

Modi Properties Pvt. Ltd - Site Audit Report

Company:		KNM	Date of site visit:	18.03.2020
Site:		Bloomdale	Approved by:	Praveen. B
Visited & prepared by:		G Balakrishna	Sing	
Sl No	Description		Remarks	
1.	Requisition files.			
	1. Pending requisition file.		Yes	
	2. No of pending requisition in file.		22 No's	
	3. No of requisitions not attached with PO's/Wo's.		06 No's	
	4. No of Requisition not signed by PM.		12 No's	
	5. No of requisitions more than one month in pending file.		01 No's (Req No 99247)	
	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		Not signed by PM	
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.		No	
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.		No	
	5. No. of units with arrears of more than 2 months MMC.		07 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.		Sent on 15.03.2020	
	8. MMC updated database report is sent to accounts?		Sent on 28.02.2020	
Complaints:				
1. No of requisitions not attached with PO's/Wo's. 21447,21442,21437,21436,21440,21430.				
2. No of Requisition not signed by PM 21448,21447,21446,21445,21443,21441,21440,21438,21452,21451,21450,21449.				
3. No of Bill's/Dc's that were not sent to Ho within two working days				

8874,8879,8880,8881,2880,2881,2883,2887,2888.

4. MMC log book not maintaining at site& MMC notices not sent to customer which is more than two months.

5. Reply from purchase they are not attaching to remarks on site report given advice to maintain at site.

6. No of pending requisition in file 22 No's but not Showing in Remarks on site report from nine weeks

Suggestions : 1. As per MD instruction the filing requisitions no 21409. more than one month can be canceled and raise a new requisition