

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

| Company:               | GVRC                                                                    | Date of site visit: | 06.03.2020 |
|------------------------|-------------------------------------------------------------------------|---------------------|------------|
| Site:                  | Innopolis                                                               | 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.                                   | 9 No's              |            |
|                        | 3. No of requisitions not attached with PO's/Wo's.                      | Nil                 |            |
|                        | 4. No of Requisition not signed by PM.                                  | Not sign by PM      |            |
|                        | 5. No of requisitions more than one month in pending file.              | 01 No's (Req 73226) |            |
|                        | 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          | NA                  |            |
|                        | 2. Admin to provide list of MMC arrears from DB.                        | NA                  |            |
|                        | 3. Is MMC log book maintain at site?                                    | NA                  |            |
|                        | 4. No. of active pages in MMC collection log book.                      | NA                  |            |
|                        | 5. No. of units with arrears of more than 2 months MMC.                 | NA                  |            |
|                        | 6. Is MMC arrears notice list sent to CR??                              | NA                  |            |
|                        | 7. Is MMC logbook scanned copies sent to report-audit on monthly basis. | NA                  |            |
|                        | 8. MMC updated database report is sent to accounts?                     | NA                  |            |

Complaints:

1. Reply from purchase they are not attaching to remarks on site report given advice to maintain.
2. Material not received but they files requisition in material received file (Req no 73436)
3. As per MD instruction more than one month can be canceled and raise a new requisition req no 7322
4. Requisitions not signed by PM  
73440,73438,73435,73432,73431,73430,73429,73428,73424,73423,73417,73416,73415,73414,73404,73403,73402,73401,73387,73369,73370,73355,73452.

Suggestions : Nil