

Subject: SOP for Audit team duties of audit team.

Keywords: Admin-Audit, admin-audit duties.

1. Admin-audit team has 3 members – Ravi, Mahesh and Narender.
2. Sites have been divided between Admin-audit team and each member shall be incharge of audit of labour payments, material receipts, clearing of bills, supplier reconciliation, etc. sites have been divided between the 3 members. Details of assignment of sites to each member from Jul to Dec, 25 is given in Annexure A. Jai Kumar to shuffle the sites every 6 months. Audit team member cannot continue with the same site for more than 6 months.
3. Duties of Admin-audit team:
 - a. Verification of MRNs twice a day on M-codex – by 1pm and by 5pm.
 - b. 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.
 - c. Weekly attendance and vouchers to be certified on a weekly basis.
 - d. Verification and certification of receipt of building material and hire charges on a daily basis before 2pm on the following day.
 - e. Certification of weekly vouchers.
 - f. Certification of all advice for payment to suppliers – on the same day.
 - g. Verification and certification of material leaving out of site by gate pass or GST bill on a daily basis.
 - h. Verification of inward register, building material register, outward register, electricity register – photograph to be sent by security/ supervisor on viber on daily basis.
 - i. Supplier reconciliation – once a month. Accountants to send statement before 20th of every month.
 - j. 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 SSLP is purchased locally – written explanation required from project manager. Approval from purchase/procurement managers must be taken for local purchase upto Rs. 5,000. Sohams permission is required beyond that.
 - k. Ensuring that mobile phones of all security guards are working.
 - l. Verification and certification of material issued to contractors. Paints must be debited to respective contractor on a daily basis.
 - m. ESI, PF statements of all contractors.
 - n. Verification of reports submitted in M-codex by all employees.
 - o. Stock of material between M-codex and actual stock at site are tallying.
4. Other notes/SOP:
 - a. 2 sets of inward and outward registers to be maintained at site. One for material purchased for the respective sites and other for material purchased on behalf of contractor.

5. Verification of stock at site – task has been assigned to Sandesh and Vijay.
- a. A list of 100 items for which stock has to be verified every month is attached as Annexure B.
 - b. A schedule for monthly verification of stock valid upto Dec 25 is attached as Annexure C.
 - c. A schedule for quarterly verification of stock valid upto Dec 25 is attached as Annexure D. All stocks to be verified on quarterly basis.
 - d. Hemendra shall send report of stock verification for monthly and quarterly basis. Report has to be send on same day as verification of stock. Hemendra's services to be discontinued from 31-7-25. He will work as an independent consultant. Details of service charges payable to him are given in Annexure E.
 - e. Sandesh shall be in charge of verification of stocks at all sites. He shall be assisted by Vijay Kumar (supervisor). Tanveer to assist them whenever required. Sandesh and Vijay need to travel to Vizag along with Hemendra once a month. Sandesh and Vijay to work out of SOV office. Sandesh and Vijay Kumar, to be replaced with 2 other staff from Jan, 26.
 - f. Admin audit shall be authorised to correct stock after approval from Soham. Entire SOP to be revisited in mid June.
 - g. Reports of verification of stock, errors in stock, correction in M-codex, etc., must be posted on viber groups of respective sites.

Soham Modi.

Annexure A
Assignment of sites of Admin – audit team

S No	Company	Project assigned
1.	Narender	AMS-801
2.		AMS-702
3.		HVRD
4.		NGH
5.		NE
6.		Serene
7.		Vista View LLP
8.		GVCC
9.		MRGV Hyd LLP (BPG)
10.		MHTR @ GV
11.		SJK & RJK
12.		AGH
13.		MCS
14.		Serene
15.	Mahesh	GVRC
16.		NRK
17.		GMR
18.		AMS - Hospital
19.		Vivopolis
20.		SOV , SOV -MHPL, SOV- III
21.		MPPL
22.		NSQ
23.		Cretopolis
24.		MCMET, MRGV & BRGV
25.		Biopolis
26.		SJK & RJK
27.		MHPL - Trading
28.		MHSVC & MPSVC
29.		Greens
30.		VOC
31.	Ravi	AMS -4554
32.		AMS-3663
33.		The May Flower
34.		GHT
35.		MMR Timmapur LLP
36.		Aedis
37.		Vista Homes
38.		LGM
39.		MCR
40.		MRVLLP
41.		Silveroak Grande
42.		Inventopolis
43.		MPL
44.		Matrix
45.		KNM
46.		MBMC

