

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

Company:	MRGV	Date of site visit:	06.03.2020
Site:	BRGV	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.	7 No's	
	3. No of requisitions not attached with PO's/Wo's.	03 No's (Req Nos 94650,94646,94622	
	4. No of Requisition not signed by PM.	07 No's Not sign by PM	
	5. No of requisitions more than one month in pending file.	Nil	
	6. No requisition where material received but not updated.	02 No's (Req Nos 94644,94650)	
2.	Completed requisition file.		
	1. No of requisitions not updated with inward no's and date's.	02 No's (Req Nos 94644,94650)	
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	No	
	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 at site.
2. Requisitions not signed by PM
94657,94655,94649,94648,94641,94640,94627.
3. Bill & DC register not updated properly.

Suggestions : Nil