

Construction Division
Additions & Alteration Charges Approval Form

Company Name:	MRMLLP	Site	Gulmohar Residency
Name of the customer	A. Sudheer & Archana		
Villa/ Flat No.	D-402		
Sl.No	Description	Amount	
1	Total extra Charges	-	
2	Total refundable amount	4180	
3	Net amount to be charges (if any)	-	
4	Net amount to be refunded (if any)	4180	

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by MD
Date: 06.08.23	Date	Date
Sign: [Signature]	Sign:	Sign:

Note: 1. Enclose measurement & estimate sheet. 2. Send scanned copy by email to plans@modiproperties.com & CR. 3. Maintain originals in A&A of customers at site.

M. RAM PRASAD (G.M.R.)
Project Manager

MEASUREMENT SHEET

[illegible]

[illegible]

Construction Division
Additions & Alteration Charges Approval Form

Approved by Project Manager	Approved by Design Team	Approved by MD
Date 04.04.23	Date	Date
Sign:	Sign:	Sign:

Note: 1. Enclose measurement & estimate sheet. 2. Send scanned copy by email to plans@modiproperties.com & CR. 3. Maintain originals in A&A of customers at site.

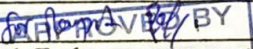
C 4 APR 2023

M. RAM PRASAD. (G.M.R.)
Project Manager

Construction Division
Additions & Alteration Charges Approval Form

Company Name:	MRMLLP	Site	Gulmohar Residency
Name of the customer	A - Sudheer & Archana		
Villa/ Flat No.	D - 402		
Sl.No	Description	Amount	
1	Total extra Charges	3000	
2	Total refundable amount	5000	
3	Net amount to be charges (if any)	-	
4	Net amount to be refunded (if any)	2,000	

Remarks :

Approved by Project Manager	Approved by Design Team	Approved by MD
Date 04-04-2023	Date	Date
Sign:  BY	Sign:	Sign:

Note: 1. Enclose measurement & estimate sheet. 2. Send scanned copy by email to plans@modiproperties.com & CR. 3. Maintain Originals in A&A of customers at site.

M. RAM PRASAD. (G.M.R.)
Project Manager

Work Description:		Extra Specifications flat no D-402				
Prepared By	P.Sai Kumar					
Date:	04.04.2023					
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount
1	D-402 flat	Extra Amount				
	Dining	wash basin point	1.00	Nos	1500.00	1,500.00
	Dining	plumbing point	1.00	Nos	1500.00	1,500.00
		Sub-Total-A				3,000.00
		Extra Amount				3,000.00
2	Refund Amount	Laminate in false ceiling	1.00	Nos	5000.00	5,000.00
		Grand Total				2,000.00

Note: Rates Taken from Circular no-894 (B) dated 15-05-2020

MEASUREMENT SHEET

[illegible]

ATR on Quality Control Check Report. (Apartments)

Flat No	D-402	QC report stage	Back work	Sl. No.	39524
Company	MRMLP	Project	GM R	Phase	-
Prepared by	T. RAHUL	Sign	T. Rahul	Date	2-5-22
Project Manager	Ram Prasad	Sign	R. Prasad	Date	2-5-22
Receipt by QC date		Sign		Other	
Receipt at HO date		Sign		Other	
Checked By MD on		MD Sign		For filling	☐ Yes ☐ No

Recommendation that was made by QC:
☐ Stop further work. Submit ATR on QC report to QC team. Proceed only after recheck by QC.
☐ Stop further work. Proceed with work after submitting ATR on QC report to QC team.

Notes:

1. Attach a copy of the QC report to this sheet.
2. Circle each correction with a red pen - tick (✓) each circle for work completed and cross (X) each circle where work has not been completed.
3. Give remarks for each case where work has not completed on this sheet.
4. Make 2 copied of the ATR - send one to MD and other to QC.
5. Enclose required photographs - hard copy.

