



Date: 10/01/2022

**TO WHOM SO EVER IT MAY CONCERN**

This is to confirm that We have appointed Mr. Sanjay Kumar S/o Mr. Ramesh Prasad, Resident of 20/F , Saraswati Nagar, Golmuri ,Jamshedpur as our Site Engineer for our Residential Project “ JOYNEST “ located at Adityapur , Satbahini, Behind Mangalam city , Village –Dhirajgnaj ,Saraikela kharsawan.

**His roles & responsibilities are as follows:**

1. To Supervise & monitor day to day civil work activities of the site.
2. To Supervise the technical aspects of the project.
3. Keeping track of building materials and ensures the availability of building materials on site.
4. Record keeping of labour attendance on daily basis and coordinating with civil contractors and vendors for all the matters related to site.
5. Preparing daily report of the progress of the project and update the same to the concerned authority.
6. To check, control and instruct the civil contractor to carry out the progress of work as per the schedule.

