

Process Map of Precast Plant

(This document describes to control all the activities performed by and for the process implementation, in accordance with ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 requirements)

MY HOME CONSTRUCTIONS PRIVATE LIMITED

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PROCESS MAP - HYMA - PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025




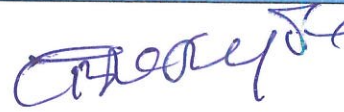
Page No: 2 of 22

Amendment History

Rev. No.	Date	DCR#	Page Affected	Reason for Change	Prepared	Approved
00	06.09.2021	--	All	Initial release of IMS documentation	Head- Precast plant	President(P)
01	10.10.2022	--	All	First revision of IMS documentation	Head- Precast plant	President(P)
02	15-04-2025	--	All	Regular Revision & added updated Departmental chart.	Head- Precast plant	President(P)

DISTRIBUTION MATRIX

Date:

			
Prepared By	Reviewed By	Approved By	Issued by

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	MYHOME CONSTRUCTIONS PVT LTD	Doc. No. MHCPL-PM08-PP
		Rev. No. 02
	PROCESS MAP – HYMA -PRECAST PLANT	Date: 15.04.2025
		Page No: 3 of 22

Table of Contents

1.	Purpose.....	4
2.	Scope.....	4
3.	Responsibility	4
4.	SIPOC (Source, Input, Process, Output & Customer)	4
5.	Process flow Diagram & Erection flow chart	7
6.	Objectives	10
7.	Departmental Chart.....	11
8.	Issues – Risks & Opportunities:	17
9.	Interested Parties – Risks & Opportunities:	19
10.	Documented Information.....	20



MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA -PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 4 of 22

1. Purpose

To establish, measure, analyze, improve and control the process of offsite manufacturing, transportation and installation of the precast concrete elements.

2. Scope

This process is applicable to all the products and services of precast plant.

3. Responsibility

Primary: AVP – Precast
plant. Secondary: SR, DGM-
Precast plant

4. SIPOC (Source, Input, Process, Output & Customer)

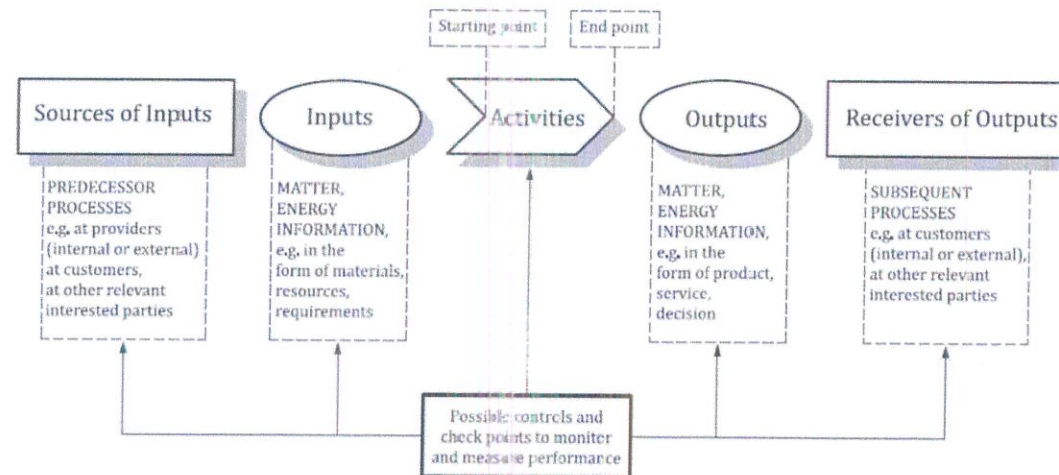


Figure 1 — Schematic representation of the elements of a single process



MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA -PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 5 of 22

SIPOC:

