

Modi Properties & Inv. Pvt. Ltd - Site Audit Report by N. Narendar Reddy

Company:	ESR Annojiguda LLP	Date of site visit:	12.03.20 & 13.03.20
Site:	East side Residency	Approved by:	Praveen. B
Visited & prepared by:	N. Narendar Reddy	Sing	
Sl No	Description	Remarks	
1.	QC checking files		
	A. QC check RCC file	NA	
	B. QC check Brick work file	NA	
	C. QC Check stage I	NA	
	D. QC Check stage II	NA	
	E. QC Check stage III	NA	
	F. QC Check stage IV	NA	
	G. QC Self check files RCC	NA	
	H. QC Self check files brick work	NA	
2.	Drawing Files		
	A. Block wise center line drawing file	NA	
	B. Block wise RCC working plan file	NA	
	C. Block wise brickwork file	NA	
	D. Block wise electrical Drg file	NA	
	E. Block wise plumbing Drg file	NA	
	F. All drawings A3 original file	NA	
	G. Survey plans file	NA	
	H. Amenities block file	NA	
	I. Furniture design and model flat file	NA	
	J. Cancelled Drg file	NA	
	K. Layout and utility drawing file.	NA	
	L. Compound wall drawing file	NA	
	M. OHT drawing file	NA	
	N. A & A file	NA	
	O. Possession letter file	NA	
	P. Sanction plan file	NA	
	Q. MOM file	Yes	
	R. Task List file	NA	
	S. Schedule file	NA	
	T. Annexure 807(b) file	NA	
	U. Bill detail file	Yes	
	V. Circular files(Blue,Black,Red)	Not available at site	
3.	AMC Files	NA	
	All database files.	As on work progress maintain files	

4.	Admin Misc Files	As on work progress maintain files
5.	All database registers:	
	A. Hire charges Register	Yes
	B. Building material Register	Yes
	C. General inward Register	Yes
	D. Out ward register	Yes
	E. Moment Register	Yes
	F. Worker ID Register	Yes
	G. Cement register	Yes
	H. Electricity consumption register	Main meter is there Meter reading not taking
	I. Rent record register	Yes
	J. Gate pass book	Yes
	K. Job work book	Yes
	L. Visitor Register	Yes till nothing entered visitor details
	M. 3 in 1 register	Yes
6.	Log Books	
	A. Bills & DC's Log book	Not available at site
	B. Contractors Bills inward logbook	Not available at site
	C. Generator logbook	Yes (Nothing entered)
	D. Turnkey contractors logbook	NA
	Complaints: Above remarks to be corrected	
	Suggestions: Admin works and company procedures explained to Ashwini,she need improvement	