

Modi Properties Pvt. Ltd - Site Audit Report

| Company:                                                                                              | Serene Construction LLP                                                 | Date of site visit:    | 20.03.2020 |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------|------------|
| Site:                                                                                                 | Serene Farm                                                             | 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.                                   | 12 No's                |            |
|                                                                                                       | 3. No of requisitions not attached with PO's/Wo's.                      | Nil                    |            |
|                                                                                                       | 4. No of Requisition not signed by PM.                                  | Nil                    |            |
|                                                                                                       | 5. No of requisitions more than one month in pending file.              | 01 No's (Req No 94252) |            |
|                                                                                                       | 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          | Yes                    |            |
|                                                                                                       | 2. Admin to provide list of MMC arrears from DB.                        | No                     |            |
|                                                                                                       | 3. Is MMC log book maintain at site?                                    | No                     |            |
|                                                                                                       | 4. No. of active pages in MMC collection log book.                      | No                     |            |
|                                                                                                       | 5. No. of units with arrears of more than 2 months MMC.                 | Nil                    |            |
|                                                                                                       | 6. Is MMC arrears notice list sent to CR??                              | Nil                    |            |
|                                                                                                       | 7. Is MMC logbook scanned copies sent to report-audit on monthly basis. | Nil                    |            |
|                                                                                                       | 8. MMC updated database report is sent to accounts?                     | Nil                    |            |
| Complaints:                                                                                           |                                                                         |                        |            |
| 1. Reply from purchase they not attaching to remarks on site report given advice to maintain at site. |                                                                         |                        |            |
| 2. MMC database to be maintained                                                                      |                                                                         |                        |            |

Suggestions :

1. As per MD instruction the filing requisitions no 94252. more than one month can be canceled and raise a new requisition