

Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

Company	G.V.R.C	Audited by	VANAM. RAVI
Site	Innapolis	Sign	
Report date	10.01.23		
From date	29.12.22	To Date	04.01.23

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating
1.	Attendance of Turnkey contractors.	✓
2.	Sending Job work sheets to Viber Audit group by 12 noon.	✗
3.	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	✗
4.	Preparation of job work sheets by engineers.	✓
5.	Any remarks in site by way of virtual tour.	NA
6.	Data entry of attendance on daily basis.	✓
7.	Daily certification of labour attendance printouts.	✓
8.	Timely approval of Annexure A / Job work sheets by MD / Partner.	✓
9.	Dept. work within limits.	✓
10.	Job wok within limits.	✓
11.	Preparation of Attendance vouchers.	✓
12.		✗
13.		
14.		

Remarks/recommendations:

- 1) Dept & Jobwork - daily details are not sending on by 12 noon.
- 2) Preparation of dept vouchers are incorrect. explained to lady Engg.

Note: a. Any additional remarks or information may be sent by way of email to MD, Ashaiya, site/ others. b. This report to be upload in m-codex on weekly basis.



Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

Company	MRNCLP	Audited by	V. RAVI
Site	G.M.R	Sign	
Report date	10.01.23		
From date	29.12.22	To Date	04.01.23

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating
1.	Attendance of Turnkey contractors.	✓
2.	Sending Job work sheets to Viber Audit group by 12 noon.	X
3.	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	X
4.	Preparation of job work sheets by engineers.	X
5.	Any remarks in site by way of virtual tour.	✓
6.	Data entry of attendance on daily basis.	✓
7.	Daily certification of labour attendance printouts.	✓
8.	Timely approval of Annexure A / Job work sheets by MD / Partner.	X
9.	Dept. work within limits.	✓
10.	Job wok within limits.	✓
11.	Preparation of Attendance vouchers.	X
12.		
13.		
14.		

Remarks/recommendations:

- 1) Dept & Job work daily details in time they are not sending.
- 2) Preparation of Job work sheets also some engineers not making properly.
- 3) Annexure 'A' dept & Job work approval they are not taking in time.

Note: a. Any additional remarks or information may be sent by way of email to MD, Ashaiya, site/ others. b. This report to be upload in m-codex on weekly basis.



Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

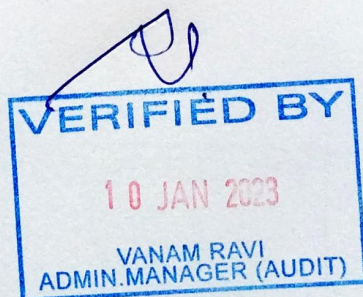
Company	MPPL	Audited by	VANAM. RAV
Site	MPL	Sign	
Report date	10.01.23		
From date	29.12.22	To Date	04.01.23

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating
1.	Attendance of Turnkey contractors.	N.A
2.	Sending Job work sheets to Viber Audit group by 12 noon.	✓
3.	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	✓
4.	Preparation of job work sheets by engineers.	✓
5.	Any remarks in site by way of virtual tour.	N.A
6.	Data entry of attendance on daily basis.	✓
7.	Daily certification of labour attendance printouts.	✓
8.	Timely approval of Annexure A / Job work sheets by MD / Partner.	✓
9.	Dept. work within limits.	✓
10.	Job wok within limits.	✓
11.	Preparation of Attendance vouchers.	X
12.		
13.		
14.		

Remarks/recommendations: Preparing of dept voucher's they are making incorrectly. Explained to body engg as sop.

Note: a. Any additional remarks or information may be sent by way of email to MD, Ashaiya, site/ others. b. This report to be upload in m-codex on weekly basis.



Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

Company	N.R.K	Audited by	VANAM. RAVI
Site	Nexopolis	Sign	
Report date	10.01.23		
From date	29.12.22	To Date	04.01.23

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating
1.	Attendance of Turnkey contractors.	X
2.	Sending Job work sheets to Viber Audit group by 12 noon.	✓
3.	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	✓
4.	Preparation of job work sheets by engineers.	✓
5.	Any remarks in site by way of virtual tour.	NA
6.	Data entry of attendance on daily basis.	✓
7.	Daily certification of labour attendance printouts.	✓
8.	Timely approval of Annexure A / Job work sheets by MD / Partner.	X
9.	Dept. work within limits.	✓
10.	Job wok within limits.	✓
11.	Preparation of Attendance vouchers.	✓
12.		
13.		
14.		