Source of Inputs	Inputs	Process (Activity)	Outputs	Receiver of output (Customer)	Key Performance Indicator (KPI's)	Documented Information	Responsibility
Design & Shop drawings							
Architect & Structural consultant	GFC Drawings	Site survey Site marking Excavation	Request for inspection	External consultant	Deviation from schedule Planned–Actual/Planned *100 First Yield Pass (Efficiency) FYP= 100–NC's/100 X100% Cost saving = Planned–Actual/Planned*100% Zero LTI	GFC Drawings	Tower in-charge, Precast production Ir-charge
Legal	Permissions from the concern authorities					Permission approvals	
P&M	Equipment's					Equipment fitness certificates (TPI)	
Precast elements Production							
Architect & Structural consultant	GFC Drawings	1. Production of Precast Elements: Precast Columns, Precast Beams, Prestressed Beams, Precast Solid slabs, Prestressed solid slabs Precast wall Hollow coreslabs Precast Staircase Precast Footings 2. Precast Retaining walls 3. Mould Fabrication 3.	Production of Precast Elements	Project Site	Deviation from schedule, = Planned–Actual / Planned *100% First Yield Pass (Efficiency)FYP= 100–NC's/100*100% Cost saving = Planned–Actual/Planned*100%	GFC Drawings - Architect	Tower in charge
Stores	Materials					Stock inventory- Stores	
External provider	Man power , Machine & Method's					Material inspection record and work inspection record –QA&QC Monthly Running Bills - QS Training records – QA&QC	
External provider	Man, Machine & Method's						



MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA -PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 6 of 22

- Mold Preparation
4. Mould Inspection
5. Reinforcement fabrication
6. Reinforcement work Inspection
7. Placement of Reinforcement into the Mould.
8. Pre-pour Inspection
9. Concreting with Shuttle/ Skip/bucket
10. Concreting Inspection
11. Concrete Finishing
12. Demolding with lifting machines
13. Post pour Inspection
14. Curing of Precast elements
15. Shifting and stocking the precast elements to the assigned stockyards usings Side shifters, wagons

Zero LTI

Tool Box Talk & PEP talk by Safety

Master Production Programme.
Look ahead schedule, WPR & MPR - Planning
Non-conformance Register - QA&QC
Drawing Register - Draftsman



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PROCESS MAP -- HYMA -PRECAST PLANT

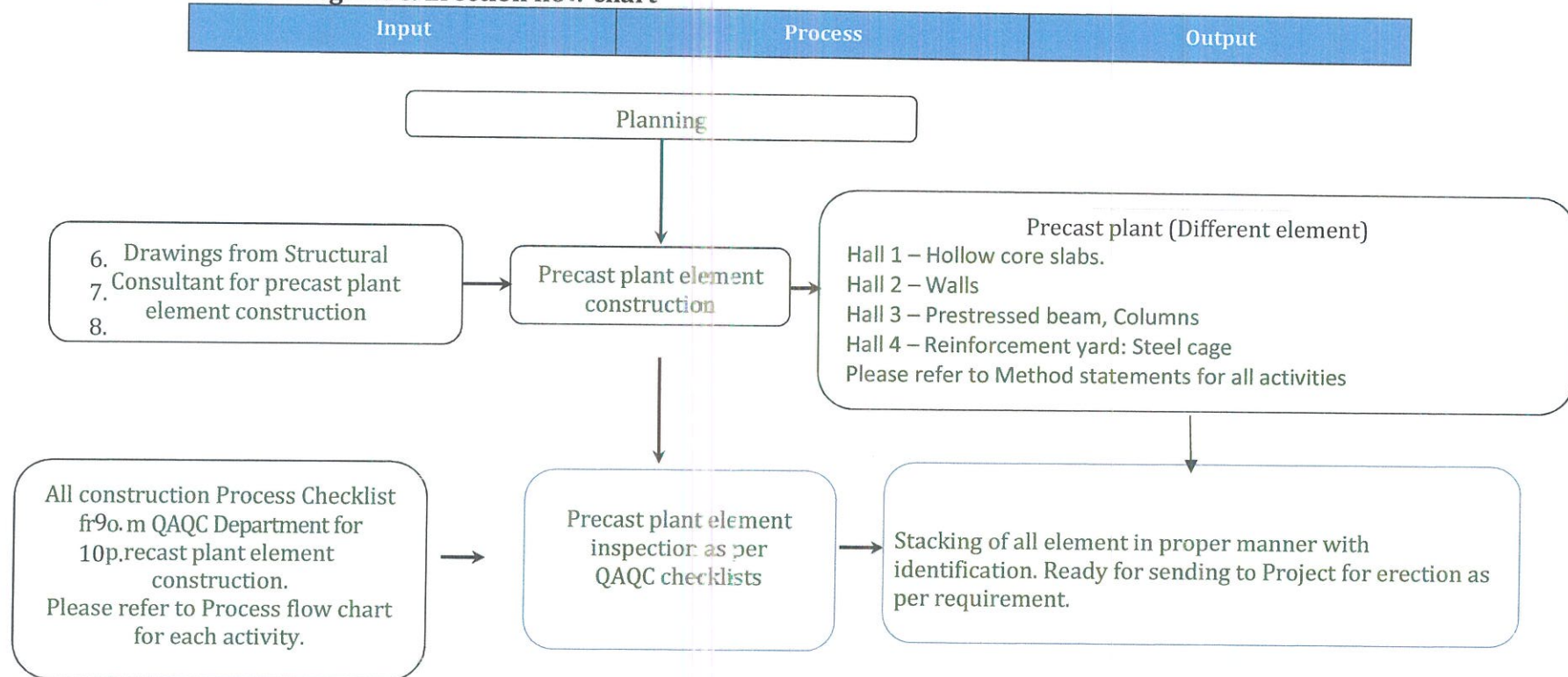
Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 7 of 22

