be submitted to the kalakshetra Foundation.

Q. Details of approval obtained from the Architect since inception of wok to till date executing the non tendered items and rate analysis of same under civil, electrical, HVAC and slab cooling work contract wise, item wise and location wise may please be submitted.

(215)



Works kalakshetra< works@kalakshetra.in>

koothambalam - reg

Works kalakshetra< works@kalakshetra.in>

Tue, Mar 5, 2013 at 4:57 PM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Cc: Ravi Nilakantan <card.chennai@gmail.com>, ravi <card@vsnl.com>

Bcc: d dd <dd@kalakshetra.in>, CAO Kalakshetra <cao@kalakshetra.in>, AO Kalakshetra <ao@kalakshetra.in>

Mr. J.Ra.Jayakumar / clerks of works

Remainder

you are required to handover the following documents/ details/information related to the koothambalam project in kalakshetra Foundation to this office or Engineer officer at the earliest.

Site records:

- A. Detailed project report / Brief notes containing Civil works, electrical works, HVAC works , slab cooling work and other related works for the koothambalam
- B. Preliminary Estimate copies for the civil, electrical, HVAC work, slab cooling work on area basis with quantity (LBD details) justification and rate Justification
- C. Detailed estimate cost details for -civil, electrical, HVAC and slab cooling with (LBD details) justification of quantities and rate analysis before awarding the work
- D. All the conceptual drawings and working drawings for civil, electrical,HVAC, structural modified detailed drawings and slab cooling working drawings and other related drawings submitted by M/s.CARD before finalizing the work and during the execution.
- E. Awarded works - civil, electrical and HVAC - contractor/ vendors quoted rate in the tender for each item -justification.
- F. All the initial PERT chart details for completion works submitted by the vendors/ contractors before undertaken the work - and revisions thereof.
- G. The details pertaining to the koothambalam area before undertaken the koothambalam - i.e. soil testing, survey work, koothambalam initial layout / drawing copy since inception of wok to till date
- H. The details of "Architect instructions" carried out by the contractors/ vendors civil, electrical , HVAC and slab cooling work since inception of wok to till date with regard to the following:
 1. The variation of modification of design, quantity or quality of works or the addition or omission or substitution of any work
 2. any discrepancy in the drawings or between the schedule of quantities and or drawings and specifications
 3. The removal from the site of any works executed by the contractor and substitution of any other materials thereof
 4. The removal and / or re execution of any works executed by the contractor
 5. The dismissal from the works of any persons/s employed thereupon



handed over to client /kalakshetra foundation) and site papers and drawings which should be available and are with him.

On his request (shri.J.Ra.Jayakumar) we have provided the personal computer & printer with internet facility in the site office and proper furniture arrangement. This must be returned with proper handover programme to the kalakshetra foundation along with above said details under site records.

I have mentioned the list of emails that we have sent to Sri Jayakumar which I am sure you were aware of.

I hope you would prevail on Sri Jayakumar to ensure that the papers are handed over at once as work cannot be resumed on the premises until the necessary documents are handed over by Sri .J.Ra.Jayakumar.

It is also once again reiterated that as per the contract condition existence no increment is payable to Sri.J.Ra. Jayakumar.

Thanks & warm Regards,

V.Srinivasan
Kalakshetra Foundation

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M.Clients / kalakshetra Foundation approval and correspondence in writing details related to civil, HVAC, electrical, sound, stage lighting and slab cooling work

N.Details of reports and incidents and your remarks submitted by you during the progress of work to M/s.CARD and kalakshetra foundation office

O.Copies and certification of rate analysis obtained from the Contractor and M/s.CARD for the non tendered items executed at the Koothambalam site for civil, electrical and HVAC and slab cooling work –contract wise, item wise and location wise may please be submitted.

P.The documentation or photographs for the koothambalam work since inception of work to till date under civil, electrical, hvac, slab cooling , stage lighting works may please be submitted to the kalakshetra Foundation.

Q.Details of approval obtained from the Architect since inception of work to till date executing the non tendered items and rate analysis of same under civil, electrical, HVAC and slab cooling work contract wise, item wise and location wise may please be submitted.

R.Weekly site meeting details in hard copy since inception of work to till date

S.The details of the furniture, equipments and tools provided by the kalakshetra foundation for the site office on your request.

T.The details of material at site accountwith regard to civil, electrical, hvac and slab cooling work in the koothambalam may please be furnished contract wise, item wise and location wise.

U.The details of balance works (Tender items / Scheduled items) yet to be done with regard to civil contract, electrical contract, HVAC contract and slab cooling contract details.

V.The details of revised schedule of quantity with regard to civil, HVAC, electrical and slab cooling contract wise, item wise and location wise may please be furnished.

W.The report and details of balance works (Non tendered items) yet to be completed with regard to civil, electrical, HVAC and slab cooling work with proper justification of quantity / rate for each items contract wise, item wise and location wise may please be submitted.

X.All the working sheets prepared by you during the progress of work, for bill preparation, materials requirements, site measurements in hard or soft copy details for civil, electrical, HVAC and slab cooling and related works for the koothambalam work, contract wise ,item wise and location wise may please be submitted.

y) What is the work completed and yet to be billed contract wise, item wise and location wise may please be furnished immediately.

This I am sure you will agree is one of the most unfair and unethical practices that any employee would commit during the culmination/termination of services. In as much as the fact that the employee was selected by M/s.CARD for carrying out the duties at Kalakshetra, it is not out of place for me to point out that the responsibility also rests with M/s.CARD to ensure that Mr.Jayakumar hand over all the above mentioned documents at the earliest to the Foundation.

Needless to add, whatever dues are to be settled would be done as soon as Mr.Jayakumar comes forth with detailed account and submission of all the documents to be maintained at site related to koothambalam project i e estimate copies with supporting papers, analysis of rate, justification of quantities, pre measured items, post measured items,dismantled materials register & accounts, approval obtained from the clients and architect approval , working sheets prepared for preparing and before certifying the every running bills, list of test conducted at site/ out side and result of test certificate, and site incidents, photographs taken during course of progress of workstage by stage (Shri.J.Ra.Jayakumar had taken the photos during the course of the execution with camera, but the photographs as documents or file (property belongs to the client /Kalakshetra foundation) and he must be

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G.The details pertaining to the koothambalam area before undertaken the koothambalam - i.e. soil testing, survey work, koothambalam initial layout / drawing copy since inception of wok to till date

H.The details of "Architect instructions" carried out by the contractors/ vendors civil, electrical , HVAC and slab cooling work since inception of wok to till date with regard to the following:

- 1.The variation of modification of design, quantity or quality of works or the addition or omission or substitution of any work
- 2.any discrepancy in the drawings or between the schedule of quantities and or drawings and specifications
- 3.The removal from the site of any works executed by the contractor and substitution of any other materials thereof
- 4.The removal and / or re execution of any works executed by the contractor
- 5.The dismissal from the works of any persons/s employed thereupon
- 6.The opening up for inspection of any work covered up
- 7.The amending and making good of any defects

I.The details of the register maintained in the site office for the koothambalam work contract wise, item wise and location wise since inception of wok to till date may please be furnished

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- 6.Material advance and adjustment register and Mobilization advance and adjustment register.
- 7.EMD register, security deposit register and Retention amount register for the koothambalam venders / contractors

J.The details of inspection and examination and test of materials (test report) for the civil, electrical, HVAC and slab cooling work for the koothambalam since inception of wok to till date, contract wise, item wise and location wise may please be submitted.

K.The details of the expenditure statement for the koothambalam as on date with regard to civil, electrical, HVAC and slab cooling and other related work since inception of wok to till date .

