

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

Company:	Villa Orchids	Date of site visit:	05.03.20
Site:	VOC LLP	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	Yes,	
	C. QC Check stage I	Yes	
	D. QC Check stage II	Yes	
	E. QC Check stage III	Yes	
	F. QC Check stage IV	Yes	
	G. QC Self check files RCC	Yes	
	H. QC Self check files brick work	Yes	
2.	Drawing Files		
	A. A1,A2,B1,B2,C1,C2,D1,D2 type villa center line drawing file	Yes	
	B. A1,A2,B1,B2,C1,C2,D1,D2 type villa RCC working plan file	Yes	
	C. A1,A2,B1,B2,C1,C2,D1,D2 type villa brickwork file	Yes	
	D. A1,A2,B1,B2,C1,C2,D1,D2 type villa electrical Drg file	Yes	
	E. A1,A2,B1,B2,C1,C2,D1,D2 type villa plumbing Drg file	Yes	
	F. All drawings A3 original file	Yes	
	G. Survey plans file	NA	
	H. Amenities block file	Yes	
	I. Furniture design and model flat file	Yes	
	J. Cancelled Drg file	Yes	
	K. Layout and utility drawing file.	Yes	
	L. Compound wall drawing file	Yes	
	M. OHT drawing file	NA	
	N. A & A file	Yes	
	O. Possession letter file	Yes	
	P. Sanction plan file	NA	
	Q. Circular files(Blue,black,Red)	Proper not maintaining	
	R. Bill detail file	Yes	
	S. Annexure 807(b) files	Yes	
	T. MOM file	Yes	
	U. Task list file	Yes	

3.	A. Schedule file	Yes
	B. AMC Files	NA(Handed Over to Association)
	C. All database files.	Yes
4.	All database registers:	
	A. Hire charges Register	Yes(Regular basis not Signing by PM & Admin)
	B. Building material Register	Yes(Condition poor)Regular basis not Signing by PM & Admin)
	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
5.	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 (debited in accounts).
	Complaints: QC Check reports The following villa nos missing.65,63,75(Stage-III),V-100(Stage I & II)V-84,129,190,188,198,213,201,228,209,186((Stage III & IV)V-83,85,191,187,125,194,200,202,225,208 (Stage IV)V-182(StageI,II,III,IV)V-117(Col1,slab1,slab3QC Reports missing)V-114(Aftr Plastering Missing)V-103(Brick work QC check report Missing)V-125 (Stage IV,Plumbing,elec)	
	Suggestions :a.Advised to Take Print Outs from mail of QC Check reports and to be filed in above given respective flat files.	
	b. Turn key contractors Log books to be maintained individual.(Three Contractors is there 1 book Only maintaining)	
	c. Lady engineers to be improved all admin & engineering works and concentrate on filing (filing work poor)And company procedure explained.	