

DIVERSITY MONITORING

**TO ASSIST US TO MONITOR DIVERSITY IN THE CONSTRUCTION INDUSTRY,
PLEASE COMPLETE THE FOLLOWING SECTION:**

*** Ethnic origin**

- | | | | |
|---|--|--|--|
| ☐ White | ☐ Black African | ☐ Black Caribbean | ☐ Black – Other |
| ☐ Chinese | ☒ Indian | ☐ Other Asian | ☐ Other |
| ☐ Prefer not to disclose | | | |

** Indicates required*

*** Are you registered disabled?**

- | | | |
|--|------------------------------|---|
| ☒ No | ☐ Yes | ☐ Prefer not to disclose |
|--|------------------------------|---|

** Indicates required*

*** Sexual orientation**

- | | | | |
|--|------------------------------|----------------------------------|--------------------------------|
| ☒ Heterosexual | ☐ Gay | ☐ Lesbian | ☐ Other |
| ☐ Prefer not to disclose | | | |

** Indicates required*

APPLICATION FOR CHARTERED MEMBERSHIP FOR CANDIDATES VIA THE INDUSTRY ROUTE



APPLICATION

Please provide one passport photograph (recent, head and shoulders).
Please confirm/update your personal details here.



PERSONAL DETAILS:

Membership Number: 2025234

Surname: TATA

Forname(s): SUBRAHMANYA SRINIVASA MURTHY

Title: MR. Date of Birth: 18/07/1966

Home Address: A2, Shetal housing society,
Kareyoad, Dombivli (West) Thane Dist Maharashtra INDIA.

Tel (Home): 912512486571 Mobile: 919004656567.

Email: ss_tata@hotmail.com

► This whole application form and required documents need to
be scanned and sent via email to: pr.application@ciob.org.uk

APPLICANTS DECLARATION:

1. Royal Charter & Bye-Laws

I understand that I will be considered for the corporate class of membership and if admitted undertake to observe The Royal Charter and Bye Laws, the Rules and Regulations of Professional Competence and Conduct and any other Regulations for the time being in force.

I declare that I have read The Chartered Institute of Building (CIOB) Royal Charter and Bye Laws and The Rules and Regulations of Professional Competence and Conduct. www.ciob.org/about/royalcharter

2. Criminal Convictions

Have you ever received a caution or conviction for a criminal offence?

YES ☐ NO ☒

If yes, please provide details of this caution or conviction and whether this has become spent under the Rehabilitation of Offenders Act 1974 or the equivalent law in your jurisdiction:

3. Insolvency/Bankrupt

Are you an undischarged bankrupt or within the last three years been subject to any insolvency proceeding or other arrangements with creditors in respect of your debts (such as an Insolvency Voluntary Agreement)?

YES ☐ NO ☒

If yes, please provide details:

4. Information on this application

On signing this declaration, I declare:

- That the information provided in this application form is true and accurate;
- That the application form has been completed by myself; and
- That the photograph provided is a true likeness of myself.

If at any time the CIOB discovers that you have failed to disclose any of the above or that you have provided false information, the CIOB reserves the right to investigate the matter under the CIOB Disciplinary Regulations.

Should you have any queries regarding this Applicant Declaration please contact the Head of Membership and Employer Engagement on +44 (0) 1344 630 700.

Signature of Applicant:



Date:

24/6/17.

APPLICANT STATEMENT

What becoming MCIOB means to me and what would I expect to contribute?

MCIOB means to me a professional and personal achievement which will contribute to my knowledge growth, career development and reputation in the societies of Indian sub continent.

If successful, please indicate your preferred title for your certificate by placing a tick in one of the boxes below:

Chartered Builder

☐

Chartered Construction Manager

☒

This does not affect the post-nominal MCIOB.

PART I EMPLOYMENT DETAILS

Please attach:

- A copy of your current job description
- A copy of your most recent personal CV
- Organisation chart that shows where you fit within your company
- CPD record for last 12 months (only required if you have been in membership for a year or more)
- One year forward action plan (this should include personal and company objectives).