Remarks: 1) ALL work completed

Quality Control Check Report. Stage: After Brickwork (Apartments)

Flat No.	D-402	Others	Sl. No.	39524
Company	MRMA (LLP)	Project	Phase	-
Prepared by	T. Vinod Kumar	Sign	Date	16-03-22
Project Manager	Ram Prasad	Sign	Date	16-03-22
Previous Stage report no.	28465	Report filed and signed by PM?		Yes
Apartment No.		Other		
Checked By MD on		MD Sign		
Recommendation:		For filling		☐ Yes ☐ No

☐ Stop further work. Submit ATR on QC report to QC team. Proceed only after recheck by QC.
☒ Stop further work. Proceed with work after submitting ATR on QC report to QC team.
☐ Proceed with further work only after making corrections pointed out in the QC report. ATR not required.
☐ Proceed with further work. ATR not required.

Inspection should be done after:

- brickwork is completed
- chicken mesh fixed
- after cleaning the apartment
- electrical conducting work is completed

Brickwork Check

Notes:

1. Mark ✓ for correct or minor mistake which does not require correction
2. Mark ✗ for minor mistake that requires minor correction.
3. Mark ✗✗ for major mistake that requires correction by replacement or re-fixing.
4. Mark ✗✗✗ for major mistake that cannot be corrected.
5. Wall thickness should be as per plan. Use of 4", 6" & 8" blocks must be checked.
6. All walls should have 2 beds of about 2" to 3" thickness with one no. 6 mm or 8 mm rod with M15 CC.
7. Chicken mesh should be used in each and every joint between RCC & Brickwork.
8. Joint between brickwork & beam on external side must be filled.
9. Check room dimensions with working plan. (Tolerance: 1")
10. Diagonals of each room shall be equal. (Tolerance: 2")
11. Balcony sill level should be 3'3" from SFL. (Tolerance: 1")
12. Check room height with specified height. (Tolerance: 1")
13. Check plumb of walls wherever it appears to be out of plumb. (Tolerance: 1/2")
14. Specify the No. of beams which are not aligned by more than 1" in a room.
15. Door frames must have black Japan coating and wood primer /pellambar - at cost of painter.

S No	Room	Wall thickness (✓ or X)	Beds in walls (✓ or X)	Chicken mesh (✓ or X)	External brickwork & beam joint (✓ or X)	Room Dimensions (✓ or X)	Room Dimensions Difference in inches	Diagonal (✓ or X)	Diagonal Difference in inches	Balcony sill level (✓ or X)	Room Height (✓ or X)	Plumb of walls (Good/Avg./Bad)	Alignment of beams and walls - Nos.
1	Bedroom 1 - M. Bed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Avg	✓
2	Toilet 1 - M. Toi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	"	✓
3	Bedroom 2 - C. Bed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	"	✓
4	Toilet 2 - C. Toi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	"	✓
5	Bedroom 3 - G. Bed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	"	✓
6	Toilet 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	"	✓
7	Drawing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	"	✓
8	Dining	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	"	✓
9	Lobby 1 - Poola	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Avg	✓
10	Utility / balcony 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	"	✓
11	Utility / balcony 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	"	✓
12	Utility / balcony 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	"	✓
13	Kitchen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	"	✓
14	Other	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	"	✓
15	Other	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Avg	✓
Remarks		Note:- In all rooms in sill level beds, full length rod's not provided in beds, as in presence of original bed is chipped											

Quality Control Check Report. Stage: After Brickwork (Apartments)

Quality of edges and corners in all rooms?

☐ Good ☒ Avg. ☐ Bad

Specify rooms that need correction:

Misc. Checks.

Was 3.75 CFT proportion box provided?

☒ Yes ☐ No

Condition of proportion box?

☐ Good ☒ Avg. ☐ Bad

Was the Apartment cleaned before starting brick work?

☐ Yes ☐ No ☒ Cant' say

Is the Apartment cleaned for plastering?

☒ Yes ☐ No

Wastage?

☐ High ☒ Medium ☐ Low

Storage of building material like bricks sand and cement.

☐ Good ☒ Avg. ☐ Bad

Drum (200 ltrs) provided for curing in each flat?

☐ Yes ☒ No

Remarks:

Door Frames & Windows check

Notes:

1. Mark ✓ for correct or minor mistake which does not require correction
2. Mark ✗ for minor mistake that requires minor correction.
3. Mark ✗✗ for major mistake that requires correction by replacement or re-fixing.
4. Mark ✗✗✗ for major mistake that cannot be corrected.
5. Window template depth should be between 2 to 2 1/2" after plastering.
6. Lintel level should be 7'3" from SFL & 7' from FFL. (Tolerance 1")
7. Lofs should be at a height of 7' to 7'3" from FFL. Kitchen plat form thickness should be 2", SFL to bottom 31" .. (Tolerance 1")
8. Slopes of lofts and kitchen platforms to be checked by using 12" spirit level and check height from floor from 2 or 3 points.
9. Thickness of platforms & lofts should be between 2 & 2.5".
10. Provide single layer table brick at bottom of each door frame without threshold.
11. Check Z angle template size.
12. Window opening must be checked with MS square pipe templates of 2 sizes for inner and outer openings.
13. Z angle template must be 1" from brick wall surface from the inner side.