5. Process flow Diagram & Erection flow chart





MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA -PRECAST PLANT

Doc. No. MHCPL-PM08-PP

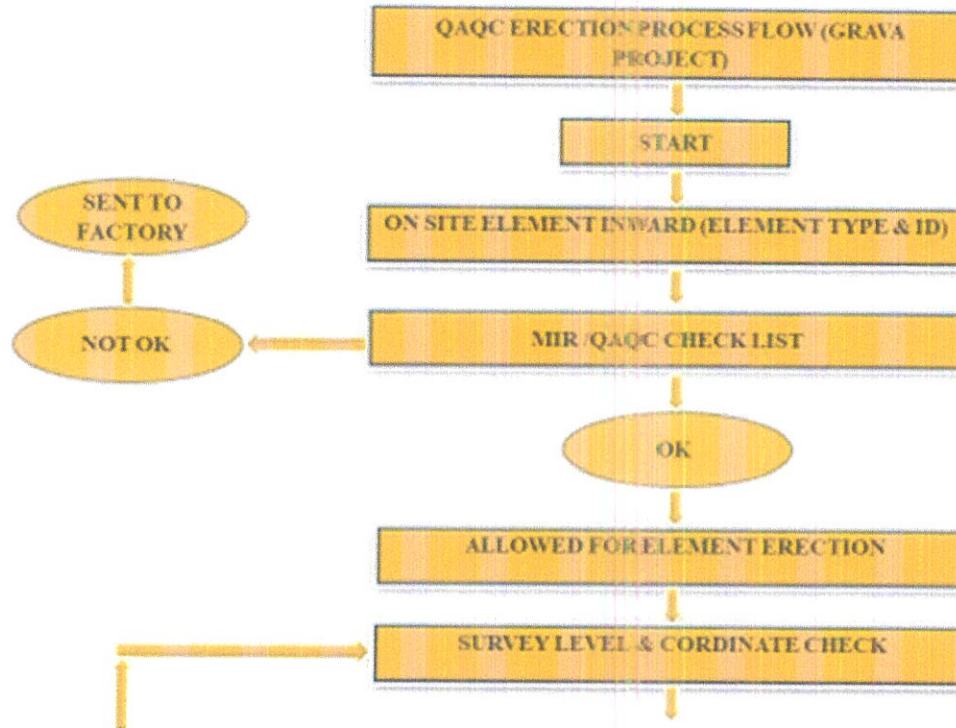
Rev. No. 02

Date: 15.04.2025

Page No: 8 of 22



PRECAST ERECTION QAQC PROCESS FLOW





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PROCESS MAP - HYMA - PRECAST PLANT

