Modi Properties Pvt. Ltd - Site Audit Report

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& Dc's registe				
	rs	1. No of weekly reports not signed by PM		
1. Are Bills /Dcs inward & outward register being			Yes	
properly ma	intain			
2. No of Bill's	Dc's that were not sent to Ho	within	Yes	
two working	•			
thly maintenan			,	
	-	ng	NA	
<u> </u>				
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		NA		
MMC.				
6. Is MMC arro	ears notice list sent to CR??		NA	
7. Is MMC logbook scanned copies sent to reportaudit on monthly basis.		NA		
8. MMC updated database report is sent to accounts?			NA	
	properly at s 2. Admin to pr 3. Is MMC log 4. No. of active 5. No. of units MMC. 6. Is MMC arre 7. Is MMC log audit on mon 8. MMC updat	properly at site 2. Admin to provide list of MMC arrears from 3. Is MMC log book maintain at site? 4. No. of active pages in MMC collection log 5. No. of units with arrears of more than 2 m MMC. 6. Is MMC arrears notice list sent to CR?? 7. Is MMC logbook scanned copies sent to reaudit on monthly basis. 8. MMC updated database report is sent to	 Admin to provide list of MMC arrears from DB. Is MMC log book maintain at site? No. of active pages in MMC collection log book. No. of units with arrears of more than 2 months MMC. Is MMC arrears notice list sent to CR?? Is MMC logbook scanned copies sent to reportaudit on monthly basis. MMC updated database report is sent to 	properly at site 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. 6. Is MMC arrears notice list sent to CR?? NA 7. Is MMC logbook scanned copies sent to reportaudit on monthly basis. 8. MMC updated database report is sent to NA

- 2. MMC database to be maintained
- 3. No of requisitions not attached with PO's 52955,52953,52948,52938.

Suggestions: