

JAL VAYU VIHAR

PLUMBER-1: DUTIES & RESPONSIBILITIES

1. Plumber-1 is responsible to Secretary BOM through Manger for his day to day functioning
2. As and when he reports to office, he will check the day's complaints from Asst Manager/Manger and attends to them without fail. In case of any equipment failure, he has to inform the house incumbents to procure the same. In case the incumbents are senior citizens and are not in a position to procure the same, he can collect the amount for that. In all such cases, the same is to be informed to manager, about the cash so received and expenditure incurred and cash returned to the resident within 24 hours. Failing which an equal amount will be recovered from the Plumber-1's Salary and Pay to the resident if complaint received in writing from the resident.
3. Plumber-1 has to collect Rs 20/- from each house after completion of the work and the same is to be deposited in office.
4. Plumber-1 has to fix the New Water Meter for the Dwelling Units for which he shall be Paid Rs 50/- for each meter along with salary.
5. Plumber-1 has to guide BOM in case of defective water pipe lines, their replacements etc.
6. Plumber-1 should obtain working schedule from the Manager.
7. Any untoward incidents if found/noticed, immediately the same must be informed to the Manager. In case of seriousness the same must be informed to the i/c security and Secretary.
8. Plumber-1 is responsible for the tools, keys which are handed over to him through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the Plumber-1.
9. Plumber must attend the office in time in uniform and leave the office after completion of Working hours.
10. Plumber-1 should not leave the premises on duty hours without prior permission of Manager/In-charge/Secretary.
11. Working hours from 09.30 am to 05.30 pm, Lunch time is from 01.15 pm to 02.00 pm only.
12. Plumber-1 is authorized to have one day leave in a month other than paid weekly off and paid public holidays. In case if Plumber-1 is on duty on weekly off, on public holiday and not availing leave will be paid extra days as per the salary.
13. Any emergency or unfinished jobs must be informed to the President / Secretary.
14. Any other job assigned from time to time by the Board of Managers.

PLUMBER-1 ADDITIONAL DUTIES:-

15. Plumber-1 has to take the water meter readings of all the dwelling units and extra rooms on 23rd, 24th, 25th and 26th of every month. This task has to be completed under any circumstances whether it is a holiday or working days. In case of working days, he has to attend to all complaints first and then only he should undertake this task. If needed he has to stay beyond working hours and complete the task in stipulated time. For this task an additional amount of Rs 2000/- will be paid in addition to his salary.

16. Plumber-1 has to give in writing Zero Reading Water Meters list with House Number soon after taking the readings to Water In charge and also to the Secretary. In addition he has to report any abnormalities noticed in Meter Readings to Secretary.
17. If Akash Ganga is let out for any function he must be available in Akash Ganga and liaison with any one of the Function Person. His responsibility is to support electrical, Water and PA system for the function.

18. ADDITIONAL AMOUNTS PAID FOR AKASH GANGA DUTY

DAY DUTY ON HOLIDAYS STARTS FROM 06.00 AM to 06.00 PM

An amount of Rs 300/- will be Paid for day duty up to Six hours.

An amount of Rs 500/- will be paid for day duty above six hours.

NIGHT DUTY ON ANY DAY STARTS FROM 06.00 PM to 06.00 AM

An amount of Rs 500/- will be paid for night duty up to six hours.

An amount of Rs 800/- will be paid for night duty above six hours.

Date:

(V Gouripathi)
WgCdr (Retd)
President
JVVHOWA