Doc. No. MHCPL-PM08-PP

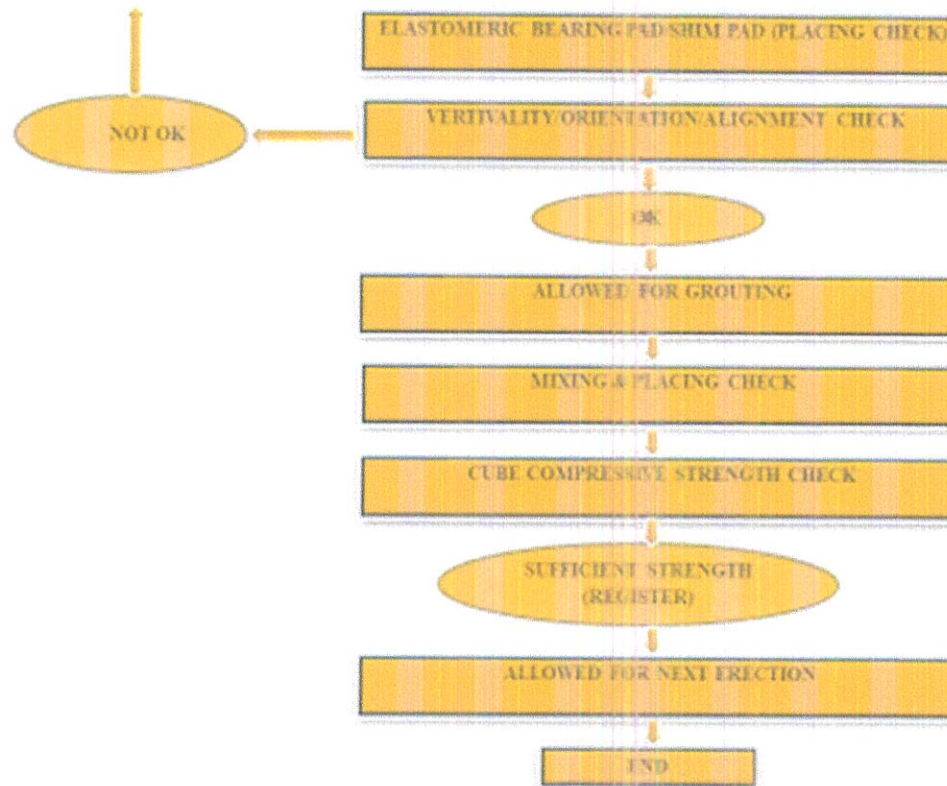
Rev. No. 02

Date: 15.04.2025

Page No: 9 of 22



PRECAST ERECTION QAQC PROCESS FLOW





MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA -PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 10 of 22

6. Objectives

Q/ E/S	Objective(s)	UOM	Current status	Target	Time Line	Planning				Monitoring		Responsible
						What	Recourse	HOW	Where	Frequenc y	Method	
Q	Completion of Production s as per schedule	%	8%	16%	31-01-2023	Mobilizing extra manpower	Manpower	Recruiting New Vendors	Factory	Weekly	100 - Current status X100% 100	Vice President
Q	Zero Non-Conformance	No's	20	0	31-01-2023	Effective Work Procedures, Continuous Monitoring	Skilled / Competent manpower	Training and awareness	Factory	Fortnight	Total - Current status	QA & QC Manager
S	Zero incidents / accidents	%	1 incidents	30% reduction	Completion of project	Safe work environment	PPE,	Pep talks, Trainings, awareness, inspections, permits	Factory	Daily	Registers / incident tracking	Safety In charge
E	Controlling generation of Scrap	%	%	3% reduction	Completion of project	Re-use / recycle of material / equipment	BOQ	Reuse of metal / Rebar's more than 1meter length	Factory	Weekly	Weighment register	Stores

