

Modi Properties & Inv. Pvt. Ltd - Site Audit Report by Praveen

Company:	Modi Realty Miryalaguda LLP	Date of site visit:	20.08.19(Tuesday)
Site:	Gulmohar Homes	From / To time:	10:30 to 16:00
Visited by:	Praveen/Sanjeev	Prepared by:	Praveen
Previous date of audit:	27.06.2019	Sign:	
Sl No.	Description	Remarks	
1.	Material shifting authorization forms issued in last 30 days.	Sl. No. 163718 to 163722	
2.	Material issue authorization forms issued in last 30 days	Sl. No.304184 to Sl. No. 304084	
3.	Total value of stock maintained at site as per stock register. Exclude steel, cement, building material, lifts, etc.	Rs.13.16 lakhs.	
4.	Admin/sales to certifying that Site office, Clubhouse and Model Flats are properly maintained and cleaned on a daily basis in writing.	Letter date: Na	
5.	Admin to provide explanation for material lying outside storerooms.	Letter date: Na	
6.	Last scrap sold	Date -Na- & value - Na-	
7.	Admin to provide list of vacant /possession given units.	Certified list date: Na	
8.	Admin to provide list of additions & alterations given by customers.	Certified list date: - Not provided	
9.	Admin to provide list of MMC arrears from db.	Certified list date: - Na-	
10.	Admin to provide list of keys and qualitative rating of labeling.	Average	
11.	Admin to prepare list of utility bills paid during preceding month.	Certified list date: not provided	
12.	Are material shifting forms serial nos mentioned in the Hire charges register?	Yes	
13.	If above stock value exceeds Rs. 5 lakhs – has letter of explanation been collect from Admin at site?	not provided	
14.	Is Security properly dressed?	No	
15.	Is scrap properly arranged?	No	
16.	Is the online payments details/register updated by Admin Officer regularly?	No	
17.	Are attendance, building material, inward, hire charges, cement, outward, electricity, etc., maintained properly and signed by engineer and admin officer at site?	Yes	
18.	No. of weekly reports of labour/hire charges/ material received not tallying with registers.	Yes	
19.	Inward no. & dates for receipts of building material before 9 am and after 6 pm. Collect letter of explanation from Admin in case of default.	No	
20.	Is the attendance recorder properly installed and used? Is the ID no. register properly maintained?	Yes Yes	
21.	Are Bills & Dc's Inward\outward register being properly maintained	Yes	
22.	Stores and stock statement are properly arranged / maintained?	No	

23.	Is the construction circular spiral bound in good condition? Is file for latest circulars and internal memos properly maintained?	No
24.	Are hire charges and building material photographs being printed from database within one working day?	Yes
25.	Stock report quantity tallies with physical quantity?	No
26.	Is turnkey contractors material exchange logbook maintaining properly?	No
27.	a) No. of security sanctioned?	04 No's
	b) No. of security regularly present?	03 No's
	c) No. of sticks provided?	Nil
	d) No. of torch lights provided?	01 No's
28.	a) No. of children attending Crech	-Na-
	b) Creche teacher and Ayya timing?	-Na-
	c) Average no. of meals provided per day	-Na-
	d) Quality of crèche	-Na-
29.	a) No. of helmets maintained with security.	-Na-
	b) Quality & cleanliness of helmets (G/A/P)	-Na-
30.	a) No. of labour quarters?	30 No's
	b) Occupied labour quarters?	30 No's
	c) No. of labour quarters in poor condition?	05 No's
	d) No. of toilets?	04 No's
	e) No. of washrooms?	04 No's
31.	a) No. of quarters in violation of electric supply rules.	02 No's
	b) Provision of water for labour quarters?	Yes
	c) Quality of toilets/washroom, cleanliness.	Poor
32.	a) No. of pending requisitions in file?	23 No's
	b) No. of pending requisitions in weekly report?	18 No's
	c) No. of requisitions not signed by project manager	04 No's
	d) No of weekly reports not signed by project manager	Nil
	e) No. of PO/WOs not attached	08 No's
	f) No. of requisitions where material received are not updated.	Nil
33.	a) No. of job work sheets issued in last 30 days.	01 No's
	b) No. of sheets not in compliance with rules	Nil
	c) No. of sheets scanned and send within specified time.	01 No's
34.	a) No. of vacant flats/villas where stage – III/IV is completed.	05 No's
	b) No. of such units not locked.	08 no's
35.	a) No. of units with arrears of more than 2 months MMC.	Na
	b) No. of active pages in MMC collection log book.	Na
36.	a) Gate passes issued in last 30 days.	Nil
	b) No. of gate passes not properly filled.	Nil
37.	a) No. of bills/DCs that were not sent to HO within 2 working days, during the last 30 days.	Nil
38.	a) No. of storerooms.	02 No's
	b) No. of rooms within stores.	10 No's
	c) No. of rooms not properly secured.	No