EMPLOYMENT DETAILS:

Company Name: JMT Group.
Position in Company: Group construction Head (PAN INDIA)
Employment Type: permanent Date from: 11/5/17 To: Till date.
Company Address: 6th Floor, The Beagle Hotel, POWAI
ANDHERI (EAST), MUMBAI, MAHARASTRA.
Email: smtata@jmtgroup.co.in.
Tel: 91 22 6711 22 33. Mobile: 91 9004656547.

SELF-EMPLOYMENT DETAILS:

Company Name: _____
Address: _____
Email: _____
Tel: _____ Mobile: _____
Company Registration Number: _____

PART 2 UNEMPLOYED

APPLICABLE FOR UNEMPLOYED CANDIDATES

CAREER PLAN

Development need:

- NA -

How development need will be satisfied:

- NA -

What will this enable you to do?

- NA -

PART 3 COMPETENCE REPORT

Please demonstrate your competence in each of the following by reference to examples of your most recent achievements at work (last 3 years) whether employed or self-employed.

SECTION I – Occupational Competence

COMPETENCE 3.1.1 Planning and Organising Work

KNOWLEDGE/EXPERIENCE – Please include at least one example.

I have good knowledge of planning and organizing of work. I fix priorities. I plan my schedule accordingly. Top priorities works will attend first followed by others.

All my construction Activities, I prepare a schedule and monitor.

While I was working at RNA Corp. as a GM. Our project is behind schedule and management want project on schedule for exterior project.

I have analysed and found that contractor quoted low prices to complete the job. I have introduced Interim mile stone Bonus of 5%. The contractor starts recovery for good and healthy cashflow and job was completed on time.

COMPETENCE 3.1.2 Managing Health & Safety and Welfare

KNOWLEDGE/EXPERIENCE – Please include at least one example.

I am very good at safety, health and Environment. I have Implemented BS OHSAS 18001- 2007 in all my projects.

While I was working at K. Raheja Corp. for their Vivera site, we have established medical facilities at site. Doctor used to visit the site regularly and used to issue free medicines to workers. Blood samples and routine health checks were practised.

We have also introduced safety awards to workers to take care of safety and to motivate. We have also conducted safety cultural events.

I am also a safety award winner in Dec. 2000 at LTA.

COMPETENCE 3.1.3 Managing Quality**KNOWLEDGE/EXPERIENCE** - Please include at least one example.

I have vast knowledge of QMS and well versed with ISO 9001 standards. I am also a Lead Quality auditor.

While I was working at K. Raheja Corp. I have introduced QMS at all their sites and got certified for ISO 9001. I was their "MR."

I have introduced method statements, quality check lists for various activities like excavation, PCC, shuttering Reinforcement, concreting, brick work, plastering, flooring etc.

I have monitored and audited these check list implementation at site. I have also trained staff.

I have also introduced Regular sampling and testing of material like cement, steel, bricks, tiles etc.

COMPETENCE 3.1.4 Implementing Sustainable Construction Development**KNOWLEDGE/EXPERIENCE** - Please include at least one example.

I always prefer to use eco friendly material at most of my sites. Our buildings are mostly designed as LEED green buildings.

While I was working at RNA Corp. We/I have used fly ash and GGBS in concrete. Fly ash is a waste material from thermal plants. The fly ash gives good finishing and also reduces the cement content, Improves concrete quality.

I always preferred to use local available material like bricks, stones, sand etc.

Recycled material like concrete debris under roads etc done by me.

COMPETENCE 3.1.5 Knowledge of Commercial, Contractual and Legal Issues

KNOWLEDGE/EXPERIENCE – Please include at least one example.

I have good knowledge of commercial and contractual dealings. For Legal I will consult Legal dept and contracts, contracts dept.

I have always interacted with finance and legal depts for drafting of Tender / contract document.

The negotiations of tenders are finalized in consultation of Legal, finance depts along with their team members involved in the work.

At JMJ Group Recently we have finalized the deal along with legal, finance and hotel operations dept. for our Kiranandani Hotel project at Thane, Mumbai.

SECTION 2 – Management Competence

COMPETENCE 3.2.1 Communication

KNOWLEDGE/EXPERIENCE – Please include at least one example.