Company:	XYZ		Date :	30-06-2025
Project :	xyz		Prepared by :	
Subject :	List of 100 items for mothly stock verification.			
<u>Sl.No</u>	<u>Material type / Item name</u>	<u>Quantity</u>	<u>Rate</u>	<u>Total Amount</u>
1	CHEM5982-Chemical-MYK Laticrete-335 Super Flex Adhesive-Misc-Nos.		1007	-
2	CHEM5624-Chemical-MYK Laticrete- 325-20kg-Bag		1800	-
3	CHEM6602-Chemical-MYK Laticrete-305-20Kgs-Bag		290	-
4	DOOR1639-Doors-Panel door-2Panel -675Wx2025Hmmx32mm-Nos.		2333	-
5	DOOR8194-Doors-Panel door-2Panel -675Wx2075Hmmx32mm-Nos.		2362	-
6	DOOR1041-Doors-Panel door-2Panel -825Wx2025Hmmx32mm-Nos.		2872	-
7	DOOR8917-Doors-Panel door-2Panel -825Wx2075Hmmx32mm-Nos.		2906	-
8	DOOR9498-Doors-Panel door-2Panel -975Wx2025Hmmx32mm-Nos.		3409	-
9	HARD3480-Hardware-SS Hinges-Per 1 piece-Misc-Nos.		264	-
10	HARD9620-Hardware-GI Threaded Rod--8mmX2000mm-Nos.		84	-
11	HARD2027-Hardware-GI Threaded Rod--10mmX2000mm-Nos.		104	-
12	HARD3459-Hardware-Cylindrical Lock---Nos.		715	-
13	HARD9542-Hardware-Mortise Lock---Nos.		3112	-
14	CEMT9218-Cement-PPC---50kg-Bag		280	-
15	CEMT6620-Cement-OPC-43--50kg-Bag		403	-
16	PLUM5229-Plumbing-PVC Rigid Pipe--110DX6000Lmm-Nos.		1838	-
17	PLUM4547-Plumbing-PVC Rigid-Pipe-50mmx6000mm-Nos.		380	-
18	PLUM1058-Plumbing-PVC SWR-Double socket Pipe-100x3000mm-Nos.		664	-
19	PLUM6883-Plumbing-PVC SWR-Double socket Pipe-75x3000mm-Nos.		210	-
20	PLUM2885-Plumbing-PVC SWR-Single Socket Pipe-100x3000mm-Nos.		490	-
21	PLUM1660-Plumbing-PVC SWR-Single socket pipe-75X3000mm-Nos.		260	-
22	PLUM7477-Plumbing-PVC SWR-Coupling-100mm-Nos.		77	-
23	PLUM7462-Plumbing-PVC SWR-Door Bend -100mm-Nos.		127	-
24	PLUM4983-Plumbing-PVC SWR-Nahani Trap--100mm-Nos		71	-
25	PLUM8485-Plumbing-PVC SWR-Plain Bend--100mm-Nos		107	-
26	PLUM3104-Plumbing-PVC SWR-Door Tee-100mm-Nos.		159	-
27	PLUM7792-Plumbing-PVC SWR-Floor Trap-100mm-Nos.		120	-
28	PLUM2418-Plumbing-PVC SWR-Single Y -100mm-Nos.		179	-
29	PLUM4387-Plumbing-PVC SWR-Coupling -75mmx45-Nos.		45	-
30	PLUM9483-Plumbing-PVC SWR-Door Bend -75mmx45-Nos.		76	-
31	PLUM7889-Plumbing-PVC SWR-Door Tee-75mmx45-Nos.		86	-
32	PLUM5593-Plumbing-PVC SWR-Plain Bend-75mm-Nos.		58	-
33	PLUM8928-Plumbing-PVC SWR-Plain Tee-75mm-Nos.		77	-
34	PLUM5802-Plumbing-PVC SWR-Single Y -75mm-Nos.		95	-
35	PLUM5487-Plumbing-CPVC Pipe--20mm-Nos.		236	-
36	PLUM6854-Plumbing-CPVC Pipe--25mm-Nos.		375	-
37	PLUM6530-Plumbing-CPVC Pipe--32mm-Nos.		574	-
38	PLUM2649-Plumbing-CPVC Pipe--40mm-Nos.		802	-
39	PLUM1543-Plumbing-CPVC FABT--20x15mm-Nos.		58	-
40	PLUM4277-Plumbing-CPVC Ball valve--20mm-Nos.		118	-
41	PLUM1185-Plumbing-CPVC Ball valve--25mm-Nos.		200	-
42	PLUM5925-Plumbing-CPVC Conceled stop cock--20mm-Nos.		642	-
43	PLUM5396-Plumbing-CPVC Brass-Tee Female-20X15mm-Nos.		57	-
44	PLUM5878-Plumbing-Brass Ball Valve--15mm-Nos.		1490	-