L.The list of bill copies submitted by vendors with regard to the civil, electrical, HVAC and slab cooling work contractors and paid details with contract wise, item wise, and location wise may please be submitted

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Works kalakshetra < works@kalakshetra.in >

Koothambalam work - cow - reg

Works kalakshetra < works@kalakshetra.in >

Wed, Mar 13, 2013 at 9:16 PM

To: ravi <card@vsnl.com>, Ravi Niilakantan <card.chennai@gmail.com>

Cc: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Bcc: Saveheritage <saveheritage@gmail.com>, TM Krishna <tm.krishna@gmail.com>, d dd <dd@kalakshetra.in>, CAO Kalakshetra <cao@kalakshetra.in>

Dear Sri. Ravi Niilakantan

You may be well aware that Sri Jayakumar's services were not terminated abruptly by Kalakshetra Foundation. There were umpteen instances of complete insubordination and willful dereliction of duty on the part of Sri Jayakumar apart from displaying complete unwillingness to take any instruction given by the Foundation, though he was appointed exclusively to look after the construction work of the Koothambalam in the Foundation. His un-cooperative behavior was brought to your notice many times orally and vide email dated Jan 24 - 2013, Jan 23 - 2013, Jan 22 - 2013, Jan 17 - 2013, Jan 11 - 2013, Feb 2 - 2013 and Nov 1-2012 . Further as you are very well aware the CAG audit had specifically pointed out its objection to the continuation of Sri J.Ra.Jayakumar on the rolls especially since the work at Kalakshetra at the Bharata Kalakshetra premises (koothambalam) was not going on and to also clarify and set the records straight, the termination of Sri Jayakumar was not done by Kalakshetra but was done by M/s. CARD to whom we had recommended the termination due to the above mentioned reasons. It may also be pertinent to remember that you had also indicated in your email dated Jan 29, 2013 that the services of Sri.J.Ra.Jayakumar could be terminated and you had no objection on that score.

You will appreciate and agree that one of the most prevalent practices in any business environment is that an employee while relinquishing charge on resignation or termination of services must hand over all relevant final document papers, drawings, etc. that are officially assigned to him for possession or were part of his possession during official discharge of duties. In the case of shri.J.Ra.Jayakumar he was having the following documents in his custody which despite our repeated emails he refused to hand over to the undersigned.

Under Site records:

- A. Detailed project report / Brief notes containing Civil works, electrical works, HVAC works , slab cooling work and other related works for the koothambalam
- B. Preliminary Estimate copies for the civil, electrical, HVAC work, slab cooling work on area basis with quantity (LBD details) justification and rate Justification
- C. Detailed estimate cost details for -civil, electrical, HVAC and slab cooling with (LBD details) justification of quantities and rate analysis before awarding the work
- D. All the conceptual drawings and working drawings for civil, electrical, HVAC, structural modified detailed drawings and slab cooling working drawings and other related drawings submitted by M/s.CARD before finalizing the work and during the execution.
- E. Awarded works - civil, electrical and HVAC - contractor/ vendors quoted rate in the tender for each item -justification.
- F. All the initial PERT chart details for completion works submitted by the vendors/ contractors before undertaken the work - and revisions thereof.

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On your request, we have provided the personal computer & printer with internet facility in the site office and proper furniture arrangement. This must be returned with proper handover programme to the kalakshetra foundation along with above said details under site records. I have mentioned the list of emails that we have sent to Sri Jayakumar which I am sure you were aware of.

I hope you would prevail on yourself to ensure that the papers are handed over at once as work cannot be resumed on the premises until the necessary documents are handed over by you. It is also once again reiterated that as per the contract condition existence no increment is payable to you, this has already been communicated to you as well as to M/s.CARD.

On Mon, Apr 1, 2013 at 9:35 PM, j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com> wrote:

Dear Sir,

Please find attached file for your reference.
Till date i have not yet received my jan-2013 months salary,
performance bonus for 4 months and Increment for apr-11 to mar-12 and
apr-12 -jan-13.

Please take necessary steps to release payments and my materials as early
as possible.

Thanks & Regards,

J.RA.Jayakumar.

--
Thanks & Regards,

V.Srinivasan
Kalakshetra Foundation

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O. Copies and certification of rate analysis obtained from the Contractor and M/s.CARD for the non tendered items executed at the Koothambalam site for civil, electrical and HVAC and slab cooling work –contract wise, item wise and location wise may please be submitted.

P. The documentation or photographs for the koothambalam work since inception of work to till date under civil, electrical, hvac, slab cooling , stage lighting works may please be submitted to the kalakshetra Foundation.

Q. Details of approval obtained from the Architect since inception of work to till date executing the non tendered items and rate analysis of same under civil, electrical, HVAC and slab cooling work contract wise, item wise and location wise may please be submitted.

R. Weekly site meeting details in hard copy since inception of work to till date

S. The details of the furniture, equipments and tools provided by the kalakshetra foundation for the site office on your request.

T. The details of material at site account with regard to civil, electrical, hvac and slab cooling work in the koothambalam may please be furnished contract wise, item wise and location wise.

U. The details of balance works (Tender items / Scheduled items) yet to be done with regard to civil contract, electrical contract, HVAC contract and slab cooling contract details.

V. The details of revised schedule of quantity with regard to civil, HVAC, electrical and slab cooling contract wise, item wise and location wise may please be furnished.

W. The report and details of balance works (Non tendered items) yet to be completed with regard to civil, electrical, HVAC and slab cooling work with proper justification of quantity / rate for each items contract wise, item wise and location wise may please be submitted.

X. All the working sheets prepared by you during the progress of work, for bill preparation, materials requirements, site measurements in hard or soft copy details for civil, electrical, HVAC and slab cooling and related works for the koothambalam work, contract wise ,item wise and location wise may please be submitted.

y) What is the work completed and yet to be billed contract wise, item wise and location wise may please be furnished immediately.

This I am sure you will agree is one of the most unfair and unethical practices that any employee would commit during the culmination/termination of services. In as much as the fact that the employee was selected by M/s.CARD for carrying out the duties at Kalakshetra, it is not out of place for me to point out that the responsibility also rests with M/s.CARD to ensure that Mr.Jayakumar hand over all the above mentioned documents at the earliest to the Foundation.

Needless to add, whatever dues are to be settled would be done as soon as Mr.Jayakumar comes forth with detailed account and submission of all the documents to be maintained at site related to koothambalam project i e estimate copies with supporting papers, analysis of rate, justification of quantities, pre measured items, post measured items, dismantled materials register & accounts, approval obtained from the clients and architect approval , working sheets prepared for preparing and before certifying the every running bills, list of test conducted at site/ out side and result of test certificate, and site incidents, photographs taken during course of progress of workstage by stage (Shri.J.Ra.Jayakumar had taken the photos during the course of the execution with camera, but the photographs as documents or file (property belongs to the client /Kalakshetra foundation) and he must be handed over to client /kalakshetra foundation) and site papers and drawings which should be available and are with him.

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H.The details of "Architect instructions" carried out by the contractors/ vendors civil, electrical , HVAC and slab cooling work since inception of wok to till date with regard to the following:

- 1.The variation of modification of design, quantity or quality of works or the addition or omission or substitution of any work
- 2.any discrepancy in the drawings or between the schedule of quantities and or drawings and specifications
- 3.The removal from the site of any works executed by the contractor and substitution of any other materials thereof
- 4.The removal and / or re execution of any works executed by the contractor
- 5.The dismissal from the works of any persons/s employed thereupon
- 6.The opening up for inspection of any work covered up
- 7.The amending and making good of any defects

I.The details of the register maintained in the site office for the koothambalam work contract wise, item wise and location wise since inception of wok to till date may please be furnished

- 1.Materials receipt (In coming materials list) for civil, electrical , HVAC and slab cooling work and other related works for the koothambalam
- 2.Register for Dismantled items received from the koothambalam site before undertaking the work
- 3.Outgoing materials register for civil, electrical, HVAC and slab cooling work for the koothambalam
- 4.Bill register for civil, electrical, HVAC and slab cooling work and other related works
- 5.Payment register made to the contractor for the koothambalam work civil, electrical, hvac and slab cooling work.
- 6.Material advance and adjustment register and Mobilization advance and adjustment register.
- 7.EMD register, security deposit register and Retention amount register for the koothambalam venders / contractors

J.The details of inspection and examination and test of materials (test report) for the civil, electrical, HVAC and slab cooling work for the koothambalam since inception of wok to till date, contract wise, item wise and location wise may please be submitted.

K.The details of the expenditure statement for the koothambalam as on date with regard to civil, electrical, HVAC and slab cooling and other related work since inception of wok to till date .

