

Modi Properties . Pvt. Ltd - Site Audit Report

Company:	Modi properties Pvt.Ltd	Date of site visit:	11.03.2020
Site:	Mayflower Platinum	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.	48 No's	
	3. No of requisitions not attached with PO's/Wo's.	07 Nos	
	4. No of Requisition not signed by PM.	Nil	
	5. No of requisitions more than one month in pending file.	(Req Nos. 11277,11125)	
	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	Yes	
	2. No of Bill's/Dc's that were not sent to Ho within two working days.	Yes	
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. No of requisitions not attached with PO's 11522,11506,11527,11534,11550,11556,11557.			
Suggestions : 1.As per MD instruction the falling requisitions no's 11277,11125. more than one month can be canceled and raise a new requisition			