Quality Control Check Repot. Stage: After Brickwork (Apartments)

S No	Room	Door size, face and position (✓ or X)	Brick at bottom of door frame (✓ or X)	Door lintel level (✓ or X)	Door diagonal check (✓ or X)	Door Plumb - two sides (✓ or X)	Windows lintel & sill level (✓ or X)	Windows size (✓ or X)	Windows - template depth & diagonal (✓ or X)	Windows - template red oxide painting (✓ or X)	Loft & Kitchen platform height (✓ or X)	Loft & Kitchen platform slope (✓ or X)	Door size, face and position (✓ or X)
1	Bedroom 1 - M. Bed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Toilet 1 - M. Toi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Bedroom 2 - C. Bed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Toilet 2 - C. Toi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Bedroom 3 - C. Bed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Toilet 3 - C. Toi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Drawing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Dining	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Lobby 1 - Pooja	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	Utility / balcony 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	Utility / balcony 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	Utility / balcony 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13	Kitchen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14	Other	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15	Other	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Remarks:		Note: For left hacking not done.											

Quality Control Check Report. Stage: After Brickwork (Apartments)

Flat No.	D-402	Others		Sl. No.	39524
Company	MRMA (LLP)	Project		Phase	-
Prepared by	T. Vinod Kumar	Sign		Date	16-03-22
Project Manager	Ram Prasad	Sign		Date	16-03-22
Previous Stage report no.	38465	Other		Report filed and signed by PM?	Yes
Apartment No.		MD Sign		other	
Checked By MD on				For filling	☐ Yes ☐ No

Recommendation:

- ☐ Stop further work. Submit ATR on QC report to QC team. Proceed only after recheck by QC.
- ☒ Stop further work. Proceed with work after submitting ATR on QC report to QC team.
- ☐ Proceed with further work only after making corrections pointed out in the QC report. ATR not required.
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Brickwork Check

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5. Wall thickness should be as per plan. Use of 4", 6" & 8" blocks must be checked.
6. All walls should have 2 beds of about 2" to 3" thickness with one no. 6 mm or 8 mm rod with M15 CC.
7. Chicken mesh should be used in each and every joint between RCC & Brickwork.
8. Joint between brickwork & beam on external side must be filled.
9. Check room dimensions with working plan. (Tolerance: 1")
10. Diagonals of each room shall be equal. (Tolerance: 2")
11. Balcony sill level should be 3" from SFL. (Tolerance: 1")
12. Check room height with specified height. (Tolerance: 1")
13. Check plumb of walls wherever it appears to be out of plumb. (Tolerance: 1/2")
14. Specify the No. of beams which are not aligned by more than 1" in a room.
15. Door frames must have black Japan coating and wood primer /pellambar - at cost of painter.

Certified that all corrections mentioned in the QC Report have been completed. Work can Proceed to next Stage.

Project In-charge	Sign	Date
<i>[Signature]</i>	<i>[Signature]</i>	25/3/22

S No Room

Wall thickness
(✓ or X)

Beds in walls
(✓ or X)

Chicken mesh
(✓ or X)

External brickwork
& beam joint (✓ or X)

Room Dimensions
(✓ or X)

Room Dimensions
Difference in inches

Diagonal
(✓ or X)

Diagonal
Difference in inches

Balcony sill level
(✓ or X)

Room Height
(✓ or X)

Plumb of walls
(Good/Avg./Bad)

Alignment of beams
and walls - Nos.

- 1 Bedroom 1 M. Bed
- 2 Toilet 1 M. Toi
- 3 Bedroom 2 C. Bed
- 4 Toilet 2 C. Toi
- 5 Bedroom 3 C. Bed
- 6 Toilet 3
- 7 Drawing
- 8 Dining
- 9 Lobby 1 Pool a
- 10 Utility / balcony 1
- 11 Utility / balcony 2
- 12 Utility / balcony 3
- 13 Kitchen
- 14 Other
- 15 Other

Remarks

Note:- In all rooms in sill level beds, full length rods not provided in beds, as in presence of original bed is chipped

Quality of edges and corners in all rooms?