L.The list of bill copies submitted by vendors with regard to the civil, electrical, HVAC and slab cooling work contractors and paid details with contract wise, item wise, and location wise may please be submitted

M.Clients / kalakshetra Foundation approval and correspondence in writing details related to civil, HVAC, electrical, sound, stage lighting and slab cooling work

N.Details of reports and incidents and your remarks submitted by you during the progress of work to M/s.CARD and kalakshetra foundation office

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Works kalakshetra< works@kalakshetra.in>

Re: Details

Tue, Apr 2, 2013 at 12:10 PM

Works kalakshetra< works@kalakshetra.in>

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Cc: Ravi Niilakantan <card.chennai@gmail.com>, ravi <card@vsnl.com>

Bcc: d dd <dd@kalakshetra.in>, CAO Kalakshetra <cao@kalakshetra.in>, AO Kalakshetra <ao@kalakshetra.in>

Dear Sri. J.Ra.jayakumar,

You may be well aware that your services were not terminated abruptly by Kalakshetra Foundation. There were umpteen instances of complete insubordination and willful dereliction of duty on the part of your apart from displaying complete unwillingness to take any instruction given by the Foundation, though he was appointed exclusively to look after the construction work of the Koothambalam in the Foundation. His un-cooperative behavior was brought to your notice many times orally and vide email dated Jan 24 - 2013, Jan 23 - 2013, Jan 22 - 2013, Jan 17 - 2013, Jan 11 - 2013, Feb 2 - 2013 and Nov 1 - 2012. Further as you are very well aware the CAG audit had specifically pointed out its objection to the continuation of Sri J.Ra.Jayakumar on the rolls especially since the work at Kalakshetra at the Bharata Kalakshetra premises (koothambalam) was not going on and to also clarify and set the records straight, the termination of Sri Jayakumar was not done by Kalakshetra but was done by M/s. CARD to whom we had recommended the termination due to the above mentioned reasons. It may also be pertinent to remember that you had also indicated in your email dated Jan 29, 2013 that the services of Sri.J.Ra.Jayakumar could be terminated and you had no objection on that score.

You will appreciate and agree that one of the most prevalent practices in any business environment is that an employee while relinquishing charge on resignation or termination of services must hand over all relevant final document papers, drawings, etc. that are officially assigned to him for possession or were part of his possession during official discharge of duties. In the case of you were having the following documents in his custody which despite our repeated emails he refused to hand over to the undersigned.

Under Site records:

- A. Detailed project report / Brief notes containing Civil works, electrical works, HVAC works, slab cooling work and other related works for the koothambalam
- B. Preliminary Estimate copies for the civil, electrical, HVAC work, slab cooling work on area basis with quantity (LBD details) justification and rate Justification
- C. Detailed estimate cost details for -civil, electrical, HVAC and slab cooling with (LBD details) justification of quantities and rate analysis before awarding the work
- D. All the conceptual drawings and working drawings for civil, electrical, HVAC, structural modified detailed drawings and slab cooling working drawings and other related drawings submitted by M/s. CARD before finalizing the work and during the execution.
- E. Awarded works - civil, electrical and HVAC - contractor/ vendors quoted rate in the tender for each item - justification.
- F. All the initial PERT chart details for completion works submitted by the vendors/ contractors before undertaken the work - and revisions thereof.
- G. The details pertaining to the koothambalam area before undertaken the koothambalam - i.e. soil testing, survey work, koothambalam initial layout / drawing copy since inception of work to till date

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koothambalam work, contract wise ,item wise and location wise may please be submitted.

Y. What is the work completed and yet to be billed contract wise, item wise and location wise may please be furnished immediately

However you failed to provide the above information/details. You had also been requested subsequently through various emails dated 5th March 2013 & 13th March 2013, ^{April 2, 2013} to provide the above details However failure on your part, the management has decided to withhold your salary for the month of January 2013 and the same will be released only on the receipt of above information/ details on certification by EO

Regarding payment of annual increment for the period of service rendered by you, it is to state that agreement did not stipulate any such clause.

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L.The list of bill copies submitted by vendors with regard to the civil, electrical, HVAC and slab cooling work contractors and paid details with contract wise, item wise, and location wise may please be submitted

M.Clients / kalakshetra Foundation approval and correspondence in writing details related to civil, HVAC, electrical, sound, stage lighting and slab cooling work

N.Details of reports and incidents and your remarks submitted by you during the progress of work to M/s.CARD and kalakshetra foundation office

O.Copies and certification of rate analysis obtained from the Contractor and M/s.CARD for the non tendered items executed at the Koothambalam site for civil, electrical and HVAC and slab cooling work –contract wise, item wise and location wise may please be submitted.

P.The documentation or photographs for the koothambalam work since inception of wok to till date under civil, electrical, hvac, slab cooling , stage lighting works may please be submitted to the kalakshetra Foundation.

Q.Details of approval obtained from the Architect since inception of wok to till date executing the non tendered items and rate analysis of same under civil, electrical, HVAC and slab cooling work contract wise, item wise and location wise may please be submitted.

R.Weekly site meeting details in hard copy since inception of wok to till date

S.The details of the furniture, equipments and tools provided by the kalakshetra foundation for the site office on your request.

T.The details of material at site accountwith regard to civil, electrical, hvac and slab cooling work in the koothambalam may please be furnished contract wise, item wise and location wise.

U.The details of balance works (Tender items / Scheduled items)yet to be done with regard to civil contract, electrical contract, HVAC contract and slab cooling contract details.

V.The details of revised schedule of quantity with regard to civil, HVAC, electrical and slab cooling contract wise, item wise and location wise may please be furnished.

W.The report and details of balance works (Non tendered items) yet to be completed with regard to civil, electrical, HVAC and slab cooling work with proper justification of quantity / rate for each items contract wise, item wise and location wise may please be submitted.

X.All the working sheets prepared by you during the progress of work, for bill preparation, materials requirements, site measurements in hard or soft copy details for civil, electrical, HVAC and slab cooling and related works for the

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H.The details of "Architect instructions" carried out by the contractors/ vendors civil, electrical , HVAC and slab cooling work since inception of wok to till date with regard to the following:

- 1.The variation of modification of design, quantity or quality of works or the addition or omission or substitution of any work
- 2.any discrepancy in the drawings or between the schedule of quantities and or drawings and specifications
- 3.The removal from the site of any works executed by the contractor and substitution of any other materials thereof
- 4.The removal and / or re execution of any works executed by the contractor
- 5.The dismissal from the works of any persons/s employed thereupon
- 6.The opening up for inspection of any work covered up
- 7.The amending and making good of any defects

I.The details of the register maintained in the site office for the koothambalam work contract wise, item wise and location wise since inception of wok to till date may please be furnished

- 1.Materials receipt (In coming materials list) for civil, electrical , HVAC and slab cooling work and other related works for the koothambalam
- 2.Register for Dismantled items received from the koothambalam site before undertaking the work
- 3.Outgoing materials register for civil, electrical, HVAC and slab cooling work for the koothambalam
- 4.Bill register for civil, electrical, HVAC and slab cooling work and other related works
- 5.Payment register made to the contractor for the koothambalam work civil, electrical, hvac and slab cooling work.
- 6.Material advance and adjustment register and Mobilization advance and adjustment register.
- 7.EMD register, security deposit register and Retention amount register for the koothambalam venders / contractors

J.The details of inspection and examination and test of materials (test report) for the civil, electrical, HVAC and slab cooling work for the koothambalam since inception of wok to till date, contract wise, item wise and location wise may please be submitted.

K.The details of the expenditure statement for the koothambalam as on date with regard to civil, electrical, HVAC and slab cooling and other related work since inception of wok to till date .

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To

Sri. J.Ra.jayakumar, clerk of work

Subject Regarding release of salary for the month of January 2013

Sir,

You had been appointed as clerk of work on behalf of Kalakshetra Foundation by M/s CARD in March 2010 to maintain the records/files for the project. However you displayed complete insubordination and wilful dereliction of duty, though you were appointed exclusively to look after the construction work of the Koothambalam and therefore your services were terminated w..e.f 29th January 2013.

At the time of handing/taking over during your relinquishment of charge, you had been directed to hand over all relevant final document papers, drawings, etc. as mentioned below that were officially assigned or were part of your possession during official discharge of duties

Under Site records:

- A.Detailed project report / Brief notes containing Civil works, electrical works, HVAC works , slab cooling work and other related works for the koothambalam
- B.Preliminary Estimate copies for the civil, electrical, HVAC work, slab cooling work on area basis with quantity (LBD details) justification and rate Justification
- C.Detailed estimate cost details for -civil, electrical, HVAC and slab cooling with (LBD details) justification of quantities and rate analysis before awarding the work
- D.All the conceptual drawings and working drawings for civil, electrical,HVAC, structural modified detailed drawings and slab cooling working drawings and other related drawings submitted by M/s.CARD before finalizing the work and during the execution.
- E.Awarded works - civil, electrical and HVAC - contractor/ vendors quoted rate in the tender for each item -justification.
- F.All the initial PERT chart details for completion works submitted by the vendors/ contractors before undertaken the work - and revisions thereof.
- G.The details pertaining to the koothambalam area before undertaken the koothambalam - i.e. soil testing, survey work, koothambalam initial layout / drawing copy since inception of wok to till date

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Works kalakshetra <works@kalakshetra.in>

Fwd: Regarding salary and pending payments.

d dd <dd@kalakshetra.in>

Sat, Jun 8, 2013 at 6:08 AM

To: CAO Kalakshetra <cao@kalakshetra.in>, Works kalakshetra <works@kalakshetra.in>

pl send out a factual reply on monday latest

----- Forwarded message -----

From: **j.ra.jayakumar Jayaramanradhabai** <jrajayakumar27@gmail.com>

Date: Fri, Jun 7, 2013 at 3:35 PM

Subject: Regarding salary and pending payments.

To: dd <dd@kalakshetra.in>

Cc: "Babeeta.narang" <Babeeta.narang@rediffmail.com>

Dear Sir,

I hereby bring to your kind attention that i had relieved from duties on 29th January 2013. But until now i have not yet recieved my salary for the month of January 2013 and other pending payments approximately Rs. 1,18,000/-.

Hence i request you humbly to intervene and help me out of this situation.

Thanks & Regards,

J.RA.Jayakumar.

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- u) The details of balance works (Tender items / Scheduled items) yet to be done with regard to civil contract, electrical contract, HVAC contract and slab cooling contract details.
- v) The details of revised schedule of quantity with regard to civil, HVAC, electrical and slab cooling contract wise, item wise and location wise may please be furnished.
- w) The report and details of balance works (Non tendered items) yet to be completed with regard to civil, electrical, HVAC and slab cooling work with proper justification of quantity / rate for each items contract wise, item wise and location wise may please be submitted.
- x) All the working sheets prepared by you during the progress of work, for bill preparation, materials requirements, site measurements in hard or soft copy details for civil, electrical, HVAC and slab cooling and related works for the koothambalam work, contract wise ,item wise and location wise may please be submitted.
- y) What is the work completed and yet to be billed contract wise, item wise and location wise may please be furnished immediately

From the perusal of above, you have failed to provide the above information/details. In this regard, you had also been requested subsequently through various emails dated 5th March 2013, 13th March 2013 & 2nd April 2013 to provide the above details. In view of the fact that you failed to comply the above, the management has decided to withhold your salary for the month of January 2013 and the same will be released only on the receipt of above information/ details on certification by Engineer Officer/ Kalakshetra Foundation.

Regarding payment of annual increment for the period of service rendered by you, it is to state that agreement did not stipulate any such clause.

Therefore, in view of the above, your request for payment of salary for the month of January 2013 is not sustainable. *and cannot be considered.*

Yours faithfully,

S.Ramachandran
Administrative officer.

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- j) The details of inspection and examination and test of materials (test report) for the civil, electrical, HVAC and slab cooling work for the koothambalam since inception of work to till date, contract wise, item wise and location wise have not been submitted till date.
- k) The details of the expenditure statement for the koothambalam as on date with regard to civil, electrical, HVAC and slab cooling and other related work since inception of work to till date .
- l) The list of bill copies submitted by vendors with regard to the civil, electrical, HVAC and slab cooling work contractors and paid details with contract wise, item wise, and location wise may please be submitted
- m) Clients / kalakshetra Foundation approval and correspondence in writing details related to civil, HVAC, electrical, sound, stage lighting and slab cooling work
- n) Details of reports and incidents and your remarks submitted by you during the progress of work to M/s.CARD and kalakshetra foundation office
- o) Copies and certification of rate analysis obtained from the Contractor and M/s.CARD for the non tendered items executed at the Koothambalam site for civil, electrical and HVAC and slab cooling work –contract wise, item wise and location wise may please be submitted.
- p) The documentation or photographs for the koothambalam work since inception of work to till date under civil, electrical, hvac, slab cooling , stage lighting works may please be submitted to the kalakshetra Foundation.
- q) Details of approval obtained from the Architect since inception of work to till date executing the non tendered items and rate analysis of same under civil, electrical, HVAC and slab cooling work contract wise, item wise and location wise may please be submitted.
- r) Weekly site meeting details in hard copy since inception of work to till date.
- s) You have not handed over the properties like furniture, equipments and tools provided by the kalakshetra foundation for the site office which were given to you during the time of your assignment.
- t) The details of material at site account with regard to civil, electrical, hvac and slab cooling work in the koothambalam may please be furnished contract wise, item wise and location wise.
- u) The details of balance works (Tender items / Scheduled items) yet to be done with regard to civil contract, electrical contract, HVAC contract and slab cooling contract details.
- v) The details of revised schedule of quantity with regard to civil, HVAC, electrical and slab cooling contract wise, item wise and location wise may please be furnished.

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- d) All the conceptual drawings and working drawings for civil, electrical, HVAC, structural modified detailed drawings and slab cooling working drawings and other related drawings submitted by M/s.CARD before finalizing the work and during the execution.
- e) Awarded works - civil, electrical and HVAC - contractor/ vendors quoted rate in the tender for each item -justification.
- f) All the initial PERT chart details for completion works submitted by the vendors/ contractors before undertaken the work - and revisions thereof.
- g) The details pertaining to the koothambalam area before undertaken the koothambalam - i.e. soil testing, survey work, koothambalam initial layout / drawing copy since inception of wok to till date
- h) The details of "Architect instructions" carried out by the contractors/ vendors civil, electrical , HVAC and slab cooling work since inception of wok to till date with regard to the following:
1. The variation of modification of design, quantity or quality of works or the addition or omission or substitution of any work
 2. Any discrepancy in the drawings or between the schedule of quantities and or drawings and specification
 3. The removal from the site of any works executed by the contractor and substitution of any other materials thereof
 4. The removal and / or re execution of any works executed by the contractor
 5. The dismissal from the works of any persons/s employed thereupon
 6. The opening up for inspection of any work covered up
 7. The amending and making good of any defects
- i) The details of the register maintained in the site office for the koothambalam work contract wise, item wise and location wise since inception of wok to till date had not been complied with.
1. Materials receipt (In coming materials list) for civil, electrical , HVAC and slab cooling work and other related works for the koothambalam
 2. Register for Dismantled items received from the koothambalam site before undertaking the work
 3. Outgoing materials register for civil, electrical, HVAC and slab cooling work for the koothambalam
 4. Bill register for civil, electrical, HVAC and slab cooling work and other related works

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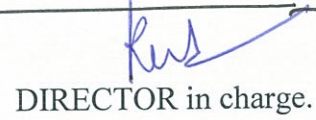
~~232~~

Draft letter addressed to Sri.J.Ra.Jayakumar / Clerk of works for the koothambalam wok, in reply to his letter addressed to the Chairman, dated 13.05.2013 and his email dated June 8, 2013 addressed to Director in charge . Submitted for your perusal and approval please.


CEO


AO


CAO


DIRECTOR in charge.

Registered post with Acknowledgement
Date 10.6.2013

To

Sri. J.Ra.Jayakumar,
No. 34, 1st cross street,
Vasantham Nagar,
Melmanampedu,
Poonamallee,
Chennai 602 107.

Subject: Regarding release of salary for the month of January 2013.

Sir,

You had been appointed as clerk of works on behalf of Kalakshetra Foundation by M/s CARD in March 2010 to maintain the records / files etc., for the project. However you displayed complete insubordination and wilful dereliction of duty, though you were appointed exclusively to look after the work of the Koothambalam and therefore your services were terminated w.e.f 29th January 2013.