Remarks/recommendations:

- 1) Turnkey Contractor Attendance not sending in Group.
- 2) Annexure 'A' Dept labour approval they are taking approval after Preparation of weekly Voucher's.

Note: a. Any additional remarks or information may be sent by way of email to MD, Ashaiya, site/ others. b. This report to be upload in m-codex on weekly basis.



Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

Company	Crestia Labs	Audited by	V. RAVI
Site	Gv one	Sign	
Report date	10.01.23		
From date	29.12.22	To Date	04.01.23

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating
1.	Attendance of Turnkey contractors.	N.A
2.	Sending Job work sheets to Viber Audit group by 12 noon.	N.A
3.	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	✓
4.	Preparation of job work sheets by engineers.	N.A
5.	Any remarks in site by way of virtual tour.	N.A
6.	Data entry of attendance on daily basis.	✓
7.	Daily certification of labour attendance printouts.	✓
8.	Timely approval of Annexure A / Job work sheets by MD / Partner.	✓
9.	Dept. work within limits.	✓
10.	Job wok within limits.	✓
11.	Preparation of Attendance vouchers.	✓
12.		
13.		
14.		

Remarks/recommendations: NIL

Note: a. Any additional remarks or information may be sent by way of email to MD, Ashaiya, site/ others. b. This report to be upload in m-codex on weekly basis.



Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

Company	G.V.D.C	Audited by	VANAM. RAY
Site	Genopolis	Sign	
Report date	10.01.23		
From date	29.12.22	To Date	04.01.23

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating
1.	Attendance of Turnkey contractors.	✓
2.	Sending Job work sheets to Viber Audit group by 12 noon.	✓
3.	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	✓
4.	Preparation of job work sheets by engineers.	N.A
5.	Any remarks in site by way of virtual tour.	N.A
6.	Data entry of attendance on daily basis.	✓
7.	Daily certification of labour attendance printouts.	✓
8.	Timely approval of Annexure A / Job work sheets by MD / Partner.	N.A
9.	Dept. work within limits.	✓
10.	Job wok within limits.	✓
11.	Preparation of Attendance vouchers.	✓
12.		
13.		
14.		
Remarks/recommendations: NIL		

Note: a. Any additional remarks or information may be sent by way of email to MD, Ashaiya, site/ others. b. This report to be upload in m-codex on weekly basis.



Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

Company	MHPL	Audited by	V. RAVI
Site	Sovr III	Sign	
Report date	10.01.23		
From date	29.12.22	To Date	04.01.23

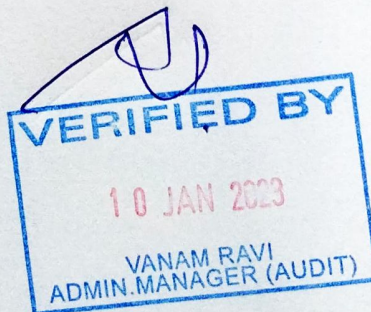
Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating
1.	Attendance of Turnkey contractors.	✓
2.	Sending Job work sheets to Viber Audit group by 12 noon.	✓
3.	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	✓
4.	Preparation of job work sheets by engineers.	✓
5.	Any remarks in site by way of virtual tour.	✓
6.	Data entry of attendance on daily basis.	✓
7.	Daily certification of labour attendance printouts.	✓
8.	Timely approval of Annexure A / Job work sheets by MD / Partner.	✓
9.	Dept. work within limits.	✓
10.	Job wok within limits.	✓
11.	Preparation of Attendance vouchers.	✓
12.		
13.		
14.		

Remarks/recommendations:

Nil

Note: a. Any additional remarks or information may be sent by way of email to MD, Ashaiya, site/ others. b. This report to be upload in m-codex on weekly basis.



Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

Company	MR SLP	Audited by	VANAM. RAVI
Site	A.G.H	Sign	
Report date	10.01.23		
From date	29.12.22	To Date	04.01.23

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating
1.	Attendance of Turnkey contractors.	N.A
2.	Sending Job work sheets to Viber Audit group by 12 noon.	X.A
3.	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	X
4.	Preparation of job work sheets by engineers.	N.A
5.	Any remarks in site by way of virtual tour.	N.A
6.	Data entry of attendance on daily basis.	✓
7.	Daily certification of labour attendance printouts.	✓
8.	Timely approval of Annexure A / Job work sheets by MD / Partner.	N.A
9.	Dept. work within limits.	✓
10.	Job wok within limits.	N.A
11.	Preparation of Attendance vouchers.	✓
12.		
13.		
14.		

