

## **GENERAL INSTRUCTIONS - JULY 2024**

1. Fill the “**DAILY UPDATE**” google sheet each day in the first 30 minutes of the Shift (Ex. If the shift is from 2pm to 10.30pm- we have to enter the update before 2.30pm).

(i). If you are leave on a particular day. Mark full day Leave/ half day leave with yellow fill. (Also mention Vacation or Sick). If it's an emergency Leave, please inform Project Coordinators/ HR to mark.

15	ADITYA S DARSAN	5331A AP CORRECTION	
16	ANANTHA PADMANABHAN		
17	ANN MARY JOHNY	ADJALA EOP	Starts from 3Pm
18	BHAVYA VISHWAMBHARAN	Midland Basemap	
19	DEVIKA OMANAKUTTAN	Full Day Vacation	
20	JISMOL JOSE	Half day Vacation (Second half)	
21	NAVANEETH C K	1042A Crossing	
22	SULEKH N	1042A Crossing	
23	THAHZIN RASHA	Halton	

(ii). If you don't get any work, Mention “**No Work Assigned**”. And contact Planners or Project Coordinators for Work.

(iii) Please Mention the Total hours spend on the day including the Overtime and respective Works.

2. Those who fails to enter the daily update within the above-mentioned time Please Send an Explanation Mail To

[dipu.s@netzatechnologies.com](mailto:dipu.s@netzatechnologies.com)

CC: [jithin.a@netzatechnologies.com](mailto:jithin.a@netzatechnologies.com), [revathy.s@netzatechnologies.com](mailto:revathy.s@netzatechnologies.com),  
[nafeetha.z@netzatechnologies.com](mailto:nafeetha.z@netzatechnologies.com) [sreelakshmi.m@netzatechnologies.com](mailto:sreelakshmi.m@netzatechnologies.com)

With mail subject “**Explanation Mail**”

Those who start late for work with genuine reasons can also mention that in the Mail.

Use mail subject “**Leave Application**” For applying both sick leave and vacation

Before applying, please confirm the number of vacation days available with Project coordinators or HR.

Leave Application Mail To

[dipu.s@netzatechnologies.com](mailto:dipu.s@netzatechnologies.com)

CC: [jithin.a@netzatechnologies.com](mailto:jithin.a@netzatechnologies.com), [revathy.s@netzatechnologies.com](mailto:revathy.s@netzatechnologies.com),  
[nafeetha.z@netzatechnologies.com](mailto:nafeetha.z@netzatechnologies.com), [sreelakshmi.m@netzatechnologies.com](mailto:sreelakshmi.m@netzatechnologies.com)

### 3. Regarding the Email Format (**especially for New Joiners**)

When you are submitting a file for QC or final submission, the mail must contain subject name, **To** address, **Cc** Address (Your team Members and Planners), mail content, attachments and signature.

if you are submitting a revision or redline, please mention the changes you have done in the mail content.

Example is given below.

**Z19918\_5131A\_AERIAL\_PERMIT\_SECTION 1\_R3\_2022-04-02**



**Jithin Antony** <jithin.a@netzatechnologies.com>

02-04-2022 11:03 PM



To: Akash@netzatechnologies.com Cc: Mr. Vishnu Bose; Thasma Thomas; sudeep@netzatechnologies.com

[Save all attachments](#)



Z19918\_5131A\_AERIAL\_PERMIT\_...  
5.1 MB



Z19918\_5131A\_AERIAL\_PERMIT\_...  
1.99 MB

Hi Sir,

Please find attached to this email CAD file and Published PDF file of Z19918\_5131A\_AERIAL\_PERMIT\_SECTION 1\_R3\_2022-04-02. Let me know if there are details that require clarification.

Additional Changes Done

1. Removed the pre-stubs from the permit and kept the FOC 48 that was recently added but as a black colour.

Thank you. Regards

**Jithin Antony**  
Project Coordinator  
Netza Technologies

[jithin.a@netzatechnologies.com](mailto:jithin.a@netzatechnologies.com)  
Mobile: +91 7356316748

(ii). Those who have the position change should update their Signature.

(iii). Check the mail before starting the work daily.

Here I have attached the Link for **DAILY UPDATE** google sheet. Bookmark this link in the Netza Chrome so we can access it easily.

[https://docs.google.com/spreadsheets/d/1y\\_3ZxftAP46jxDxKICI7E5LgOTatwDdQm9eCDC\\_B0CU/edit#gid=0](https://docs.google.com/spreadsheets/d/1y_3ZxftAP46jxDxKICI7E5LgOTatwDdQm9eCDC_B0CU/edit#gid=0)

4. Daily Upload Latest File in Netza drive in appropriate Folder with File name (FDSA name \_ Your name \_ yyyy-mm-dd). Update it daily 5 minutes before the leaving the work (Ex. If the shift is from 2pm to 10.30pm- we have to enter the update between 10.20pm to 10.25pm).

Emergency Leave/Sick Day: Inform the senior and project coordinators (Jithin, Revathy, Nafeetha, and Sreelekshmi D) or the respective team heads (Sangeeth and Femiya). In the absence of the project coordinators, inform Soorya Surej (Junior Project coordinator), Aashna (Junior Project coordinator), and Ann Mary Johny (Project coordinators), Anumol N J ( Aerial Designer) before leaving, or in super emergency cases, inform the team heads and send or upload the latest file to Drive (Netza). After reporting then inform Dipu sir (ER Admin) for the approval Send Sick Day Mail either the Same day or next Day.

5. About Applying For vacation – Apply the mail as soon as Early

Example for a Marriage Function -2/3 weeks Before you can apply for Leave

6. Please don't forgot to Mark Leave (Vacation / Sick) on Netza Calendar after Sending Leave Application

7. If more than 2 Day Vacation you should Inform Akash Sir or Sachin Sir and receive confirmation before sending the Leave Application Mail.

#### Sample For Leave Application -Vacation

Hi Sir,

I wish to inform you that I have an XXX (Specify the Reason) matter to attend at XXX (Location) due to which I will not be able to work on 4<sup>th</sup> Saturday September 2021.

I shall be available on the phone if needed. I would be highly obliged if you could grant me one day's leave.

Thank you.

Regards,

(Note: No of Vacations Left – XX)

Name

Signature

(In case of more than 2 days, Please Mention Who is handling the Work. Example: I have instructed Vishnu with regard to the details of the projects I have been handling.)

#### Sample For Leave Application -Sick Day

Hi Sir,

I wish to inform you that I am suffering from (so and so illness), hence I need a sick day/ sick day from (dmy to dmy). Kindly accept my request.

Thank you.

Regards,

(Note: No of Sick days Left – XX)

Name

Signature

### Sample For Explanation Mail

Hi Sir,

I wish to inform you that I will be starting work today (6th May 2022) at 4.30pm as I was travelling to my home (Specify the reason). I will be compensating this time on the coming Monday (Specify the date and time of compensation). Kindly consider my request.

Thank you.

Regards,

Name

Signature

### Sample For Compensation Report

Hi Sir,

Please find attached to this email the compensation report of (Specify the date). Let me know if there are details that require clarification.

**04-05-2022**

Compensation Time -2 hrs.

Starting time-12 PM

Work-4523 MC (4 VP- Trench & Construction note updated)

Work Assigned by XXXX

Thank you.

Regards,

Name

Signature