☐ Good ☒ Avg. ☐ Bad

Specify rooms that need correction:

Misc. Checks.

Was 3.75 CFT proportion box provided?

☒ Yes ☐ No

Condition of proportion box?

☐ Good ☒ Avg. ☐ Bad

Was the Apartment cleaned before starting brick work?

☐ Yes ☐ No ☒ Cant' say

Is the Apartment cleaned for plastering?

☒ Yes ☐ No

Wastage?

☐ High ☒ Medium ☐ Low

Storage of building material like bricks sand and cement.

☐ Good ☒ Avg. ☐ Bad

Drum (200 ltrs) provided for curing in each flat?

☐ Yes ☒ No

Remarks:

Door Frames & Windows check

Notes:

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3. Mark ☒ for major mistake that requires correction by replacement or re-fixing.
4. Mark ☒ for major mistake that cannot be corrected.
5. Window template depth should be between 2 to 2 1/2" after plastering.
6. Lintel level should be 7'3" from SFL & 7' from FFL. (Tolerance 1")
7. Slopes of lofts and kitchen platforms to be checked by using 12" spirit level and check height from floor from 2 or 3 points.
8. Thickness of platforms & lofts should be between 2 & 2.5".
9. Provide single layer table brick at bottom of each door frame without threshold.
10. Check Z angle template size.
11. Window opening must be checked with MS square pipe templates of 2 sizes for inner and outer openings.
12. Z angle template must be 1" from brick wall surface from the inner side.

Quality Control Check Report. Stage: After Brickwork (Apartments)

S No	Room	Door size, face and position (✓ or X)	Brick at bottom of door frame (✓ or X)	Door lintel level (✓ or X)	Door diagonal check (✓ or X)	Door Plumb - two sides (✓ or X)	Windows lintel & sill level (✓ or X)	Windows size (✓ or X)	Windows - template depth & diagonals (✓ or X)	Windows - template red oxide painting (✓ or X)	Loft & Kitchen platform height (✓ or X)	Loft & Kitchen platform slope (✓ or X)	Door size, face and position (✓ or X)
1	Bedroom 1 - M. Bed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Toilet 1 - M. Toi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Bedroom 2 - C. Bed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Toilet 2 - C. Toi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Bedroom 3 - C. Bed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Toilet 3 - C. Toi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Drawing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Dining	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Lobby 1 - P. Bal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	Utility / balcony 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	Utility / balcony 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	Utility / balcony 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13	Kitchen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14	Other	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15	Other	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Remarks:		Note: For left hacking not done.											

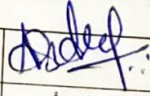
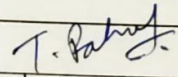
GULMOHAR RESIDENCY

Sy. No. 19, Mallapur Village, Uppal, Hyderabad.
Owned & Developed by: M/s. Modi Realty Mallapur LLP.
Head office: 5-4-187/3&4 M G Road Secunderabad.

Details of Additions & Alterations

Flat No	402	Block no.	' D '
Flat Area	1660 sft	Type	Deluxe / Luxury ✓
Buyer Name	A. Sudhees / Arshana		
Phone No.	9972478326 7899918123	Email	Sudhees.aluvaka@gmail.com arshana.mallepalli88@gmail.com

I hereby confirm that I have given the details of the minor additions and alterations that are required in the above referred flat in the pages attached herein. Please complete the changes suggested by me. I agree to pay the charges, if any, for the additions and alterations that I have asked you to make, as per the rates suggested by you. I shall deliver all the materials that are required to be provided by me at the site on or before _____. In case I fail to deliver these items to the site by the specified date, you may complete the works in the flat as per the standard items provided by you.