List of stores checked	Stores checked(Yes/No)	Qualitative rating(G/A/P)
Electrical	Yes	Good
Cement	Yes	Average
Plumbing – PVC	Yes	Average
Plumbing –GI	Yes	Average
Sanitary	Yes	Average
CP fittings Tiles	Yes	Average
Lift	-	-
General Material	Yes	Average
Tools	Yes	Average
Doors & hardware	Yes	Average
Misc. -	Yes	Average
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Yes 1. Store rooms to be arrange properly. 2. Need to check physical quantity of material. 3. Labour quarters surround to be cleaned properly. 4. Wash rooms and toilets are very poor condition (labour quarters). 5. Material received after 6pm at site (vehicle starting from hyd by late) a. Inward No: 12970, time : 18.57, Material: Salwood, electrical, PVC items. b. Inward No: 12974, time : 18:45, Material : PVC items, z angles c. Inward No: 12988, time : 8.50, Material : Granite & MD grills. d. Inward No: 12991, time : 20:44, Material : MS Grills e. Inward No: 13044, time : 18:44, Material : Electrical wires & PVC items f. Inward No: 13045, time : 18:45, Material : Electrical item g. Inward No: 12991, time : 20:44, Material : MS Grills 6. Material issue forms are not updated & not tallying with stock report 7. There is an excess material in site, which is not using at site, like: eco drain material (need to be list out sent to SSLLP). 8. Door frames are lying on terrace in villa o 04 with any cover/blue sheets(photos enclosed) 9. Security accepting material inward after 6PM without any authorization. 10. Materials lying in villas to be collect back and stored. 11. Latest construction circulars and internal memos not properly filed as on date. 12. 310 cement lying in site, but showing in stock report. 13. Model villa decorative bulbs need to replace. (photographs enclosed)		
Suggestions :Yes As per internal memo 901/3/a (site visit by security personal) Service providers like Mr.S.P.Singh & Mr. Gopi has to visit site once in a month and discuss the issues at site. If not you may hold the bills of service provider send mail to accounts, HR & Audit.		

<u>Sl. No</u>	<u>Item description</u>	<u>Quantity As per stock</u>	<u>Quantity As per physical at store</u>	<u>Remarks</u>
1	Doors(all sizes)	15	42	
2	Door stoppers	28	21	
3	SS Hinges	72	120	
4	Tile grout	6	23	
5	Ceramic tiles 12'x12'	111	107	
6	Bathroom wall ties 25"x10"	412	526	
7	Utility floor tiles12"x12"	16	40	
8	Vitrified Tiles 2'x2'	991	1260	
9	Distribution board 2Phase	1	8	
	Distribution board1 Phase	16	0	
10	Fan deep boxes	84	20	
11	MCB-16 Amps	26	18	
12	MCB 10Amps	2	0	
13	Cement	0	310	
14	Bib cock	3	0	
15	Extension nipple	50	0	
16	Pillar cock	3	0	
17	Shower Arm	5	0	
18	Shower Arm	5	0	
19	Stop cock	10	0	