

Modi Properties Pvt. Ltd - Site Audit Report

Company:		Kadakia & Modi Housing.	Date of site visit:	18.03.2020
Site:		Bloomdale	Approved by:	Praveen. B
Visited & prepared by:		V.Ravi	Sign.	
Sl No	Description		Remarks	
1.	Contractors Billing			
	A. No's of Contractors.		13 No's	
	B. Any Pending bills of contractor at site.		No	
	C. Bills outward register maintaining at site.		Yes	
	D. Condition of Bills outward register maintaining at site.		Good	
	E. After completion work any bills are pending more than one month.		No.	
	F. If pending bills at site explanation from Engg Dept.		No	
	G. Is bills raised at Ho but not updated in Database.		No	
	H. Is their any double bills raised at site for same value & same work.		No	
	I. Contractors minimum balance maintaining at site.		Yes	
2.	Turnkey Contractors Weekly reports as per Circular no 807			
	A. No's of Contractors. (B.Yadav)		01 No's	
	B. Annexures of ABC sending on time.		Yes	
	C. Milestone report(D) sending on time.		Yes	
	D. E1 & E2 sheet sending on time.		Yes.	
	E. Certified copies of weekly reports filing at site.		Yes	
	F. Turnkey Material Inward & outward register maintained at site.		Yes	
	G. Turnkey contractor material issued logbook maintained at site.		Yes	
	H. Turnkey contractors material issued amount debit to their account in time.		No	
3.	Billing Department. I. Any pending bills lying at HO		No	
	Complaints : Turnkey Contractor material issued amount to be debit to contractor as their is no debit voucher no in site log book till date. It may cross check with accounts whether it is fully debited as on date.			
	Suggestions : 1) Confirmed with accountant as Site to advice all material issued logbook scan copies to be arrange to accounts regarding this issue. Above said remarks to be corrected, and procedures to explained to site engineer.			