I am very good at verbal and written communication.

At JMJ Groups I have created whatsapp groups for all our projects at Delhi, Jaipur and Hyderabad, Mumbai.

I am monitoring the progress on whatsapp and giving my feed back.

At my office most of the decisions happens on phone calls or by mails.

E-mail is also very important for me to take decision or to obtain decisions.

During my site visits I conduct regular meetings face to face for understanding.

COMPETENCE 3.2.2 Decision Making

KNOWLEDGE/EXPERIENCE - Please include at least one example.

I am very good at Decision Making Skills.
I have also attended and Improved my Skills on Decision Making.

I will collect data, I will analyse data,
I will Conclude and take a decision along
with my team members.

While I was working at IL&FS, My progress
at site is slow due to low labour rates.
I have convinced my management to improve
the rates and hike by 10% more and also
as per approved budget.
The rates are hiked and got more progress
at site, as a result my cash flow improved.

COMPETENCE 3.2.3 Managing Information

KNOWLEDGE/EXPERIENCE - Please include at least one example.

I am managing most of the information by
mails, phone calls, whatsapp.

At jmi group I have created whatsapp
groups to exchange information among the
team members for our various projects.

I am also contacting and managing
information with vendors by mail and
video conferences and skype.

I am keeping and maintaining the hard
copies of final orgs contract documents,
Bills, other records for various projects.

COMPETENCE 3.2.4 Leadership and Strategic Management/Financial Management

KNOWLEDGE/EXPERIENCE – Please include at least one example.

I am the top leader in construction in my company to decide the strategic management and finance management of projects along with CEO.

I am preparing schedules, budgets and cash flows for various projects along with my team.

I am regularly monitoring the progress reports, budgets and cash flows for our various projects on pan India basis.

Strategy of the projects is being finalized in consultation with various team members.

COMPETENCE 3.2.5 Developing People or Teams

KNOWLEDGE/EXPERIENCE – Please include at least one example.

I am recruiting good talent for our various projects in consultation with HR Dept.

I am also sending my team members to various trainings to improve their knowledge.

I am also conducting various work shops, seminars and presentations at our sites for my team members to improve their knowledge.

I am also delegated my some of my powers to members of my team to contribute effectively.

COMPETENCE 3.2.6 Innovation

KNOWLEDGE/EXPERIENCE – Please include at least one example.

Recently I came out with the Idea of using light weight concrete for building elevation boxes, Drainage, podium flooring etc.

I am also come out with Idea of using precast elements for our upcoming Residential project at pune. It will result in faster construction, good quality and reputation increase in the market.

SECTION 3 – Commitment to Professionalism

COMPETENCE 3.3.1 Professional Judgement and Responsibility

KNOWLEDGE/EXPERIENCE – Please include at least one example.

I am a thorough professional and strictly following the byelaws, Rules and Regulations from time to time.

I have also upgraded from Associate member to member in ASCE.

Using the professionalism in mind, I am deciding the quality, safety and time mgmt. of projects impartially.

I am also professionally motivated to upgrade my self to MCIQS status with " chartered construction managers "

COMPETENCE 3.3.2 Commitment to abide by the Rules and Regulations of Professional Competence and Conduct

KNOWLEDGE/EXPERIENCE – Please include at least one example.

I strictly adhere to the rules, regulations and byelaws of municipalities, societies, technical societies while finalizing my decisions.

While I was working at IL&FS I have interviewed and selected ~~by~~ my team members (New) on their skills, technical competence and also support my team members.

I strictly follow merit system.

COMPETENCE 3.3.3 Commitment to CPD

KNOWLEDGE/EXPERIENCE – Please include at least one example.

- ① Recently upgraded from Associate to Member in American Society of civil engineers.
- ② Recently become a Applicant member of CIOB.
- ③ I have also planned my schedule well in advance for my commitment to CPD by attending seminars, presentations, trainings etc.
- ④ I am also visiting sites (others) and factories to understand and continuous learning.

