



Worker / Bodima Rules & Registration Pack (English)

Print, page-initial, and pin inside the bodima. The Sinhala and Tamil versions issue with this pack.

Company: Ceylon Build Works (CBW) · Applies to every worker staying at the CBW bodima (crew lodging) in Kolonnawa / Wellampitiya or on Mulleriyawa-side accommodations.

A. Registration (mandatory before first work day)

- Every worker submits: NIC original (shown) + one photocopy, two photos, emergency contact number, home Grama Niladhari division.
- CBW completes the police registration of outstation workers at the nearest station (Wellampitiya Police or Mulleriyawa Police) — see the registration form in this pack. The worker signs wherever required and must cooperate with any station verification call.
- Job-card with basic pay rate, meal allowance and retention terms is issued on the same day.

B. Lodging (bodima) rules

- Rooms are assigned by the site lead; bed lists stay at the door.
- Quiet time after 22:30; no loud music inside the bodima.
- Guests: only pre-approved family members; overnight visitors must be registered with the lead.
- Cooking: rota posted weekly; cooking oil/gas economy is everyone's duty.
- Cleanliness: room swept daily; compound cleaned on Sundays; laundry area kept clear.
- No alcohol, no drugs at the bodima or on any site — immediate dismissal.
- Curfew: with an exception slip from the lead for late site work or emergencies only.
- Property locked at 23:00; report broken locks/liability the same day.
- Disputes go first to the site lead; unresolved issues go to the partners within 24 hours.
- Air-conditioning, heaters and fridges are off-limits without written consent (electricity costs are project-billed).

C. Allowances & retention (preview of the signed agreement)

- Meal allowance: LKR 350/day on outstation working days (paid with wages).
- Travel: LKR 100/day when the site is beyond 8 km from the bodima.
- Project retention: 10–15% of wages held against quality and completion, released after project signoff.
- Lead/referral commission: 3%–5% of CBW invoices above LKR 50,000 for referred jobs (see agreement).

D. Acknowledgment

Every worker signs the last page of this pack annually and whenever the rules change.



Annual acknowledgment — sign each time the rules change

Role	Name / NIC	Signature	Date
Worker — name / NIC			
Worker — signature			
CBW site lead			

File the signed sheet in the worker's WP-<year>-<serial> folder; renew every January with the police update-letter.