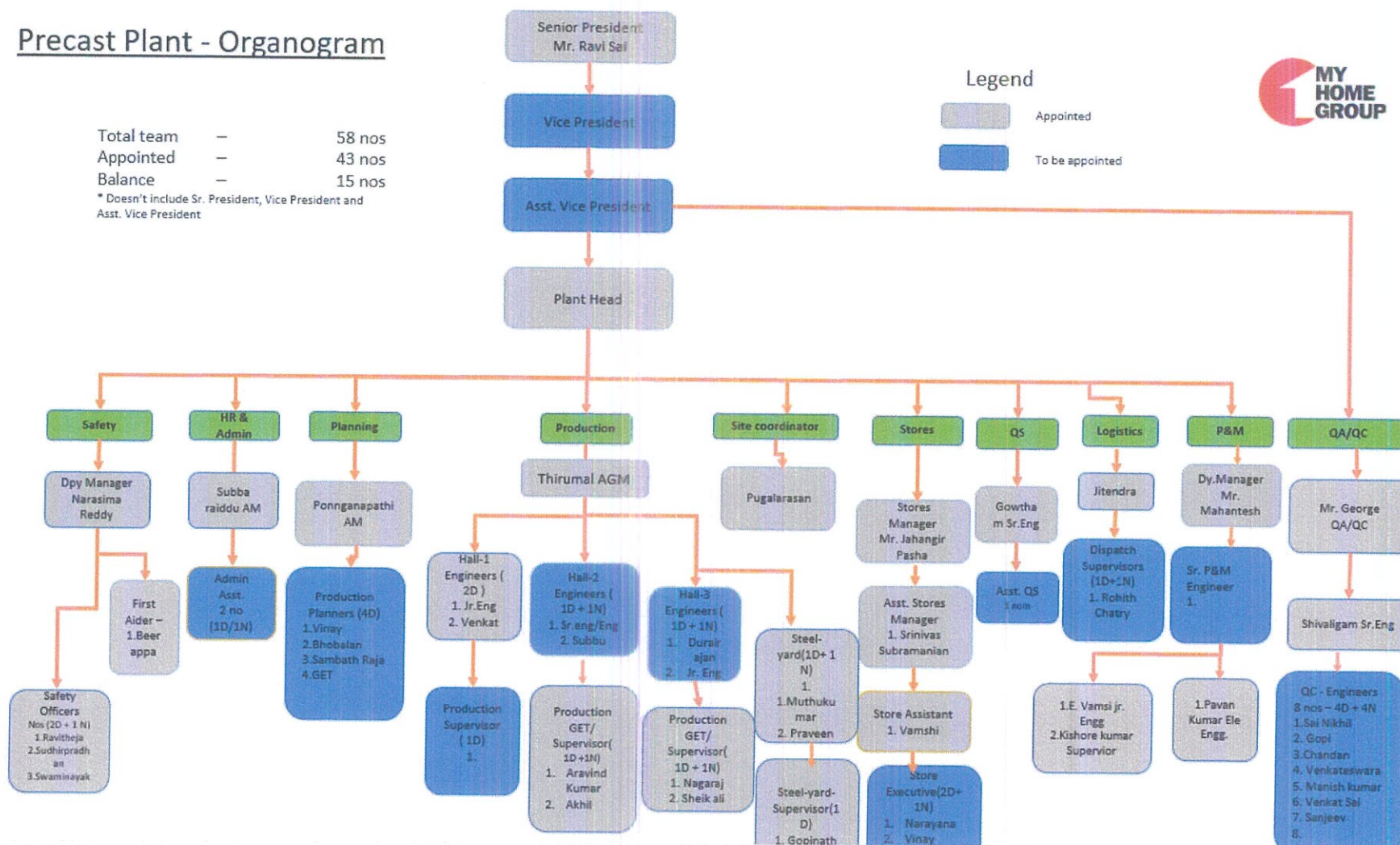
*Q - QMS, E - EMS, S - OH&SMS, UOM - Unit Of Metrics, FY - Financial Year, PA - Per Annum, PM - Per Month, NMT - Not More Than, NLT - Not Less Than, NA - NotAvailable

7. Departmental Chart

Precast Plant - Organogram

Total team	—	58 nos
Appointed	—	43 nos
Balance	—	15 nos

* Doesn't include Sr. President, Vice President and Asst. Vice President





MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA - PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 12 of 22

7.1 Role, Responsibility, Accountabilities and Authority:

Role	Responsibility	Authority	Accountabilities
Vice President	<ul style="list-style-type: none"> Lead implementation and planning the project. 	<ul style="list-style-type: none"> Approval of implementation and planning the project. Price negotiation and confirmation for incoming rawmaterial External provider evaluation 	<ul style="list-style-type: none"> Deviations of Schedule in completion of whole Project Project complaints Deficiency of resources
Sr.GM / GM / Dy.GM	<ul style="list-style-type: none"> Define the task as well as the requirement of Resources. Develop full scale plans for various projects. Coordinating and assembling the staff during the entire project session. Managing the Budget of the project. Scheduling and planning production Time lines. Adequately tracking the project deliverables along with the use of appropriate tools. Providing direction and support to the team involved in the project. Assuring quality of the project work and final product. Constantly monitoring and reporting the production progress to the company and its management. Presenting the related reports on solutions, problems and progress. Assessment and evaluation of results. 	<ul style="list-style-type: none"> Authority to plan ProductionSchedules Delegation of work Leave approval 	<ul style="list-style-type: none"> Deviations of Schedule in completion Project complaints



MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA -PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 13 of 22

