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

Company:	Villa Orchids LLP	Date of site visit:	17.10.19 (Wednesday)
Site:	Villa Orchids LLP	From / To time:	09:30 to 18:00
Visited by:	Praveen/Sanjeev	Prepared by:	Praveen. B
Previous date of audit:	16.08.2019	Sign:	

Sl No	Description	Remarks
1.	Material shifting authorization forms issued in last 30 days.	Sl.no : Not updated
2.	Material issue authorization forms issued in last 30 days	Sl.No Not updated
3.	Total value of stock maintained at site as per stock register. Exclude steel, cement, building material, lifts, etc.	Rs. 3.85 lakhs.
4.	Admin/sales to certifying that Site office, Clubhouse and Model Flats are properly maintained and cleaned on a daily basis in writing.	Later date: Na
5.	Admin to provide explanation for material lying outside storerooms.	Later date: Na
6.	Last scrap sold	Date -Na- & value -Na-
7.	Admin to provide list of vacant /possession given units.	Certified list date: 17.10.19
8.	Admin to provide list of additions & alterations given by customers.	Certified List date: 17.10.19
9.	Admin to provide list of MMC arrears from db.	Na
10.	Admin to provide list of keys and qualitative rating of labeling.	Average
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?	No
13.	If above stock value exceeds Rs. 5 lakhs – has letter of explanation been collect from Admin at site?	Later date: 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.	Nil
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.	Nil
20.	Is the attendance recorder properly installed and used? Is the ID no. register properly maintained?	Yes Yes
21.	Are Bills & Dc's Inward\outward register being properly maintained	Yes
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?	No
26.	Is turnkey contractors material exchange logbook maintaining properly?	Yes
27.	a) No. of security sanctioned?	05 No’s
	b) No. of security regularly present?	05 No’s
	c) No. of sticks provided?	02 No’s
	d) No. of torch lights provided?	02 No’s
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?	28 No’s
	b) Occupied labour quarters?	28 No’s
	c) No. of labour quarters in poor condition?	Nil
	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.	Average
32.	a) No. of pending requisitions in file?	39 No’s
	b) No. of pending requisitions in weekly report?	20 No’s
	c) No. of requisitions not signed by project manager	Nil
	d) No of weekly reports not signed by project manager	Nil
	e) No. of PO/WOs not attached	04 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.	10 No’s
	b) No. of sheets not in compliance with rules	Nil
	c) No. of sheets scanned and send within specified time.	08 No’s
34.	a) No. of vacant flats/villas where stage – III/IV is completed.	19 No’s
	b) No. of such units not locked.	07 No’s
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.	20 No’s
	b) No. of gate passes not properly filled.	06 No’s
37.	a) No. of bills/DCs that were not sent to HO within 2 working days, during the last 30 days.	Nil
38.	a) No. of storerooms.	01 No’s
	b) No. of rooms within stores.	04 No’s
	c) No. of rooms not properly secured.	Nil

List of stores checked	Stores checked(Yes/No)	Qualitative rating(G/A/P)
Electrical	Yes	Average
Cement	Yes	Average
Plumbing – PVC	Yes	Average
Plumbing –GI	Yes	Average
Sanitary	Yes	Average
CP fittings Tiles	Yes	Average
Lift	No	-
General Material	Yes	Average
Tools	Yes	Average
Doors & hardware	Yes	Average
Misc. -	No	-
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Yes 1. Store rooms to be Re-arrange properly and check with physical quantity and send stock report as soon as possible as given instructions to admin & Lady Engineers. 2. Housekeeping & gardening schedule not updated. 3. There is no proper cleaning at labour quarters surrounding.(photographs enclosed) 4. Material issue forms are not updated. 5. In gate passes not mentioning properly purpose, charges and material type. 6. Security supervisor has to replace in voc site, he is not capable and informed to Bhusan security services. 7. Shifting forms serial no are not mention in hire charges. 8. Electricity consumption register not updated. 9. 3-in-1 register not implemented at site (given instruction to maintain).		
Suggestions :Nil		