Internal memo no. 901-69 - Admin Div. Date: 19-04-2023.

Subject: SOP for Audit team + safety team.

Keywords: Audit, Safety, verification.

1. The audit team has been reorganised and their task list /SOP is given herein.
2. The team members are as follows:
	1. Lokesh shall be incharge of safety at site + labour welfare.
	2. Soban Babu (from 1.5.23) shall enforce safety procedures relating to construction of walls, tying of nets, access, storage of material. He shall work with Lokesh as a team.
	3. Ravi shall be incharge of audit of labour payments, material receipts, clearing of bills, supplier reconciliation related to GV1, GVSH/N Square, NRK, AGH & SSLLP at VSC.
	4. Narender Reddy shall be incharge of audit of labour payments, material receipts, clearing of bills, supplier reconciliation related to GMR. MPL. GHT, NGH, SOV, MHPL, NE.
	5. Mahesh shall be incharge of audit of labour payments, material receipts, clearing of bills, supplier reconciliation related to GVRC, SSLLP at GV, GVDC, BRGV, MCMET, MRGV.
	6. Projects to be assigned – VVA, VTR, MHT, LGM, AMS, VDT, VVR, BBR, MRV, VGS, all old projects, all new projects, HO/MPPL/maintenance/ Greens Towers/MBMC/Plot 280/etc.
3. Duties of Ravi, Narender and Mahesh:
	1. Verification of MRNs twice a day on M-codex – by 1pm and by 5pm.
	2. Verification and certification of job work vouchers - by end of the day. Job work vouchers have to be approved on same day, except for holidays.
	3. Weekly attendance and vouchers to be certified on a weekly basis.
	4. Verification and certification of receipt of building material and hire charges on a daily basis before 2pm on the following day.
	5. Certification of weekly vouchers.
	6. Certification of all advice for payment to suppliers – on the same day. For that all advice to be first sent to Admin-audit.
	7. Verification of cameras working at all sites on daily basis – send reminder to sites by email/viber.
	8. Verification of creche at all sites – wherever applicable – photographs to be sent on daily basis on viber.
	9. Verification and certification of material leaving out of site by gate pass or GST bill on a daily basis.
	10. Verification of inward register, building material register, outward register, electricity register – photograph to be sent by security/ supervisor on viber on daily basis.
	11. Supplier reconciliation.
	12. Verification and certification of local purchase on a daily basis before end of day – material must come into the site with GST bill. Exemption upto Rs. 500/- per day. Otherwise explanation by email by project manager is required. In case material available at SSLLP is purchased locally – written explanation required from project manager.
	13. Ensuring that mobile phones of all security guards are working.
	14. Verification and certification of material issued to contractors. Paints must be debited to respective contractor on a daily basis.
	15. ESI, PF statements of all contractors.
	16. Verification and certification of utility bills. Excess consumption to be brought to Sohams notice.
	17. Verification of reports submitted in M-codex by all employees (earlier handled by Praveen). For this training to be given by each manager of the team to audit team.
4. Other notes/SOP:
	1. 2 registers for building material shall be maintained at each site. Registers shall be switched every Thursday (midnight shall be cut off time). The register shall be sent to HO along with vouchers or Friday or by Saturday morning. The register shall be returned to site by Wednesday after due verification. Say the registers are labelled as register A and register B. Register A shall be used from 12.01am, 16 Dec, Fri to 11.59pm, 22nd Dec, Thurs. Register B shall be used from 12.01am, 23rd  Dec, Fri to 11.59pm, 29th Dec, Thurs.
	2. Similar process shall be followed for all materials received at site belonging to turnkey contractors. Here too 2 registers to be maintained and verified by Narender Reddy.
	3. For AMTZ, AGH & Serene scanned copies may be sent and a single register can be maintained.
5. Lokesh shall continue to be incharge of maintaining safety standards at site. He shall visit all GV sites at random 3 times a week. He shall visit NGH and SOV once a week. He shall visit GHT and GMR once a week. Shivdas to accompany him to any one or two sites once a week.  Lokesh to ensure that guards sirens and CC cameras are properly installed at all sites. The task list and SOP of Lokesh is as under:
	1. The task.
6. Taks list and SOP of Soban Babu is as follows:
7. Task assigned to Shivdas:
	1. He shall make a schedule for site visit to each major site like GVDC, GVRC, GV1, NRK, BRGV, GHT, GMR, SOV, NGH atleast once a week.
	2. He shall visit sites with minor works once in a month like NE, MPL, etc.
	3. He shall visit new lands and sites out of town once in a quarter i.e., Serene, AGH, MRGV, Vikarabad, Timmapur, Gundlapochampally, AMTZ, etc.
	4. He shall make a spot report before leaving the site with the following parts/ sections.
		1. Suggested rectifications/corrections – urgent – engineers to send ATR within 3 days.
		2. Suggested rectifications/corrections – general – engineers to send ATR within 7 days.
		3. Suggested improvements in SOP that can be easily taken up by site engineers without requiring any major change in SOP / additional equipment/ man power - engineers to send ATR within 7 days.
		4. Suggested improvements in SOP that require inputs/ involvement of management. These to be discussed once a week with Soham during relevant site visit.
		5. Verify original plans maintained at each site + copies with engineers + copies with contractors and corelate with plans from database. One site to be completed  once a week.
8. Verification of stock at site – task assigned to engineer/new employee.
	1. Verification shall be limited to about 300 items for which stock is being maintained at SSLLP + cement + steel.
	2. Stock verification to happen once in the month for every site irrespective of size. Start with GVRC, GVDC, GMR & SSLLP – complete by end of the month. Praveen to assist him in understanding the work.
	3. Sanjiv to assist Susheel upto 15th January, 2023.
9. Daily/weekly/monthly reports to be designed

Soham Modi.