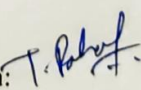
Buyers sign		Engg. Sign	
Date:	29/12/21	Date	29/12/21

Note:

1. Colour shades of paints may vary from batch to batch & company to company. The Builder will not take responsibility of quality of work for dark shades especially green & blue.
2. Shade / colour of natural material like marble and granite can't be guaranteed and may vary from lot to lot. Cracks like appearance in marble is a natural feature and Builder shall not be responsible for repairs or replacement.
3. Availability of bathroom or flooring tiles of the same type /colour/make can not be guaranteed and closest possible type/colour/make may be used in its place.
4. No further change shall be permitted from this day.
5. Please sign on all pages.



Buyers sign:

Engg. Sign: 

Date:

Choice of colours:

1) Painting By customer. wall & Doors.

Changes in flooring:

- 1) Crema marfil for Hall & Dining
- 2) Urban wood Natural 3 Bedrooms
- 3) Crema marfil in Kitchen flooring.

Buyers sign:

Engg. Sign:

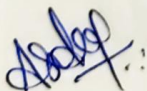
Date:

Changes in electrical points: (mark on plan)

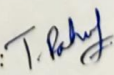
1) As per plan changes.

Choice of Bathroom tiles, CP fittings & Sanitary ware:

- 1) master toilet - ultra sprinkle
- 2) common toilet - ultra sprinkle



Buyers sign:

Engg. Sign: 

Date:

Changes in kitchen platform: (mark on plan)

- 1) modular kitchen chimney shifting as per plan
- 2) stone point shifting 1' as per plan
- 3) fridge opening 2'6" at kitchen
- 4) kitchen sink as per model flat B-104 need

Other Changes:

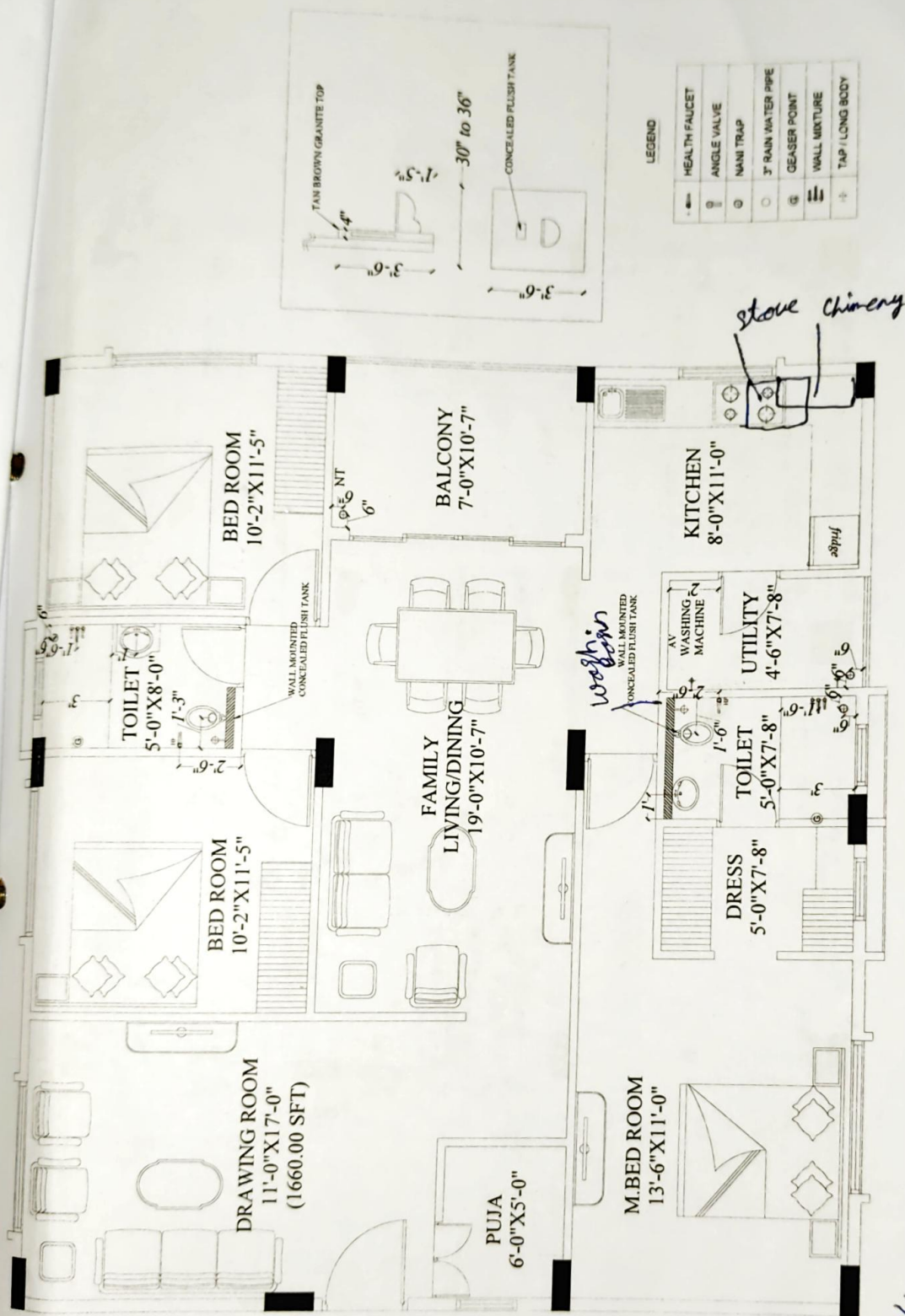
- 1) False ceiling as per B-Block Plan no. 105