At the time of handing/taking over during your relinquishment of charge, you had been directed to hand over all relevant final document papers, drawings, etc. as mentioned below that were officially assigned or were part of your possession during official discharge of duties

Under Site records:

- a) Detailed project report / Brief notes containing Civil works, electrical works, HVAC works , slab cooling work and other related works for the koothambalam
- b) Preliminary Estimate copies for the civil, electrical, HVAC work, slab cooling work on area basis with quantity (LBD details) justification and rate Justification
- c) Detailed estimate cost details for -civil, electrical, HVAC and slab cooling with (LBD details) justification of quantities and rate analysis before awarding the work




- w) The report and details of balance works (Non tendered items) yet to be completed with regard to civil, electrical, HVAC and slab cooling work with proper justification of quantity / rate for each items contract wise, item wise and location wise may please be submitted.
- x) All the working sheets prepared by you during the progress of work, for bill preparation, materials requirements, site measurements in hard or soft copy details for civil, electrical, HVAC and slab cooling and related works for the koothambalam work, contract wise ,item wise and location wise may please be submitted.
- y) What is the work completed and yet to be billed contract wise, item wise and location wise may please be furnished immediately


From the perusal of above, you have failed to provide the above information/details. In this regard, you had also been requested subsequently through various emails dated 5th March 2013, 13th March 2013 & 2nd April 2013 to provide the above details. In view of the fact that you failed to comply the above, the management has decided to withhold your salary for the month of January 2013 and the same will be released only on the receipt of above information/ details on certification by Engineer Officer/ Kalakshetra Foundation.

Regarding payment of annual increment for the period of service rendered by you, it is to state that agreement did not stipulate any such clause.

Therefore, in view of the above, your request for payment of salary for the month of January 2013 is not sustainable and cannot be considered.

This issues with the approval of competent authority.

Copy to
M/s. CARD
10 A, Dhanalakshmi colony
Vadapalani
Chennai 600 026.

Yours faithfully,

S. Ramachandran
Administrative officer.

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- j) The details of inspection and examination and test of materials (test report) for the civil, electrical, HVAC and slab cooling work for the koothambalam since inception of work to till date, contract wise, item wise and location wise have not been submitted till date.
- k) The details of the expenditure statement for the koothambalam as on date with regard to civil, electrical, HVAC and slab cooling and other related work since inception of work to till date .
- l) The list of bill copies submitted by vendors with regard to the civil, electrical, HVAC and slab cooling work contractors and paid details with contract wise, item wise, and location wise may please be submitted
- m) Clients / kalakshetra Foundation approval and correspondence in writing details related to civil, HVAC, electrical, sound, stage lighting and slab cooling work
- n) Details of reports and incidents and your remarks submitted by you during the progress of work to M/s.CARD and kalakshetra foundation office
- o) Copies and certification of rate analysis obtained from the Contractor and M/s.CARD for the non tendered items executed at the Koothambalam site for civil, electrical and HVAC and slab cooling work –contract wise, item wise and location wise may please be submitted.
- p) The documentation or photographs for the koothambalam work since inception of work to till date under civil, electrical, hvac, slab cooling , stage lighting works may please be submitted to the kalakshetra Foundation.
- q) Details of approval obtained from the Architect since inception of work to till date executing the non tendered items and rate analysis of same under civil, electrical, HVAC and slab cooling work contract wise, item wise and location wise may please be submitted.
- r) Weekly site meeting details in hard copy since inception of work to till date.
- s) You have not handed over the properties like furniture, equipments and tools provided by the kalakshetra foundation for the site office which were given to you during the time of your assignment.
- t) The details of material at site account with regard to civil, electrical, hvac and slab cooling work in the koothambalam may please be furnished contract wise, item wise and location wise.
- u) The details of balance works (Tender items / Scheduled items) yet to be done with regard to civil contract, electrical contract, HVAC contract and slab cooling contract details.
- v) The details of revised schedule of quantity with regard to civil, HVAC, electrical and slab cooling contract wise, item wise and location wise may please be furnished.

- f) All the initial PERT chart details for completion works submitted by the vendors/ contractors before undertaken the work - and revisions thereof.
- g) The details pertaining to the koothambalam area before undertaken the koothambalam - i.e. soil testing, survey work, koothambalam initial layout / drawing copy since inception of wok to till date
- h) The details of "Architect instructions" carried out by the contractors/ vendors civil, electrical , HVAC and slab cooling work since inception of wok to till date with regard to the following:
1. The variation of modification of design, quantity or quality of works or the addition or omission or substitution of any work
 2. Any discrepancy in the drawings or between the schedule of quantities and or drawings and specification
 3. The removal from the site of any works executed by the contractor and substitution of any other materials thereof
 4. The removal and / or re execution of any works executed by the contractor
 5. The dismissal from the works of any persons/s employed thereupon
 6. The opening up for inspection of any work covered up
 7. The amending and making good of any defects
- i) The details of the register maintained in the site office for the koothambalam work contract wise, item wise and location wise since inception of wok to till date had not been complied with.
1. Materials receipt (In coming materials list) for civil, electrical , HVAC and slab cooling work and other related works for the koothambalam
 2. Register for Dismantled items received from the koothambalam site before undertaking the work
 3. Outgoing materials register for civil, electrical, HVAC and slab cooling work for the koothambalam
 4. Bill register for civil, electrical, HVAC and slab cooling work and other related works
 5. Payment register made to the contractor for the koothambalam work civil, electrical, hvac and slab cooling work.
 6. Material advance and adjustment register and Mobilization advance and adjustment register.
 7. EMD register, security deposit register and Retention amount register for the koothambalam vendors / contractors

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Kalakshetra Foundation
(Registered post with Acknowledgement due)

To

11 June 2013

Sri. J.Ra.Jayakumar,
No. 34, 1st cross street,
Vasantham Nagar,
Melmanampedu,
Poonamallee,
Chennai 602 107.

Subject: Regarding release of salary for the month of January 2013.

Ref: Your letter dated 13.05.2013 addressed to Hon.Chairman

Sir,

You had been appointed as clerk of works on behalf of Kalakshetra Foundation by M/s CARD in March 2010 to maintain the records / files etc., for the project. However you displayed complete insubordination and wilful dereliction of duty, though you were appointed exclusively to look after the work of the Koothambalam and therefore your services were terminated w.e.f 29th January 2013.

At the time of handing/taking over during your relinquishment of charge, you had been directed to hand over all relevant final document papers, drawings, etc. as mentioned below that were officially assigned or were part of your possession during official discharge of duties

Under Site records:

- a) Detailed project report / Brief notes containing Civil works, electrical works, HVAC works , slab cooling work and other related works for the koothambalam
- b) Preliminary Estimate copies for the civil, electrical, HVAC work, slab cooling work on area basis with quantity (LBD details) justification and rate Justification
- c) Detailed estimate cost details for -civil, electrical, HVAC and slab cooling with (LBD details) justification of quantities and rate analysis before awarding the work
- d) All the conceptual drawings and working drawings for civil, electrical,HVAC, structural modified,detailed drawings and slab cooling working drawings and other related drawings submitted by M/s.CARD before finalizing the work and during the execution.
- e) Awarded works - civil, electrical and HVAC - contractor/ vendors quoted rate in the tender for each item -justification.

Founder: Smt Rukmini Devi



www.kalakshetra.in

Phone : +91-(0)44-24520836/4057/1844

Fax : +91-(0)44-24524359

E-mail : info@kalakshetra.in



Works kalakshetra < works@kalakshetra.in >

Reg.leave

j.ra.jayakumar jayaramanradhabai < jrajayakumar27@gmail.com >

Wed, Jan 23, 2013 at 10:14 AM

To: Works kalakshetra < works@kalakshetra.in >

Cc: ao < ao@kalakshetra.in >

Dear Mr.Srinivasan,

Today's morning came to site.Around 7.45 am.I got my uncle's death Message.

I have given letter at main gate to handover to you.

So i am not able to attend the meeting.

Thanks & Regards,

J.RA.Jayakumar

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Thanks & Regards,

V.Srinivasan
Kalakshetra Foundation

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Works kalakshetra < works@kalakshetra.in >

koothambalam - reg.