45	STEL1948-Steel-Tor Steel---8mm-Kgs	63	-
46	STEL7782-Steel-Tor Steel---10mm-Kgs	65	-
47	STEL2652-Steel-Tor Steel---12mm-Kgs	64	-
48	STEL7933-Steel-Tor Steel---16mm-Kgs	64	-
49	STEL6515-Steel-Tor Steel---20mm-Kgs	64	-
50	STEL5166-Steel-Tor Steel---25mm-Kgs	61	-
51	STEL5335-Steel-Tor Steel---32mm-Kgs	63	-
52	STEL1720-Steel-Binding Wire--20guage-Kgs	86	-
53	SACP6660-Sanitary CP-Concealed flush tank plate---Nos.	1755	-
54	SACP7374-Sanitary CP-CP Angle Cock---Nos.	283	-
55	SACP9522-Sanitary CP-CP Bottle Trap---Nos.	995	-
56	SACP7791-Sanitary CP-CP Health Faucet---Nos.	518	-
57	SACP3381-Sanitary CP-CP Pillar Cock---Nos.	891	-
58	SACP2398-Sanitary CP-CP Short Body---Nos.	955	-
59	SACP4226-Sanitary CP-CP Shower Arm ---Nos.	670	-
60	SACP2426-Sanitary CP-CP Sink Cock with Swivel Spout ---Nos.	1092	-
61	SACP3231-Sanitary CP-CP Wall Mixture---Nos.	3191	-
62	SACP6705-Sanitary CP-Rack Bolts-Wash Basin-10X140mm-Pairs	203	-
63	SACP1613-Sanitary CP-SS Sink--500X430mm-Nos.	3692	-
64	SACP4804-Sanitary CP-Wall Hung EWC with seat cover-white--Nos.	3738	-
65	SACP4497-Sanitary CP-Wall hung EWC, Seat Cover, tank---Nos.	10304	-
66	SACP3298-Sanitary CP-Wall Hung WC Rack Bolts--12x180mm-Pairs	399	-
67	SACP8102-Sanitary CP-Wash basin-White--Nos.	1241	-
68	SACP3411-Sanitary CP-Wash Basin Pedastal --Misc-Nos.	1211	-
69	SACP4141-Sanitary CP-Concealed flush tank-Geberit-Nos-Nos.	3927	-
70	ELEC1988-Electrical-LED Tube Light-6500K-1200mmX20W-Nos.	198	-
71	ELEC2020-Electrical-MCB--06 amps-Nos.	129	-
72	ELEC4199-Electrical-MCB--10 amps-Nos.	129	-
73	ELEC7266-Electrical-MCB--16 amps-Nos.	129	-
74	ELEC8878-Electrical-Isolater-4 Pole-40 amps-Nos.	552	-
75	ELEC3597-Electrical-Socket-Round pins-16A -Nos.	120	-
76	ELEC8034-Electrical-Socket-Power-6A 3 Pin-Nos.	73	-
77	ELEC5426-Electrical-Switch-One Way-16A-Nos.	73	-
78	ELEC3129-Electrical-Switch-One Way-6A-Nos.	46	-
79	ELEC6829-Electrical-Copper Wire-Black Color-Gloster-1SqmmX90mtrs-Bundles	1125	-
80	ELEC8650-Electrical-Copper Wire-Black Color-Gloster-2.5SqmmX90mtrs-Bundles	2598	-
81	ELEC7370-Electrical-Copper Wire-Black Color-Gloster-4SqmmX90mtrs-Bundles	4006	-
82	ELEC7702-Electrical-Copper Wire-Blue Color-Gloster-4SqmmX90mtrs-Bundles	4006	-
83	ELEC9836-Electrical-Copper Wire-Green Color-Gloster-1SqmmX90mtrs-Bundles	1125	-
84	ELEC9975-Electrical-Copper Wire-Green Color-Gloster-2.5SqmmX90mtrs-Bundles	2598	-
85	ELEC1811-Electrical-Copper Wire-Red Color-Gloster-1SqmmX90mtrs-Bundles	1125	-
86	ELEC9448-Electrical-Copper Wire-Yellow color-Gloster-1SqmmX90mtrs-Bundles	1125	-
87	ELEC7754-Electrical-Copper Wire-Yellow color-Gloster-2.5SqmmX90mtrs-Bundles	2598	-
88	ELEC6991-Electrical-Cat 6 cable--D link- 305mtrs-Bundles	9027	-
89	ELEC3082-Electrical-Conducting Pipe-PVC-25X1.5mm-Nos.	87	-
90	ELEC4220-Electrical-Conducting Pipe-PVC-25X1.2mm-Nos.	68	-
91	ELEC8024-Electrical-Al service wire-2 mm-South King-90mtrs-Bundles	1841	-
92	ELEC4050-Electrical-Aluminium Service wire-6sqmmX2core-90mtrs--Bundles	2891	-