Remarks/recommendations:

1) Dept & Job Work - daily details they are sending late.

Note: a. Any additional remarks or information may be sent by way of email to MD, Ashaiya, site/ others. b. This report to be upload in m-codex on weekly basis.



Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

Company	SCRLP	Audited by	VANAM. RAVI
Site	Sereye Farms	Sign	
Report date	10.01.23		
From date	29.12.22	To Date	04.01.23

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating
1.	Attendance of Turnkey contractors.	N.A
2.	Sending Job work sheets to Viber Audit group by 12 noon.	N.A
3.	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	✓
4.	Preparation of job work sheets by engineers.	N.A
5.	Any remarks in site by way of virtual tour.	N.A
6.	Data entry of attendance on daily basis.	N.A
7.	Daily certification of labour attendance printouts.	N.A
8.	Timely approval of Annexure A / Job work sheets by MD / Partner.	N.A
9.	Dept. work within limits.	✓
10.	Job wok within limits.	N.A
11.	Preparation of Attendance vouchers.	✓
12.		
13.		
14.		

Remarks/recommendations: Manual vouchers they are properly

Note: a. Any additional remarks or information may be sent by way of email to MD, Ashaiya, site/ others. b. This report to be upload in m-codex on weekly basis.



Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

Company	M R G V	Audited by	VANAM. RAVI
Site	B R G V	Sign	
Report date	10.01.23		
From date	29.12.22	To Date	04.01.23

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating
1.	Attendance of Turnkey contractors.	✓
2.	Sending Job work sheets to Viber Audit group by 12 noon.	✓
3.	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	✓
4.	Preparation of job work sheets by engineers.	2-A
5.	Any remarks in site by way of virtual tour.	2-A
6.	Data entry of attendance on daily basis.	✓
7.	Daily certification of labour attendance printouts.	✓
8.	Timely approval of Annexure A / Job work sheets by MD / Partner.	✓
9.	Dept. work within limits.	✓
10.	Job wok within limits.	✓
11.	Preparation of Attendance vouchers.	✓
12.		
13.		
14.		

Remarks/recommendations: NIL

Note: a. Any additional remarks or information may be sent by way of email to MD, Ashaiya, site/ others. b. This report to be upload in m-codex on weekly basis.



Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

Company	MCMEIT	Audited by	VANAM. RAV
Site	-	Sign	
Report date	10.01.23		
From date	29.12.22	To Date	04.01.23

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating
1.	Attendance of Turnkey contractors.	NA
2.	Sending Job work sheets to Viber Audit group by 12 noon.	NA
3.	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	NA
4.	Preparation of job work sheets by engineers.	NA
5.	Any remarks in site by way of virtual tour.	NA
6.	Data entry of attendance on daily basis.	NA
7.	Daily certification of labour attendance printouts.	NA
8.	Timely approval of Annexure A / Job work sheets by MD / Partner.	NA
9.	Dept. work within limits.	NA
10.	Job wok within limits.	NA
11.	Preparation of Attendance vouchers.	NA
12.		NA
13.		
14.		
Remarks/recommendations: NIL		

Note: a. Any additional remarks or information may be sent by way of email to MD, Ashaiya, site/ others. b. This report to be upload in m-codex on weekly basis.



Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

Company	MRK LLP	Audited by	VANAM. RAVI
Site	G.H.T	Sign	
Report date	10.01.23		
From date	29.12.22	To Date	04.01.23

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S no.	Description	Rating
1.	Attendance of Turnkey contractors.	✓
2.	Sending Job work sheets to Viber Audit group by 12 noon.	✓
3.	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	✓
4.	Preparation of job work sheets by engineers.	✓
5.	Any remarks in site by way of virtual tour.	✓
6.	Data entry of attendance on daily basis.	✓
7.	Daily certification of labour attendance printouts.	✓
8.	Timely approval of Annexure A / Job work sheets by MD / Partner.	✓
9.	Dept. work within limits.	✓
10.	Job wok within limits.	✓
11.	Preparation of Attendance vouchers.	✓
12.		
13.		
14.		
Remarks/recommendations: NIL		

Note: a. Any additional remarks or information may be sent by way of email to MD, Ashaiya, site/ others. b. This report to be upload in m-codex on weekly basis.