Works kalakshetra < works@kalakshetra.in >

Tue, Jan 22, 2013 at 12:18 PM

To: "j.ra.jayakumar jayaramanradhabai" < jrajayakumar27@gmail.com >

Cc: AO Kalakshetra < ao@kalakshetra.in >

Dear Ra.j,

Please keep ready all the details pertaining to the koothambalam project, the works committee meeting is scheduled on 23.1.2013 and 24.01.2013 .

Make your presence in the campus by 8.45 am without fail.

--

Thanks & Regards,

V.Srinivasan

Kalakshetra Foundation

kalakshetra

Works kalakshetra <works@kalakshetra.in>

Re: Regarding increment for Apr-2011-Mar-2012 & Apr-2012 -till date.

Works kalakshetra <works@kalakshetra.in>

Fri, Jan 11, 2013 at 3:45 PM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Cc: ravi <card@vsnl.com>

Bcc: d dd <dd@kalakshetra.in>, CAO Kalakshetra <cao@kalakshetra.in>, AO Kalakshetra <ao@kalakshetra.in>

Dear J.Ra.j,

You know very well that there is no provision in the increment in LOA. However this matter has to be apprised with the works committee.

There is no progress of work at site, you are requested to furnish the following which is long pending details not submitted by you.

Regards site records - Please keep the dismantling register which is most valuable document required by the management at any point time. This has been long pending work for more than 1 year. Your have not been produced sofar. why?

Regards site records- Material management and the register may please be kept as on date.

Please get the all the details of Non tendered items executed so far, with proper rate analysis for the civil work, electrical, and hvac in a tabular format. This is urgently required by the audit.

Balance works to be completed in koothambalam for which the estimate (Proper estimate - LBD details and prope rate analysis). this is also most important and submit immediately

v.srinivasan.

On Fri, Jan 11, 2013 at 2:48 PM, j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com> wrote:

Dear Mr.Srinivasan,

I have not yet received my increment for the above mentioned periods.

Please refer communication letters dated as below:

- 1.Architect's recommendation letter dated:22.11.2011.
- 2.Revised letter dated:19.12.2011.
- 3.Reminder letter along pfb dated:4.05.2012.

I am waiting for the increment for a long time.
Kindly requested to close this issue as early as possible.

Thanks & Regards,

J.RA.Jayakumar.

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kalakshetra

Works kalakshetra <works@kalakshetra.in>

Re: Regarding papers to collect from architect office.

Works kalakshetra <works@kalakshetra.in>

Thu, Jan 17, 2013 at 11:30 AM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Dear J.Ra.J,

Please recall that justification of quantities (LBD details) and rate analysis (justification of rates) for the estimate of civil, electrical and hvac for the koothambalam, will be submitted within 15 days. Kindly ensure that the details are required to this office urgently and the works committee.

v.srinivasan

On Thu, Jan 17, 2013 at 5:49 AM, j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com> wrote:

Dear Mr.Srinivasan,

I am going to architect office to collect some papers and then coming to site.

Thanks & Regards,

J.RA.Jayakumar.

--
Thanks & Regards,

V.Srinivasan
Kalakshetra Foundation

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Works kalakshetra <works@kalakshetra.in>

Fwd: works committee - reg.

Works kalakshetra <works@kalakshetra.in>

Wed, Jan 23, 2013 at 7:20 PM

To: d dd <dd@kalakshetra.in>, Saveheritage <saveheritage@gmail.com>, TM Krishna <tm.krishna@gmail.com>

Cc: AO Kalakshetra <ao@kalakshetra.in>, CAO Kalakshetra <cao@kalakshetra.in>

Bcc: Ravi Niilakantan <card.chennai@gmail.com>, ravi <card@vsnl.com>

----- Forwarded message -----

From: Works kalakshetra <works@kalakshetra.in>

Date: Wed, Jan 23, 2013 at 3:40 PM

Subject: works committee - reg.

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

dear j.ra.j,

You may be aware that to-day a meeting has been fixed with regard to Works Committee on Koothambalam works. In this regard, you have been informed well in advance about the date, venue etc., to attend the same without fail. However, you informed us that due to unavoidable circumstances, you could not attend the meeting.

This has caused great difficulty for us during the meeting held to-day. In your absence and in the absence of required data, which you should have provided to us in the past, we could not articulate our views in the Works Committee meeting to-day and caused embarrassing situation for all of us before the authorities.

In view of the seriousness of the issue and also due to your past lethargic attitude, we are constrained to inform you that we are facing lot of difficulties in the Koothambalam works for non receipt of information from your end. The situation is becoming more serious and irretrievable and you alone are responsible for all the consequences arising thereof.

--
Thanks & Regards,V.Srinivasan
Kalakshetra Foundation--
Thanks & Regards,V.Srinivasan
Kalakshetra Foundation




Works kalakshetra <works@kalakshetra.in>

Re: Regarding payments.

Works kalakshetra <works@kalakshetra.in>

Tue, Jan 22, 2013 at 6:15 PM

To: "j.ra.jayakumar jayaramanradhabai" <jrajayakumar27@gmail.com>

Cc: Ravi Niilakantan <card.chennai@gmail.com>, ravi <card@vsnl.com>

Bcc: d dd <dd@kalakshetra.in>, ao <ao@kalakshetra.in>, "Babeeta.narang" <Babeeta.narang@rediffmail.com>

This has reference to your email message dated 21st january 2013. And noted your comments. In this regard, we would like to inform you that you are representing M/s. CARD with respect clerk of works pertaining to Koothambalam project at Kalakshetra Foundation.

You may be aware that you are required to be diligent in your duties to help the project to be completed in all respects. At any point of time, you should not be found wanting in discharging your duties.

But in recent times, we found that you are doing your duty in a cavalier manner in not submitting the reports on time and adopting delaying tactics and thus causing unnecessary hardship to the management of Kalakshetra Foundation. This attitude of yours is tantamount to insubordination and any such reprehensible action of yours cannot be countenanced any more .

We hope that good sense would prevail upon and you will understand the gravity of the situation to rectify yourself to the needs of the project failing which, the matter will be reported to M/s.CARD for rectifying the situation.

v.srinivasan

On Mon, Jan 21, 2013 at 12:39 PM, j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com> wrote:

Dear Mr.Srinivasan,

I am in need of my dues.This payment is due more than 18months.
I request speedy payment.

If you do not provide me a proper answer and tentatative date of payments you will be forcing me to resign.

Thanks & Regards,

J.RA.Jayakumar

--
Thanks & Regards,

V.Srinivasan
Kalakshetra Foundation



Kalakshetra

Works kalakshetra < works@kalakshetra.in >

koothambalam - cow - reg.

Works kalakshetra < works@kalakshetra.in >

Thu, Jan 24, 2013 at 12:35 PM

To: "j.ra.jayakumar jayaramanradhabai" < jrajayakumar27@gmail.com >

Cc: d dd < dd@kalakshetra.in >, Saveheritage < saveheritage@gmail.com >, TM Krishna < tm.krishna@gmail.com >

Bcc: Ravi Niilakantan < card.chennai@gmail.com >, ravi < card@vsnl.com >

Dear j.ra.j,

We are deeply constrained to note that to-day also you have failed to attend the Works committee meeting scheduled to-day. This is viewed very seriously and the management is completely disappointed for want of data and information from you pertaining to the koothambalam project. The management reserves its right to initiate appropriate action against you and M/s.CARD as deemed fit.

--

Thanks & Regards,

V.Srinivasan

Kalakshetra Foundation

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Handwritten notes:
B. R. Jayakar
Br. n. a.
28.1.

Handwritten notes:
Kindly keep in the
folder of clerk
of work
[Signature]

25.01.2013

KALAKSHETRA
FOUNDATION
No.: 2391
DATE: 28/1/13.

Received on
Dt. 28/1/13

To,
The Director-incharge,
Kalakshetra Foundation,
Thiruvanmiyur , Chennai,
Tamil Nadu 600041.

Sub: Regarding resignation

Dear Sir,

I would like to get your notice the following:

1. I have come to kalakshetra on 23.01.2013 at 7.30 a.m. You check the Main gate security register also. Around 8.15 a.m I got the call regarding death in the family And I have to rush. Hence my absence.
2. Regarding papers requested, please note you have asked for only tender informations, which I am following.
There is no work pending from my side.
3. No work is happening at the site (Refer my email dated: 29.09.2012)
4. My salaries and payments are pending.
5. If an atmosphere to work in tandem is not created by M/s.Kalakshetra, I will be Forced to resign with immediate effect.

