

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

Company:		Nilgiri Estate	Date of site visit:	05.03.2020
Site:		Nilgiri Estate	Approved by:	Praveen. B
Visited & prepared by:		G Balakrishna	Sign	
Sl No	Description		Remarks	
1.	Requisition files.			
	1. Pending requisition file.		Yes	
	2. No of pending requisition in file.		19 No's	
	3. No of requisitions not attached with PO's/Wo's.		Nil	
	4. No of Requisition not signed by PM.		Nil	
	5. No of requisitions more than one month in pending file.		Nil	
	6. No requisition where material received but not updated.		Nil	
2.	Completed requisition file.			
	1. No of requisitions not updated with inward no's and date's.		Nil	
3.	Remarks on site report			
	1. No of weekly reports not signed by PM		Nil	
4.	Bills & Dc's registers			
	1. Are Bills /Dcs inward & outward register being properly maintain		Yes	
	2. No of Bill's/Dc's that were not sent to Ho within two working days.		Yes	
5.	Monthly maintenance charges			
	1. Is monthly maintenance reports maintaining properly at site		Yes	
	2. Admin to provide list of MMC arrears from DB.		Yes	
	3. Is MMC log book maintain at site?		No	
	4. No. of active pages in MMC collection log book.		Log book not updated	
	5. No. of units with arrears of more than 2 months MMC.		62 No's	
	6. Is MMC arrears notice list sent to CR??		No	
	7. Is MMC logbook scanned copies sent to report-audit on monthly basis.		Feb-20 MMC logbook scanned copies not sent to report-audit.	
	8. MMC updated database report is sent to accounts?		Sent on 28.02.2020	
Complaints: MMC log book not maintaining at site and MMC notices not sent to customer.				
Suggestions : Nil				