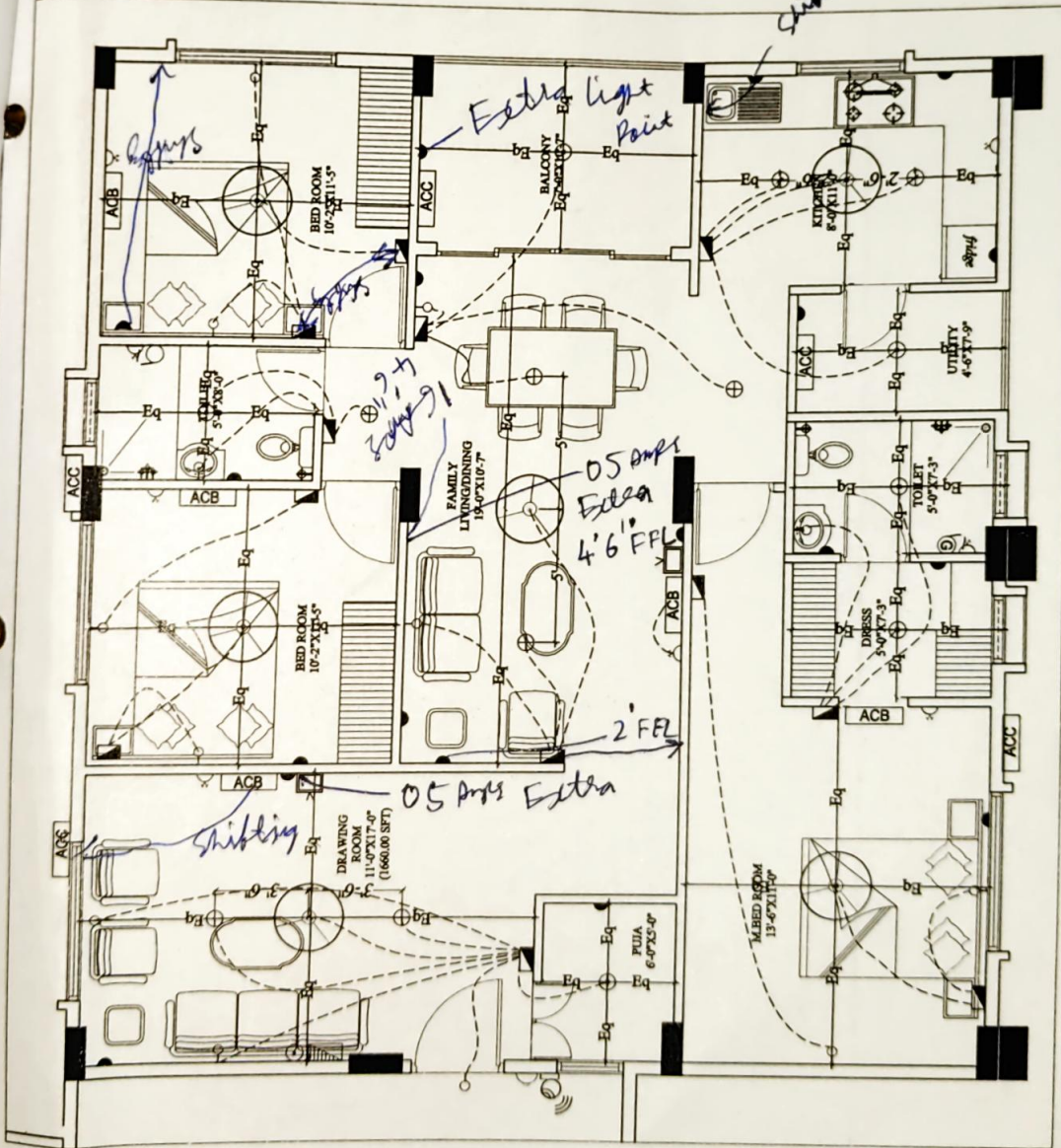
Buyers sign:

Engg. Sign: 

Date:



Description	Direction	Owners & Developers :	Date :	Promoted by
PLUMBING PLAN-1660 Sft (B2-TYPE)	N	Modi Reality Mallapur LLP	04.09.20	Modi Properties Pvt Ltd
		Project Name & Phase :	Prepared By :	
		Gulmohar Residency	Approved By :	
			Scale :	Phone: +91-40-66335551



LEGEND:-

S.NO	ITEM	SYMBOL	HEIGHTS
1.	Directional Switch & Change over	⊕	7'10" TYP
2.	Switch board	⊕	4'08" TYP
3.	Bed point/switch light	⊕	7'10" TYP
4.	5 amp plug point	⊕	2'
5.	Ceiling fan	⊕	8'08" TYP
6.	Overhead fan	⊕	7'10" TYP
7.	Overhead fan	⊕	2'08" TYP
8.	10 amp plug point	⊕	2'08" TYP
9.	Telephone point	⊕	2'
10.	Telephone point	⊕	2'
11.	Ceiling light	⊕	4'08" TYP
12.	Ceiling light	⊕	4'08" TYP
13.	Ceiling light	⊕	4'08" TYP
14.	Wall Cane	⊕	7'10" TYP
15.	AC Compartment	⊕	7'10" TYP
16.	AC Motor	⊕	7'10" TYP
17.	Switch board with 5A	⊕	4'10" TYP

Note - Switch boards need to be installed in the center of the room.

Description

ELECTRICAL PLAN -B2 TYPE-1660 sft

Owners & Developers :

Modi Reality Mallapur LLP

Project Name & Phase :

Gulmohar Residency

Direction

N

Date :

23.09.2020

Promoted by

Modi Properties Pvt Ltd

Prepared By :

Jayapradha

Approved By :

Soham Modi

Scale :

N.T.S

Phone: +91-40-66335551

From: Gulmohar Residency <info@modiproperties.com>
Sent: 19 June 2023 19:39
To: cr@modiproperties.com; feedback@modiproperties.com;
kprasad@modiproperties.com; gbrambabu@modiproperties.com;
gmr@modiproperties.com; archana.mallepalli88@gmail.com
Subject: Complaints And Suggestions from Gulmohar Residency

Complaint Id : 7882

Project Name : Gulmohar Residency

Block No / Phase : Block D

Flat No/Villa :402

Nature of complaint :Day to Day Maintenance

Customer Name : Archana Mallepalli

Email : archana.mallepalli88@gmail.com

Complaints :

1. Garbage not being collected on daily basis
2. Corridors are not clean
3. no power backup
4. water supply is very inconsistent
5. Camera still not provided
6. Refund still not given
7. plumbing work in my master bedroom bathroom and wash area still pending

Note:

1. Please allow atleast two weeks for us to attend your complaint.
2. In general written response / reply to complaints shall not be given.
3. In case the complaint is not attended to for over two weeks customers are requested to send a reminder using the form given.

ACTION TAKEN REPORT (FOR COMPLAINTS)

Flat / bungalow No.	D-402	ATR Date	08-07-2023
Project	GMR	Complaint Date	19-06-2023
Customer Name	Archana Mallepalli	Com.ID.no:	13836
Prepared By	B.Meenakshi		
Project Manager's Sign	K.Narender	Admin Officer's Sign	Meenakshi

Note: Original ATR should be sent to CR & a copy to MD. CR to file original in customer's file.

[illegible]

Note: 1. Keep the report brief. 2. Do not repeat the complaint. 3. Use terms like "Work completed", "Changes not permitted – work not taken up", "Kept pending at customer's request", "Beyond our scope of work", etc