Role	Responsibility	Authority	Accountabilities
	<ul style="list-style-type: none">Implement and managing the alterations and interventions for achieving outputs <p>They need to identify and secure necessary resources for determining the tasks which needs to be completed</p>		
Sr. Engineer / Engineer / QA/QC	<ul style="list-style-type: none">Liaison between Manager and Technical Discipline and contractors.Schedule Maintained Resources ForecastingEnsure that the production completion according to plans.Managing team resources and training to employees.Inter Discipline coordination and overall quality control of work.Coordination with planning and Manager in getting Resources and Man power.Tracking the construction process ensured that it is completed in time.Conducting regular meetings with the workers and sub-contractors for the progress of the work.Tracking Safety in coordination with safety department	<ul style="list-style-type: none">Authority to approve the Steel & Shutter checksRequisition of resources & consumables	<ul style="list-style-type: none">Deviation in quality
Jr. engineer	<ul style="list-style-type: none">Check out the Accuracy of work at regular Intervals of time to get rid from future related problems.Preparing Bar Bending Schedules	<ul style="list-style-type: none">☑ Delegation of work,☑ Reporting Near Miss☑ Quality checks☑ House keeping	<ul style="list-style-type: none">Deviation in qualityUsage of PPE's



MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA -PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 14 of 22

Role	Responsibility	Auth ority	Accountabilities
	<ul style="list-style-type: none">• Check out for placed steel reinforcement with respect to GFC Drawings checking cover certifying area fit for pouring concrete.• Preparation and submission of pour card in accordance to pour plan sequence.• Submission of requests for concrete.• Monitoring slump tests at the time of pour and castof cubes for testing• Monitoring pouring of concrete.• Preparation filling and submission of check lists prior to pour card.• Monitoring curing.• Adhering Micro level program based on project schedule.• Checking of activities as per QC checklist• Checking of quality of materials used at site.• Executing all works specified in the execution manual.• Selection of resources and tools must of quality mark.• To make cost effective plans and procedures for the project.• Responsible for preparing current reports of the executing works.• Safety rules related are observed.		
Supervisor	<ul style="list-style-type: none">• Work Supervision as assigned by Junior / Senior Engineer.	<ul style="list-style-type: none">• House keeping	<ul style="list-style-type: none">• Housekeeping deviation



MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA -PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 15 of 22

Role	Responsibility	Authority	Accountabilities
	<ul style="list-style-type: none">Generating weekly Labour reports in coordination with Junior Engineer and Non-Technical Supervisor.Coordinating in controlling wastage of materials.Assisting Junior Engineer in generating progress reports.Monitoring and keeping Track on Labour.Maintaining Labour Attendance Reports.Arranging labour for housekeeping in site premises.Controlling Material wastage.	<ul style="list-style-type: none">Following standards while doing certain activities like curing etc.,Stacking of material	<ul style="list-style-type: none">Waste management

**MYHOME CONSTRUCTIONS PVT LTD****PROCESS MAP - HYMA -PRECAST PLANT**

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 16 of 22

7.2. Competency Requirement:

Level	Role(s)	Qualification	Experience	Skillset
Level - 1	Vice President	MBA / M Tech / B Tech	Minimum of 20 years	Handling a team of staff, Sound technical knowledge, Computer knowledge, Drawing knowledge, Error proofing, Material knowledge & latest technology, Knowledge on IMS and documentation, Lesioning and Contractual management
Level - 2	Sr.GM / GM / Dy.GM	M Tech / B Tech	10-15 years	Handling a team of staff, Sound technical knowledge, Minimum computer knowledge, Drawing knowledge, Error proofing, Material knowledge & latest technology, Knowledge on IMS and documentation
Level - 3	Sr. Engineer / Engineer	M Tech / B. Tech	5-6 Years	Handling a team of work force, Sound technical Knowledge, Minimum computer knowledge, Drawing knowledge, Tools knowledge, Inspection knowledge, Usage of PPE's Knowledge on IMS and documentation
Level - 4	Jr. engineer	B. Tech / Degree / Diploma	3-4 Years	Handling a team of workforce allotted, Technical Knowledge, Machine setting knowledge, Computer knowledge, Drawing knowledge, Tools knowledge, Inspection knowledge, Usage of PPE's
Level - 5	Supervisor	ITI / Diploma	3-4 Years	Knowledge on machine operation, Drawing knowledge, Tool preparation, Welding/ cutting/ grinding/ drilling equipment operation, Tools selection, Usage of PPE's, Partinspection and understanding the requirements. Follow of instructions, Handling scrap, Usage of PPE's



MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA -PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 17 of 22