93	ELEC6859-Electrical-Metal Box--2Way-Nos		31	-
94	ELEC8980-Electrical-Metal Box--6Way-Nos.		55	-
95	ELEC2354-Electrical-Metal Box--8Way-Nos.		73	-
96	ELEC5087-Electrical-Module Plate-with Frame-2M-Nos.		46	-
97	ELEC6992-Electrical-Module Plate-with Frame-6M-Nos.		94	-
98	ELEC1276-Electrical-Module Plate-with Frame (square)-8MS-Nos.		120	-
99	ELEC9595-Electrical-DB TPN-3 Phase--4Way-Nos		2956	-
100	ELEC9175-Electrical-DB TPN-3 Phase-6Way-Nos.		13721	-
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Company:			Date :	30-06-2025
Project :			Prepared by	
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2	CHEM5624-Chemical-MYK Laticrete- 325-20kg-Bag		1800	-
3	CHEM6602-Chemical-MYK Laticrete-305-20Kgs-Bag		290	-
4	HARD9620-Hardware-GI Threaded Rod--8mmX2000mm-Nos.		84	-
5	HARD2027-Hardware-GI Threaded Rod--10mmX2000mm-Nos.		104	-
6	CEMT9218-Cement-PPC---50kg-Bag		280	-
7	CEMT6620-Cement-OPC-43--50kg-Bag		403	-
8	FIRE1165-Fire & Safety-Butterfly valve-PN16-80Dmm-Nos.		2994	-
9	FIRE1351-Fire & Safety-Butterfly valve--100mm-Nos.		4111	-
10	FIRE7717-Fire & Safety-Fire Shaft Door--900X1500mm-Nos.		6490	-
11	FIRE1672-Fire & Safety-Forged Brass Ball valve--20mm-Nos.		543	-
12	FIRE3382-Fire & Safety-Forged Brass Ball valve--25mm-Nos.		823	-
13	FIRE1291-Fire & Safety-Hose Box-Double Door--Nos.		3776	-
14	FIRE5726-Fire & Safety-Hose Reel Drum--30mtrs-Nos.		7056	-
15	FIRE6575-Fire & Safety-Pressure Guage--0 to 10Kgs-10mm-Nos.		2095	-
16	FIRE7441-Fire & Safety-SS Branch pipe--63Dmm-Nos.		2198	-
17	FIRE2531-Fire & Safety-Fire Alarm Panel--8Zone-Nos.		10431	-
18	FIRE8325-Fire & Safety-Smoke detector-Addressible--Nos.		1711	-
