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

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|---|---|---|---|
| Company: | Modi Realty Mallapur LLP | Date of site visit: | 05.12.19(Thursday) |
| Site: | Gulmohar Residency. | From / To time: | 09:30 to 18:00 |
| Visited by: | Praveen. B | Prepared by: | Praveen. B |
| Previous date of audit: | 15.11.2019 | Sign: | |

| Sl No | Description | Remarks |
|---|---|---|
| 1. | Material shifting authorization forms issued in last 30 days. | Sl. No. 180003 to 180073 |
| 2. | Material issue authorization forms issued in last 30 days | Sl. No. 67288 to 67980 |
| 3. | Total value of stock maintained at site as per stock register. Exclude steel, cement, building material, lifts, etc. | Rs. 2.35 lakhs |
| 4. | Admin/sales to certifying that Site office, Clubhouse and Model Flats are properly maintained and cleaned on a daily basis in writing. | Letter date: NA |
| 5. | Admin to provide explanation for material lying outside storerooms. | Letter date: NA |
| 6. | Last scrap sold | Date -Na- & value -Na- |
| 7. | Admin to provide list of vacant /possession given units. | Certified list date: Na |
| 8. | Admin to provide list of additions & alterations given by customers. | Certified list date: -Na |
| 9. | Admin to provide list of MMC arrears from db. | Certified list date: Na |
| 10. | Admin to provide list of keys and qualitative rating of labeling. | Na |
| 11. | Admin to prepare list of utility bills paid during preceding month. | Certified list date: Not provided |
| 12. | Are material shifting forms serial nos mentioned in the Hire charges register? | Yes |
| 13. | If above stock value exceeds Rs. 5 lakhs – has letter of explanation been collect from Admin at site? | Na |
| 14. | Is Security properly dressed? | Yes |
| 15. | Is scrap properly arranged? | Na |
| 16. | Is the online payments details/register updated by Admin Officer regularly? | Yes |
| 17. | Are attendance, building material, inward, hire charges, cement, outward, electricity, etc., maintained properly and signed by engineer and admin officer at site? | Yes |
| 18. | No. of weekly reports of labour/hire charges/ material received not tallying with registers. | Yes |
| 19. | Inward no. & dates for receipts of building material before 9 am and after 6 pm. Collect letter of explanation from Admin in case of default. | Yes |
| 20. | Is the attendance recorder properly installed and used?<br>Is the ID no. register properly maintained? | Yes<br>Yes |
| 21. | Are Bills & Dc’s Inward\outward register being properly maintained | No |
| 22. | Stores and stock statement are properly arranged / maintained? | Yes |
| 23. | Is the construction circular spiral bound in good condition? Is file for latest circulars and internal memos properly maintained? | Yes |
| 24. | Are hire charges and building material photographs being printed from | Yes |

| | | |
|---|---|---|
| | database within one working day? | |
| 25. | Stock report quantity tallies with physical quantity? | Yes |
| 26. | Is turnkey contractors material exchange logbook maintaining properly? | No |
| 27. | a) No. of security sanctioned? | 03 No’s |
| | b) No. of security regularly present? | 03 No’s |
| | c) No. of sticks provided? | 02 No’s |
| | d) No. of torch lights provided? | No |
| 28. | a) No. of children attending Crech | Na |
| | b) Creche teacher and Ayya timing? | Na |
| | c) Average no. of meals provided per day | Na |
| | d) Quality of crèche | Na |
| 29. | a) No. of helmets maintained with security. | Na |
| | b) Quality & cleanliness of helmets (G/A/P) | Na |
| 30. | a) No. of labour quarters? | 116 No’s |
| | b) Occupied labour quarters? | 71 No’s |
| | c) No. of labour quarters in poor condition? | 20 No’s |
| | d) No. of toilets? | 06 No’s |
| | e) No. of washrooms? | 06 No’s |
| 31. | a) No. of quarters in violation of electric supply rules. | Nil |
| | b) Provision of water for labour quarters? | Yes |
| | c) Quality of toilets/washroom, cleanliness. | Poor |
| 32. | a) No. of pending requisitions in file? | 20 No’s |
| | b) No. of pending requisitions in weekly report? | 11 No’s |
| | c) No. of requisitions not signed by project manager | 12 No’s |
| | d) No of weekly reports not signed by project manager | 01 No’s |
| | e) No. of PO/WOs not attached | 01 No’s |
| | f) No. of requisitions where material received are not updated. | Nil |
| 33. | a) No. of job work sheets issued in last 30 days. | Nil |
| | b) No. of sheets not in compliance with rules | Nil |
| | c) No. of sheets scanned and send within specified time. | Nil |
| 34. | a) No. of vacant flats/villas where stage – III/IV is completed. | Na |
| | b) No. of such units not locked. | Na |
| 35. | a) No. of units with arrears of more than 2 months MMC. | Na |
| | b) No. of active pages in MMC collection log book. | Na |
| 36. | a) Gate passes issued in last 30 days. | 02 no’s |
| | b) No. of gate passes not properly filled. | Nil |
| 37. | a) No. of bills/DCs that were not sent to HO within 2 working days, during the last 30 days. | 06 No’s |
| 38. | a) No. of storerooms. | 02 No’s |
| | b) No. of rooms within stores. | 01 No’s |
| | c) No. of rooms not properly secured. | Nil |

| List of stores checked | Stores checked(Yes/No) | Qualitative rating(G/A/P) |
|---|---|---|
| Electrical | No | - |
| Cement | No | - |
| Plumbing – PVC | No | - |
| Plumbing –GI | No | - |
| Sanitary | No | - |
| CP fittings Tiles | No | - |
| Lift | No | - |
| General Material | No | - |
| Tools | No | - |
| Doors & hardware | No | - |
| Misc. - | Yes | Average |
| Remarks on default in following standard procedures: Nil | | |
| Remarks on corrections made in registers or database: Nil | | |
| Complaints:<br>1. Labour helmets to be implement at site. Staff members are also not using helmets at site.<br>2. Stores to be re-arrange properly.<br>3. Turnkey contractor register need to be update and sent to Ho. Amount to debit Sursani : Rs 35,672 Aprox & srinivasa builders: Rs 70,542 Aprox.<br>4. Labour quarters surrounding need to be maintain clean. There is no proper light. Wash rooms and toilets are in poor condition. | | |
| Suggestions : | | |