8. Issues – Risks & Opportunities:

8.1 External Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	External consultancy	Inputs/ Response of the external consultancy	Delay in preparation of drawings/ Reworks	--	Continuous follow-up	3	2	6	Contract agreements (SLA), Liquidate damages for delay in submissions	W – Monthly deliverables H – Tracking R – Architect
Q, E, S	Factory conditions	Revision/ Rework of drawings	Delay in delivery of drawings	--	Continuous monitoring of site conditions	1	3	3	Accepting the risk & exploring for opportunities	W – As & when H – Site Survey R – Architect
Q	Statutory approvals	Clearance from external agencies	Delay in submissions of shortfall documents	--	Continuous follow-up	1	3	3	Escalation for getting the approvals	W – As & when H – No. of incidents R – Architect



MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA -PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 18 of 22

8.2 Internal Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Top Management /Projects	Change of requirement	Rework/ Delay in deliveries	--	Nil	1	2	2	Accepting the risk & exploring for opportunities	W - As & when H - Review of requirements R - Architect

Probability (P): (1) Once in a year/ per 10 projects and above, (2) Once in a quarter/ per 3 projects, (3) Several times in a month or every project,

Severity (S): (1) No quality/ delivery/ environment/ occupational health & safety issue,

(2) Slight quality/delivery/environment/ occupational health & safety effect, (3) Leads to quality/ environmental issues/ incidents/ customer complaints,

Risk Rating (RR) = Probability (P) X Severity (S); If is $RR \leq 5$ Acceptable and if $RR > 5$ Not

Acceptable W - When, H - How, R - Responsible



MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA -PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 19 of 22


9. Interested Parties – Risks & Opportunities:

9.1 External Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Structural consultants/ MEP consultants	Approved error free schematic drawings	Delay of deliverables	--	Minimizing no.of revisions	3	2	6	First yield pass	W – Every projectH – No. of errors R – Architect
Q	Landscape consultants	Approval of their concept	Delay of deliverables	--	Acknowledging all the inputs at early stages	3	1	3	Review and finalizing the concept	W – Every projectH – No. of revisions R – Architect
Q	Statutory	No shortfalls	Delay in approvals	--	Understanding the requirements	3	1	3	Verifying the inputs before uploading	W – Every projectH – No. of short falls R – Architect

9.2 Internal Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Planning	Approved error free final drawings	Wrong BOQ	--	Review and release of final drawings	3	2	6	Cross verification of drawings before submission for approval/ release	W – Every projectH – No. of short falls R – Architect

	MYHOME CONSTRUCTIONS PVT LTD	Doc. No. MHCPL-PM08-PP
		Rev. No. 02
	PROCESS MAP - HYMA -PRECAST PLANT	Date: 15.04.2025
		Page No: 20 of 22

Q	Production	Timely delivery of working drawings (GFC)	Delay of project execution	--	Submission of drawing in concurrence with structural consultants requirements	2	2	4	Preparation of drawing before well in advance	W - Every project H - No. of incidents of delays deliveries R - Architect
Q	Liaising Team	List of short fall of documents	Delay in getting approvals	--	Understanding the requirements	3	2	6	Getting all the approvals from concern departments	W - Every project H - No. of shortfalls R - Architect

Probability (P): (1) Once in a year/ per 10 projects and above, (2) Once in a quarter/ per 3 projects, (3) Several times in a month or every project,

Severity (S): (1) No quality/ delivery / environment/ occupational health & safety issue,

(2) Slight quality/delivery/environment/ occupational health & safety effect, (3) Leads to quality/ environmental issues/ incidents/ customer complaints,

Risk Rating (RR) = Probability (P) X Severity (S); If is $RR \leq 5$ Acceptable and if $RR > 5$ Not

Acceptable W - When, H - How, R - Responsible

10. Documented Information

10.1 Supporting Documented Information to be Maintained (DIM) Including External Origin

S. No.	Document Information Maintained	DIM No.	Document Origin	Revision Status	Approval Authority	Controlled copy issued to	Disposal Authority	Mode of disposal
1.	Projects Document information	MHCPL-PRO-ANNX-01	Internal	00	VP	HOD	HOD	Tearing