19	FIRE7855-Fire & Safety-Smoke detector-Non addressible--Nos.		684	-
20	FIRE2909-Fire & Safety-4 Buckets+Stand---Nos.		1180	-
21	FIRE4281-Fire & Safety-Fire Brigade Inlet-2 way-100mm-Nos.		4484	-
22	FIRE7231-Fire & Safety-Rubber Bellow--80mm-Nos.		5914	-
23	FIRE6757-Fire & Safety-Butterfly valve-Gear type-150mm-Nos.		6676	-
24	FIRE1160-Fire & Safety-Butterfly valve-Gear Type-200mm-Nos.		23010	-
25	FIRE7391-Fire & Safety-Y Strainer--200mm-Nos.		30652	-
26	FIRE1009-Fire & Safety-MS Reducer--32x100mm-Nos.		127	-
27	FIRE2378-Fire & Safety-MS Reducer--200x100mm-Nos.		1033	-
28	FIRE3120-Fire & Safety-MS Reducer--200x125mm-Nos.		1252	-
29	FIRE2751-Fire & Safety-MS Flange--125mm-Nos.		376	-
30	STEL2372-Steel-MS Gazette plate--150X150X10mm-Kgs		104	-
31	STEL7965-Steel-MS Gazette plate--150X150X6mm-Kgs		104	-
32	STEL5328-Steel-MS Gazette plate--250X180X10Tmm-Kgs		104	-
33	STEL7107-Steel-MS Gazette plate--250X200X12mm-Kgs		79	-
34	STEL6863-Steel-MS Gazette plate--300X300X15mm-Kgs		101	-
35	STEL4630-Steel-MS Gazette plate--300X300X6mm-Kgs		104	-
36	STEL5719-Steel-MS Flange-Table E-100DX8Tmm with 8Holes-Nos.		283	-
37	STEL2596-Steel-MS Flange-Table E-150DX16Tmm with 8Holes-Nos.		668	-
38	STEL8639-Steel-MS Flange-Table E--200DmmX8Holes-Nos		601	-
39	STEL7502-Steel-MS Flange-Table E--65DmmX4Holes-Nos		212	-
40	STEL3746-Steel-MS Flange-Table E-80DX8Tmm with 4Holes-Nos.		228	-
41	STEL3424-Steel-MS Flange-Table E-250DX16Tmm with 12Holes-Nos.		2214	-
42	STEL5741-Steel-MS Gazette plate--150X150X8mm-Kgs		104	-
43	STEL9791-Steel-MS Gazette plate--200X200X8mm-Kgs		104	-
44	STEL8000-Steel-MS ISMB--100X60X6000Lmm-Kgs		35	-

