

Modi Properties & Inv. Pvt. Ltd - Site Audit Report by N. Narendar Reddy

Company:	GHT	Date of site visit:	06.03.2020
Site:	Green Wood Heights	Approved by:	Praveen. B
Visited & prepared by:	N. Narendar Reddy	Sing	
Sl No	Description	Remarks	
1.	QC checking files		
	A. QC check RCC file	Yes	
	B. QC check Brick work file	NA	
	C. QC Check stage I	NA	
	D. QC Check stage II	NA	
	E. QC Check stage III	NA	
	F. QC Check stage IV	NA	
	G. QC Self check files RCC	Yes	
	H. QC Self check files brick work	NA	
2.	Drawing Files		
	A. Block wise center line drawing file	Yes	
	B. Block wise RCC working plan file	Yes	
	C. Block wise brickwork file	NA	
	D. Block wise electrical Drg file	NA	
	E. Block wise plumbing Drg file	NA	
	F. All drawings A3 original file	Yes	
	G. Survey plans file	Yes	
	H. Amenities block file	NA	
	I. Furniture design and model flat file	NA	
	J. Cancelled Drg file	NA	
	K. Layout and utility drawing file.	Yes	
	L. Compound wall drawing file	Yes	
	M. OHT drawing file	NA	
	N. A & A file	NA	
	O. Possession letter file	NA	
	P. Sanction plan file	Yes	
	Q. Circular files	Circulars not filing properly	
	R. Keys handing Over letter file	Not maintain at site, suggested to maintain	
	S. MOM file	Yes	
T. Task list file	Yes		
U. Schedule file	NA		
V. Annexure 807(b) file	Yes		
3.	AMC Files	NA	
	All database files.	Yes	

4.	Admin Misc Files	a.Security, HK consolidated files not maintain b.Internet, MI camera's Details file not maintains.
5.	All database registers:	
	A. Hire charges Register	Yes
	B. Building material Register	Yes
	C. General inward Register	Yes
	D. Out ward register	Yes
	E. Moment Register	Yes
	F. Worker ID Register	Yes (Condition poor)
	G. Cement register	Yes
	H. Electricity consumption register	Yes
	I. Rent record register	Yes
	J. Gate pass book	Yes
	K. Job work book	Yes
	L. Visitor Register	Yes
	M. 3 in 1 register	Yes
6.	Log Books	
	A. Bills & DC's Log book	Yes
	B. Contractors Bills inward logbook	Yes
	C. Generator logbook	Not maintaining properly (not filling all columns)
	D. Turnkey contractors logbook	Not updated with debit tally voucher number, Log sheets scanned copy's send to respective accountant weekly basis.
	Complaints: Above given remarks to be corrected, and procedures to explained to Lady engineers.	
	Suggestions : a.Admin works training required for lady engineer shravya for 1 or 2 months & Filing poor, need improvement. & Material follow up nil from lady eng/admin side. b. Filing job poor need improvement. c. Site office files drawings etc fully shifted from VOC to GHT.and setting files at site office.	