Please note that presently there is only insult and domination by E.O.

Regards,

J. Ra. Jayakar
J.RA.Jayakumar

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TO

Pl. look into
29.1.13

29.01.2013.

The Director incharge,
M/s. Kalakshetra foundation
Thiruvannamipur, Chennai-41.

KALAKSHETRA FOUNDATION
No.: 2396
DATE: 29/1/13

Sub: Regarding Resignation of C.O.W.

Dear Sir,

I have send my resignation letter on 25-1-2013.

To day morning architect called ^{me} to say that
M/s. Kalakshetra is terminating my services.

Since there is no site activity, I would like to be
relieved by today.

When I come on 4th ^{Feb 2013}, I will collect my salary ^{with Bal. payments,} and
personal materials in the CD Room.

Kindly intimate through mail if there is any
change.

Thanks & Regards,

(P. Ra. Jayaraj)
(J. RA. Jayakumar)

cc - M/S. CARD.

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Works kalakshetra < works@kalakshetra.in >

Fwd: Regarding c.o.w resignation

Ravi Niilakantan < card.chennai@gmail.com >

Tue, Jan 29, 2013 at 3:59 PM

To: Saveheritage < saveheritage@gmail.com >, TM Krishna < tmkrishna@gmail.com >

Cc: d dd < dd@kalakshetra.in >, Works kalakshetra < works@kalakshetra.in >, "j.ra.jayakumar jayaramanradhabai" < jrajayakumar27@gmail.com >

Dear Sri. Gundu Rao,

In continuation to your letter dt. 24.1.12, received on the 28.1.12, i have informed the COW Sri. J.Ra. Jayakumar about his termination from services by Kalakshetra.

He has left the site @ 3pm today.

Attached is his letter.

This is for information and records.

Regards,

Ravi niilakantan

----- Forwarded message -----

From: **j.ra.jayakumar jayaramanradhabai** < jrajayakumar27@gmail.com >

Date: Tue, Jan 29, 2013 at 2:58 PM

Subject: Regarding c.o.w resignation

To: ao < ao@kalakshetra.in >

Cc: dd < dd@kalakshetra.in >, Works kalakshetra < works@kalakshetra.in >, Ravi Niilakantan < card.chennai@gmail.com >

Dear Mr.Ramachandran (AO)

Today morning i came to meet DD sir.He was busy and told to convey with you.

Please find attached scan copy for your reference.

Awaiting for your reply.

Thanks & Regards,

J.RA.Jayakumar

1.pdf
393K

24/1

- L. The list of bill copies submitted by vendors with regard to the civil, electrical, HVAC and slab cooling work contractors and paid details with contract wise, item wise, and location wise may please be submitted
- M. Clients / kalakshetra Foundation approval and correspondence in writing details related to civil, HVAC, electrical, sound, stage lighting and slab cooling work
- N. Details of reports and incidents and your remarks submitted by you during the progress of work to M/s.CARD and kalakshetra foundation office
- O. Copies and certification of rate analysis obtained from the Contractor and M/s.CARD for the non tendered items executed at the Koothambalam site for civil, electrical and HVAC and slab cooling work –contract wise, item wise and location wise may please be submitted.
- P. The documentation or photographs for the koothambalam work since inception of wok to till date under civil, electrical, hvac, slab cooling , stage lighting works may please be submitted to the kalakshetra Foundation.
- Q. Details of approval obtained from the Architect since inception of wok to till date executing the non tendered items and rate analysis of same under civil, electrical, HVAC and slab cooling work contract wise, item wise and location wise may please be submitted.
- R. Weekly site meeting details in hard copy since inception of wok to till date
- S. The details of the furniture, equipments and tools provided by the kalakshetra foundation for the site office on your request.
- T. The details of material at site account with regard to civil, electrical, hvac and slab cooling work in the koothambalam may please be furnished contract wise, item wise and location wise.
- U. The details of balance works (Tender items / Scheduled items) yet to be done with regard to civil contract, electrical contract, HVAC contract and slab cooling contract details.
- V. The details of revised schedule of quantity with regard to civil, HVAC, electrical and slab cooling contract wise, item wise and location wise may please be furnished.
- W. The report and details of balance works (Non tendered items) yet to be completed with regard to civil, electrical, HVAC and slab cooling work with proper justification of quantity / rate for each items contract wise, item wise and location wise may please be submitted.
- X. All the working sheets prepared by you during the progress of work, for bill preparation, materials requirements, site measurements in hard or soft copy details for civil, electrical, HVAC and slab cooling and related works for the koothambalam work, contract wise ,item wise and location wise may please be submitted.
- y) What is the work completed and yet to be billed contract wise, item wise and location wise may please be furnished immediately.
- This is issued for strict compliance for an urgent basis.

--

Thanks & Regards,

V.Srinivasan
Kalakshetra Foundation

--

Centre for Architectural Research & Design
#10A, First street, Dhanalakshmi Colony,
Vadapalani, Chennai - 600026. INDIA.

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related drawings submitted by M/s.CARD before finalizing the work and during the execution.

E. Awarded works - civil, electrical and HVAC - contractor/ vendors quoted rate in the tender for each item -justification.

F. All the initial PERT chart details for completion works submitted by the vendors/ contractors before undertaken the work - and revisions thereof.

G. The details pertaining to the koothambalam area before undertaken the koothambalam - i.e. soil testing, survey work, koothambalam initial layout / drawing copy since inception of wok to till date

H. The details of "Architect instructions" carried out by the contractors/ vendors civil, electrical , HVAC and slab cooling work since inception of wok to till date with regard to the following:

1. The variation of modification of design, quantity or quality of works or the addition or omission or substitution of any work
2. any discrepancy in the drawings or between the schedule of quantities and or drawings and specifications
3. The removal from the site of any works executed by the contractor and substitution of any other materials thereof
4. The removal and / or re execution of any works executed by the contractor
5. The dismissal from the works of any persons/s employed thereupon
6. The opening up for inspection of any work covered up
7. The amending and making good of any defects

I. The details of the register maintained in the site office for the koothambalam work contract wise, item wise and location wise since inception of wok to till date may please be furnished

1. Materials receipt (In coming materials list) for civil, electrical , HVAC and slab cooling work and other related works for the koothambalam
2. Register for Dismantled items received from the koothambalam site before undertaking the work
3. Outgoing materials register for civil, electrical, HVAC and slab cooling work for the koothambalam
4. Bill register for civil, electrical, HVAC and slab cooling work and other related works
5. Payment register made to the contractor for the koothambalam work civil, electrical, hvac and slab cooling work.
6. Material advance and adjustment register and Mobilization advance and adjustment register.
7. EMD register, security deposit register and Retention amount register for the koothambalam venders / contractors

J. The details of inspection and examination and test of materials (test report) for the civil, electrical, HVAC and slab cooling work for the koothambalam since inception of wok to till date, contract wise, item wise and location wise may please be submitted.

K. The details of the expenditure statement for the koothambalam as on date with regard to civil, electrical, HVAC and slab cooling and other related work since inception of wok to till date .

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in the case. Sri. J. K. ~~was~~ ^{was} having Kulkarni's
documents which despite repeatedly enquiring
I found handed over to the management. This case
you will agree. and ethics - any employee
shouldn't deny continuation/termination
of service. in as much the fact the employee
was selected for ^{to} carry out duty of 41.
it was not one-to-one, the department wishes
that ensure Mr. J. Jayaram. at the
cannot to the fortitude.

Needless to add, whatever the due to be
settled would be done. details and
of submission of duty - which must be
available - the list of events to Sri. Jayaram
which I am sure are of, we would
I hope - to ensure that the employees
handover - the ~~same~~ same sense than Sri. Jayaram
Regards -

As per ~~contract~~ contract existence - NO
amount is payable to Sri. Jayaram

On Sat, Mar 9, 2013 at 3:54 PM, j.ra.jayakumar jayaramanradhabai <jrajayakumar27@gmail.com> wrote:

Dear Mr.Srinivasan,
My last working day at M/s.Kalakshetra was on 29.01.2013.

Reminder

The following items are pending from M/s.Kalakshetra foundation:

1.My salary for the month of Jan 2103 is still pending.

Refer my letters regading for the salry payments.

2.My increments

a.for the year April 2011 to March 2012

b.For the year March 2012 to Jan 2013

Supporting papers for the increment are send to kalakshetra office from architect office-Refer letters dated:22.11.2011, 19.11.2011.and 9.08.2012.

Increment payments are still pending more than 12 months after submission respective papers to Kalakshetra office.

3.Regarding my materials at site office.

You are not allowed me to take my materials from site office on 29.01.2013.(Refer letter dated 29.1.2013)

Materials list attached in dues file.

In that item no.11.Cell phone charger missed in dues file.

4.Regarding site records:

a.You have not provided camera to take photos.

b.Stationery not provided by M/s. Kalakshetra office.

You have to clear all my dues and return my materials from M/s.Kalakshetra foundation as early as possible.

Please find attached dues and Reply letter for your reference.

Thanks & Regards,

J.RA.Jayakumar

On Tue, Mar 5, 2013 at 4:57 PM, Works kalakshetra <works@kalakshetra.in> wrote:
Mr. J.Ra.Jayakumar / clerks of works

Remainder

you are required to handover the following documents/ details/information related to the koothambalam project in kalakshetra Foundation to this office or Engineer officer at the earliest.

Site records:

A. Detailed project report / Brief notes containing Civil works, electrical works, HVAC works , slab cooling work and other related works for the koothambalam

B. Preliminary Estimate copies for the civil, electrical, HVAC work, slab cooling work on area basis with quantity (LBD details) justification and rate Justification

C. Detailed estimate cost details for -civil, electrical, HVAC and slab cooling with (LBD details) justification of quantities and rate analysis before awarding the work

D. All the conceptual drawings and working drawings for civil, electrical,HVAC, structural modified detailed drawings and slab cooling working drawings and other

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Dear R. Nila,

You may be well aware that Sri. J. Ra. J. Senu is a member
terminated abruptly by K.F. Thy work during absence
of complete insubordination - withful ^{fiction} delay on
the part of Sri. J. Ra. Jayaram and displaying ^{display} attitude
unwillingness to take any instruction given by the
Foundation though he was appointed to work on behalf
of chimney for look after the kitchen in the
Foundation. he is uncooperative behaviour was brought
to your notice my trust ^{trust} - email dt - - -
Further. ~~CA~~ as you well know aware CA's ^{and}
had significantly pointed out its objection to
continuation of his service on note - expansion in
Kalamnara at Bharada Lalabrupa (Kalamnara)
was not going on. To also ^{the} ^{the} ^{the}
I was not done - ^{due by} ^{Ms. CA's}
to whom ^{recurrent} ^{to} ^{the} ^{issue}. It is
to ^{the} ^{member} ^{email} ^{dt} - - - ^{the} ^{service}
~~contracts~~ of Sri. J. Ra. - to be -

You will appreciate and agree to terms any terms
amount. an employee on resignation -
must handover official documents papers ^{deposits}
and data ^{officially} ^{assigned} ^{him} ^{for} ^{performance}
or part of the ^{realm} of his ^{stated} ^{responsibilities}
as any

Rediffmail

Mailbox of babeeta.narang@rediffmail.com

Print

Cancel

From: Ravi Nilakantan <card.chennai@gmail.com>

To: d dd <dd@kalakshetra.in>, Saveheritage <saveheritage@gmail.com>

Subject: Re: koothambalam - reg

Date: Wed, 13 Mar 2013 11:06:21 IST

Cc: Works kalakshetra <works@kalakshetra.in>, ao <ao@kalakshetra.in>, "Babeeta.narang" <Babeeta.narang@rediffmail.com>

To

Kalakshetra Foundation,

Thiruvanmiyur,

Chennai.

Dear Sirs,

We understand that you have not settled dues and salary of the Clerk of Works, Sri.J.Ra.Jeyakumar whose services were terminated abruptly on January 29th 2013.

Further we also understand that after terminating his services, he has been asked to answer queries.

In view of the fact that we had been recommending his payment to you, we recommend that his dues be settled immediately as non-settlement would in fact amount to an unfair practice which we are sure that a world renowned institution like Kalakshetra would not like to do.

Regards,

Ravi Nilakantan

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DEPARTMENT OF POSTS, INDIA



प्रेषक डाकघर
की नाम मोहर
Name stamp of
office of posting

RT 11293901 91N

India Post

तारीख-मोहर



Date Stamp

भेजने वाले
का पता
Sender's
Address

KALAKSHETRA FOUNDATION
THIRUVANMIYUR,
CHENNAI-600 041

पिन/PIN

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MGIPCBE—CRC—5 PSD/CH/11—13-6-11—20,00,000 Loose



255

MGIP/CBE-CRC-5 PSD/CH/11-13-6-11-20,00,000 Loose

252

Grid for postal codes

पत्र/पिन

Date-Stamp

KALAKSHETRA FOUNDATION
THIRUVANMIVUR,
CHENNAI-600 041

शेक डाकघर
की नाम शेक
Name stamp of
office of posting
Sender's
Address

RT 1293900 91N



DEPARTMENT OF POSTS, INDIA

ऑफिस नं. 54
R.P.-54

* एक रजिस्ट्री पत्र/पोस्टकार्ड/पैकेट/पार्सल प्राप्त हुआ
बीमा Registered

* Received a Insured Letter/Postcard/Packet/Parcel

पाने वाले का नाम
Addressed to (Name)

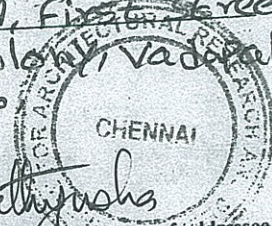
† बीमा का मूल्य (रुपयों में)
† Insured for Rupees

वितरण की तारीख / Date of delivery

* अनावश्यक को काट दिया जाए।
* Score out the matter not required.

† केवल बीमा वस्तुओं के लिए।
† For Insured articles only

Shri Ravi Viji Lakantan, Architect
Centre for Architectural Research
and Design #10A, First Street,
Dhanakshemi Colony, Vadapalam,
Chennai - 600026



पाने वाले के हस्ताक्षर Signature of addressee

Prathyusha

256

भेजे जाने के पते का हस्ताक्षर/Signature of addressee
 CHENNAI

भेजे जाने का पता
 श्री. रवीश्री लालकान्तन, आर्किटेक्ट
 Centre for Architectural Research
 and Design, #10H, First Street,
 Dhanyakshmi Colony, Vandalam,
 Chennai - 600026
 तिथि/Date of delivery

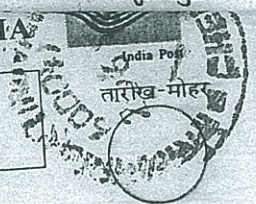
एक/Registered Letter/Postcard/Parcel/Packet/Parcel
 भौतिक/भौतिक/भौतिक/भौतिक/भौतिक/भौतिक
 * Received & Registered
 * भौतिक का मूल्य (रुपये में)
 * Insured for Rupees
 * अतिरिक्त की कोट दिया जाए।
 * Score out the matter not required.
 * कवल भौतिक वस्तुओं के लिए।
 * For Insured articles only

आर. पी. - 54
 R.P.-54

DEPARTMENT OF POSTS, INDIA

प्रेषक डाकघर की नाम मोहर
 Name stamp of office of posting

RT 11293900 91N



भेजने वाले का पता
 Sender's Address

KALAKSHETRA FOUNDATION
 THIRUVANMIYUR,
 CHENNAI-600 041

पिन/PIN

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257

ACKNOWLEDGEMENT

* एक राजस्ट्री बीमा पत्र/पोस्टकार्ड/पैकेट/पार्सल प्राप्त हुआ

* Received a Registered Insured Letter/Postcard/Packet/Parcel


पाने वाले का नाम
Addressed to (Name)

Sri. J.Ra. Jayakumar, No. 34, 1 st
Cross Street, Vasantham, Nagar
Melmanampedu, Poonamallee,
Chennai-602107

† बीमा का मूल्य (रुपयों में)
† Insured for Rupees

वितरण की तारीख / Date of delivery 20

- * अनावश्यक को काट दिया जाए।
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पाने वाले के हस्ताक्षर / Signature of addressee



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