

Modi Properties . Pvt. Ltd - Site Audit Report

Company:	East Side Residency Annojiguda LLP	Date of site visit:	10.03.2020
Site:	East Side Residency	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.	09 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	Till Not available at site	
	2. No of Bill's/Dc's that were not sent to Ho within two working days.	Till Not available at site	
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. Bills /Dcs inward & outward register Till Not available at site given advice to Ashvini for the raise a requisitions

Suggestions : Nil