45	STEL6320-Steel-MS ISMB--150X75X6000Lmm-Kgs	59	-
46	STEL9892-Steel-MS ISMC--100X50X6000Lmm-Kgs	72	-
47	STEL5337-Steel-MS ISMC--75X40X6000Lmm-Kgs	85	-
48	STEL1720-Steel-Binding Wire--20guage-Kgs	86	-
49	STEL4377-Steel-Butterfly Valve-Gear type--100mm-Nos	5830	-
50	STEL5545-Steel-MS Box Pipe--50X25X2.6Tmm-Kgs	83	-
51	HVAC9052-HVAC-Air Release Valve--25mm-Nos.	1926	-
52	HVAC1066-HVAC-Butterfly valve-PN16-150Dmm-Nos.	5558	-
53	HVAC3178-HVAC-Butterfly valve-PN16-200Dmm-Nos.	5743	-
54	HVAC2140-HVAC-Y Strainer--250mm-Nos.	31545	-
55	HVAC9452-HVAC-Y Strainer--150Dmm-Nos.	24188	-
56	HVAC8332-HVAC-Balancing Valve--200Dmm-Nos.	53100	-
57	HVAC5032-HVAC-Balancing Valve--150Dmm-Nos.	20621	-
58	HVAC6605-HVAC-Y Strainer--50mm-Nos.	2034	-
59	PLUM5377-Plumbing-PVC Rigid Pipe--160DX6000Lmm-Nos.	3491	-
60	PLUM5229-Plumbing-PVC Rigid Pipe--110DX6000Lmm-Nos.	1838	-
61	PLUM4547-Plumbing-PVC Rigid-Pipe-50mmx6000mm-Nos.	380	-
62	PLUM2885-Plumbing-PVC SWR-Single Socket Pipe-100x3000mm-Nos.	490	-
63	PLUM1660-Plumbing-PVC SWR-Single socket pipe-75X3000mm-Nos.	260	-
64	PLUM5487-Plumbing-CPVC Pipe--20mm-Nos.	236	-
65	PLUM6854-Plumbing-CPVC Pipe--25mm-Nos.	375	-
66	PLUM6530-Plumbing-CPVC Pipe--32mm-Nos.	574	-
67	PLUM5878-Plumbing-Brass Ball Valve--15mm-Nos.	1490	-
68	TILE3222-Tiles-Floor Tiles-Vitified-Inspira Grigio serena PVGT-1200X2400mm-Sqm	1843	-
69	TILE2942-Tiles-Floor Tiles-Vitified-Inspira Prolith grigio chiaro-600X600mm-Sqm	683	-
70	TILE7825-Tiles-Floor Tiles-Vitified-Inspira Prolith grigio GVT-600X600mm-Sqm	683	-
71	TILE5760-Tiles-Wall & Floor Tiles-Vitrified Aura Light Grey-Cera-600X1200mm-Sqm	446	-
72	TILE6567-Tiles-Wall Tiles-Statuario polished-PGVT-Ispira-1200mmX2400mm-sqm	1453	-
73	STEL1948-Steel-Tor Steel---8mm-Kgs	63	-
74	STEL7782-Steel-Tor Steel---10mm-Kgs	65	-
75	STEL2652-Steel-Tor Steel---12mm-Kgs	64	-
76	STEL7933-Steel-Tor Steel---16mm-Kgs	64	-
77	STEL6515-Steel-Tor Steel---20mm-Kgs	64	-
78	STEL5166-Steel-Tor Steel---25mm-Kgs	61	-
79	STEL5335-Steel-Tor Steel---32mm-Kgs	63	-
80	STEL1720-Steel-Binding Wire--20guage-Kgs	86	-
81	ELEC1988-Electrical-LED Tube Light-6500K-1200mmX20W-Nos.	198	-
82	ELEC4199-Electrical-MCB--10 amps-Nos.	129	-
83	ELEC7266-Electrical-MCB--16 amps-Nos.	129	-
84	ELEC8878-Electrical-Isolater-4 Pole-40 amps-Nos.	552	-
85	ELEC2725-Electrical-Isolater--4pole 63amps-Nos.	679	-
86	ELEC3977-Electrical-MCCB--100A-Nos.	5,121	-
87	ELEC4381-Electrical-MCCB--200A-Nos.	7,184	-
88	ELEC8878-Electrical-Isolater-4 Pole-40 amps-Nos.	552	-
89	ELEC6991-Electrical-Cat 6 cable--D link- 305mtrs-Bundles	9027	-
90	ELEC8024-Electrical-Al service wire-2 mm-South Kimg-90mtrs-Bundles	1841	-
91	ELEC9471-Electrical-Aluminum Armored Cable-4 core-25Sqmm-mts	345	-
92	ELEC4127-Electrical-Aluminum Armored Cable-HT 11KV-3coreX185sqmm-mts	1285	-