10.2 Supporting Documented Information to be Retained

**MYHOME CONSTRUCTIONS PVT LTD****PROCESS MAP - HYMA -PRECAST PLANT**

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 21 of 22

S. NO.	DIR Name	DIR No.	Revision status	Indexing	Mode	Storage	Retention	Disposal Authority
1	Method statement of precast elements	IMS/PC/QA/QC/MS/NPS/01/22	00	File	Hard	Filing	2 years	HOD
2	Method statement of Prestressed elements production	IMS/PC/QA/QC/MS/PS/01/22	00	File	Hard	Filing	2 years	HOD
3	Method statement of hollow core slab production	IMS/PC/QA/QC/MS//HCS/01/22	00	File	Hard	Filing	2 years	HOD
4	Concrete requisition slip	PC/CRS/01/22	00	File	Hard	Filing	2 years	HOD
5	Reinforcement checklist	PC/REIN/01/22	00	File	Hard	Filing	2 years	HOD
6	Precast pre- pour checklist	PC/PREP/NPS/01/22	00	File	Hard	Filing	2 years	HOD
7	Pre stressed -pre pour checklist	PC/PREP/PS/01/22	00	File	Hard	Filing	2 years	HOD
8	Hollow core pre-pour checklist	PC/PREP/HCS/01/22	00	File	Hard	Filing	2 years	HOD
9	Precast post pour checklist	PC/POSP/01/22	00	File	Hard	Filing	2 years	HOD
10	Pre stressed post pour check list	PC/POSP/01/22	00	File	Hard	Filing	2 years	HCD
11	Hollow post pour check list	PC/POSP/HCS/01	00	File	Hard	Filing	2 years	HCD
12	Precast pre- delivery check list	PC/PRED/NPS/01/22	00	File	Hard	Filing	2 years	HOD
13	Pre stressed pre delivery checklist	PC/PRED/PS/01/22	00	File	Hard	Filing	2 years	HOD
14	Hollow core pre delivery checklist	PC/PRED/HCS/01/22	00	File	Hard	Filing	2 years	HOD
15	Pre stressed beam elongation checklist	PC/ELON/PS/01/22	00	File	Hard	Filing	2 years	HOD
16	Hollow core elongation check list	PC/ELON/HCS/01/22	00	File	Hard	Filing	2 years	HOD
17	Material inspection Request	PC/MIR/01/22	00	File	Hard	Filing	2 years	HOD
18	Request for inspection Reinforcement check	PC/RFI/REIN/01/22	00	File	Hard	Filing	2 years	HOD
19	Request for inspection pre pour check	PC/RFI/01/22	00	File	Hard	Filing	2 years	HOD
20	Request for inspection pre delivery check	PC/RFI/PRED/01/22	00	File	Hard	Filing	2 years	HOD



MYHOME CONSTRUCTIONS PVT LTD

PROCESS MAP - HYMA -PRECAST PLANT

Doc. No. MHCPL-PM08-PP

Rev. No. 02

Date: 15.04.2025

Page No: 22 of 22

21	Cube register Lab	PC/LAB/CR/01/22	00	File	Hard	Filing	2 years	HOD
22	Method statement of Repair	PC/MS/REP/01/22	00	File	Hard	Filing	2 years	HOD
23	Recast Procedure	IMS/PC/QAQC/RP/01/24	00	File	Hard	Filing	2 years	HOD
24	Observation	Pc/OBC/01/22	00	File	Hard	Filing	2 years	HOD
25	Nonconformance Report	PC/NCR/01/22	00	File	Hard	Filing	2 years	HOD
26	Aggregate sieve analysis	PC/QC/AGSA/01/22	00	File	Hard	Filing	2 years	HOD
27	Aggregate impact value	PC/QC/AGIM/01/22	00	File	Hard	Filing	2 years	HOD
28	Aggregate crushing value	Pc/QC/AGCR/01/22	00	File	Hard	Filing	2 years	HOD
29	Aggregate specific gravity	PC/QC/AGSG/01/22	00	File	Hard	Filing	2 years	HOD
30	Aggregate moisture	PC/QC/AGM/01/22	00	File	Hard	Filing	2 years	HOD
31	Aggregate flakiness Elongation	PC/QC/AGFE/01/22	00	File	Hard	Filing	2 years	HOD
32	Aggregate bulk Bulk density	PC/QC/AGBD/01/22	00	File	Hard	Filing	2 years	HOD
33	Concrete ACT test	PC/QC/ACT/01/22	00	File	Hard	Filing	2 years	HOD
34	Fresh concrete slump register	PC/QC/SR/01/22	00	File	Hard	Filing	2 years	HOD
35	Aggregate water absorption	PC/QC/PC/AGWB/01/22	00	File	Hard	Filing	2 years	HOD
36	Method Statement for curing of Precast & Prestressed elements.	IMS/PC/QAQC/MS/CUR/01/23	00	File	Hard	Filing	2 years	HOD