

Modi Properties Pvt. Ltd - Site Audit Report

Company:		Mehta & Modi Kowkur LLP	Date of site visit:	16.03.2020
Site:		GHT	Approved by:	Praveen. B
Visited & prepared by:		V.Ravi	Sign.	
Sl No	Description		Remarks	
1.	Contractors Billing			
	A. No's of Contractors.		04 No's	
	B. Any Pending bills of contractor at site.		Yes.	
	C. Bills outward register maintaining at site.		No	
	D. Condition of Bills outward register maintaining at site.		-	
	E. After completion work any bills are pending more than one month.		Yes. (Ramulu- Carpenter bill)	
	F. If pending bills at site explanation from Engg Dept.		PM saying that accountant has misplaced at HO	
	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. (Homeline Infra)		01 No's	
	B. Annexures of ABC sending on time.		Yes	
	C. Milestone report(D) sending on time.		-	
	D. E1 & E2 sheet sending on time.		-	
	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.		No	
	H. Turnkey contractors material issued amount debit to their account.		-	
3.	Billing Department.		No	
	I. Any pending bills lying at HO			
	Complaints : 1) Ramulu carpenter site office furniture making bill Rs.1 Lakh (approx) bill is misplaced at Accounts (confirmation taken from PM sir & Nagalaxmi mdm). 2) Turnkey Contractor material issued logbook to maintain at site.			
	Suggestions : 1) Site to advice Ramulu bill duplicate bill has to send ASAP.			

	Above said remarks to be corrected, and procedures to explained to Lady Engineers.
--	--