93	ELEC7942-Electrical-Aluminum Armored Cable-LT-3.5coreX50sqmm-mts		168	-
94	ELEC5176-Electrical-Aluminum Armored Cable-LT-3.5coreX70sqmm-mts		386	-
95	ELEC6940-Electrical-Aluminum Armored Cable-LT-4coreX16sqmm-mts		132	-
96	ELEC8309-Electrical-Aluminum Armored Cable-LT-4coreX6sqmm-mts		113	-
97	ELEC9884-Electrical-Copper Flat Cable-3 core-4 sqmm-mts		71	-
98	ELEC4050-Electrical-Aluminium Service wire-6sqmmX2core-90mtrs--Bundles		2891	-
99	ELEC9595-Electrical-DB TPN-3 Phase--4Way-Nos		2956	-
100	ELEC9175-Electrical-DB TPN-3 Phase-6Way-Nos.		13721	-
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Schedule for verification of stock at all projects 01-07-2025,Ver1..xlsx
Annexure-C

[illegible]

Schedule for verification of stock at all projects 01-07-2025,Ver1...xlsx
Annexure-D

Topic :	Quarterly verification of stock at all project										Assigned to : Sandeesh & Vijay																										
Prepared by :	Admin-Audit Team																																				
Date :	01-07-2025																																				
	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri						
	01-10-2025	02-10-2025	03-10-2025	04-10-2025	05-10-2025	06-10-2025	07-10-2025	08-10-2025	09-10-2025	10-10-2025	11-10-2025	12-10-2025	13-10-2025	14-10-2025	15-10-2025	16-10-2025	17-10-2025	18-10-2025	19-10-2025	20-10-2025	21-10-2025	22-10-2025	23-10-2025	24-10-2025	25-10-2025	26-10-2025	27-10-2025	28-10-2025	29-10-2025	30-10-2025	31-10-2025						
Period																																					
Projects	GHT	Holi day	GMR	GMR	-	MPL	SOV/ Office	NGH	NE	MPL	GHT	-	SOV	GVRC	GVRC	NRK	BRGV	VIVO	-	Holid ay	MHTR- GV	MHTR- GV	MHTR- Rampally	MHTR- Rampally	MHTR- Rampally	-	AGH	MCME	AMTZ	AMTZ	AMTZ						

Annexure E

Details of service charges payable to Hemendra

1. Hemendra to be appointed as consultant for verification of stocks.
2. Sites to be classified into 3 categories.
3. Category A – active sites with substantial stock (Innopolis, MHTR at Rampally, MHTR at NRK, GMR, etc).
4. Category B – active sites with low stock (MCMET, Vivo, GHT, etc).
5. Category C – dormant/completed sites with low stock (SOV, BRGV, etc).
6. Category D – new sites with low or nil stock (Timmapur, MGRV, etc).
7. Suggested consultancy charges for monthly verification of limited stocks.
 - a. Category A – Rs. 1,000/- per report.
 - b. Category B – Rs. 600/- per report.
 - c. Category C – Rs. 400 per report.
 - d. Category D – stock verification not required.
8. For quarterly verification consultancy charges to be doubled – all items to be checked.
9. Payment to be made on weekly basis on production of invoices.
10. One person from purchase to be accompanied with Hemendra for stock verification.
11. Travel expenses to be paid extra.