PART 4

APPLICATION CHECKLIST

You are on the brink of submitting your Professional Review Report, please have a quick look at the list below and make sure your report supplies the information we expect to receive.

Ensuring your report meets these areas will enable us to directly send your submission to the Assessor. We want to avoid having to come back to you for further information, which would obviously slow down the process. In our experience, the list below highlights the areas which, if not covered will mean your report is returned.

SPECIFIC RECENT EXAMPLES

Each section needs at least one good example of how you meet the criteria under the particular heading. Your given examples need to be something you have taken responsibility for and will highlight your competence in that area. Ideally your examples should be current, probably not going back further than 3 years. However, in exceptional circumstances, we would accept an example going back further but not more than 5 years.

It's better to have 1 or 2 really good quality examples rather than lots of unexplained examples.



CPD

Please attach a record of the CPD that you have undertaken over the past year with your report. (Only required if you have been in membership for one year or more).



ORGANISATION CHART

Please attach an Organisation Chart that shows where you fit within your company, showing your manager and any direct reports.



ACTION PLAN

Please attach your Action Plan which should include personal and company objectives and targets for the coming year. This should also include any Training and Development plans.



PERSONAL CV

Please attach your most recent Curriculum Vitae (CV). A generic company CV is not acceptable.



PRESENTATION

Your report should be a narrative with examples from your day-to-day practice. Avoid using bullet points, lists and headings. Please use spell & grammar checker and ensure your report says what you intend it to say. Maybe ask a colleague to have a quick read through for you.



Your report needs to be written in the first person, so 'I' rather than 'we'. Remember, it's you who is applying to be assessed for MCIOB.

JOB DESCRIPTION

Please attach your current job description. This should highlight your day to day responsibilities.



 This whole application form and required documents need to be scanned and sent via email to: pr.application@ciob.org.uk

PART 5 EMPLOYER/VERIFIER STATEMENT

Employer/Verifier Declaration: (all sections need to be ticked, please use the additional box below if more than one Employer/Verifier is checking your submission)

Please complete in **BLOCK CAPITALS** by hand

I confirm that the photograph on this application is a true likeness of the applicant named

..... and the Action Plan provided is in place.

I confirm that the evidence provided in the sections ticked below are a true and accurate description of the competencies and work carried out by TATA SUBRAHMANYA SRINIVASA MURTHY.

I agree to being contacted to confirm them (tick where appropriate):

3.1.1 ☒
3.1.2 ☒
3.1.3 ☒
3.1.4 ☒
3.1.5 ☒

3.2.1 ☒
3.2.2 ☒
3.2.3 ☒
3.2.4 ☒
3.2.5 ☒
3.2.6 ☒

3.3.1 ☒
3.3.2 ☒
3.3.3 ☒

F/MCIOB Signatory or Chartered Member of a professional body

Full Name: PRAMOD KESHAVNATH MISHRA.

Signature of Employer/Verifier: [Signature]

Date: 24 JUNE 2017

Professional Body Name (if appropriate): INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Professional Body Membership Number (if appropriate): 127742

Tel: 9820189970

Email: ca.mpk07@gmail.com.

I confirm that the evidence provided in the sections ticked below are a true and accurate description of the competencies and work carried out by

TATA SUBRAHMANYA SRINIVASA MURTHY.

I confirm that I agree to being contacted to confirm them (tick where appropriate):

3.1.1 ☒
3.1.2 ☒
3.1.3 ☒
3.1.4 ☒
3.1.5 ☒

3.2.1 ☒
3.2.2 ☒
3.2.3 ☒
3.2.4 ☒
3.2.5 ☒
3.2.6 ☒

3.3.1 ☒
3.3.2 ☒
3.3.3 ☒

F/MCIOB Signatory or Chartered Member of a professional body

Full Name: Hemendra Khatri

Signature of Employer/Verifier: [Signature]

Date: 24-06-2017

Professional Body Name (if appropriate): Institute of Chartered Accountants of India

Professional Body Membership Number (if appropriate): 429773

Tel: 9782394395

Email: h+ktri@gmail.com

This whole application form and required documents need to be scanned and sent via email to: pr.application@ciob.org.uk



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