

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

|             |                   |                     |                      |
|-------------|-------------------|---------------------|----------------------|
| Company:    | Paramount Estates | Date of site visit: | 21.02.2018 (Tuesday) |
| Site:       | Paramount Avenue  | From / To time:     | 10:00 to 18:00       |
| Visited by: | Praveen           | Prepared by:        | Praveen              |
| Other:      |                   | Sign:               |                      |

| Sl No. | Description                                                                                                                                                        | Remarks |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1.     | Is the 'Material shifting authorization forms' used at site?                                                                                                       | Yes     |
|        | Are the forms serial nos mentioned in the Hire charges register?                                                                                                   | Yes     |
| 2.     | Is the 'Material issue authorization forms' used at site?                                                                                                          | Yes     |
|        | Are the form's serial nos mentioned in the stock register?                                                                                                         | Yes     |
| 3.     | Are the Site office, Clubhouse and Model Flats properly maintained and cleaned on a daily basis?                                                                   | No      |
| 4.     | Is Security properly dressed and are provided with a stick and torch?                                                                                              | No      |
|        | No. of security personal as approved?                                                                                                                              |         |
| 5.     | Is scrap properly arranged and sold as and when required?                                                                                                          | Yes     |
| 6.     | Is the Creche running properly with midday meals?                                                                                                                  | Yes     |
| 7.     | Keys are properly labeled and numbered?                                                                                                                            | Yes     |
| 8.     | Is use of helmets and safety belts properly enforced? Are 12 nos. neat and clean white helmets stocked at security cabin in apartment projects for customers?      | No      |
| 9.     | Is utility bills and payments details/register updated by Admin Officer regularly?                                                                                 | Yes     |
| 10.    | Is the condition of labour quarters, water and sanitation facility in order?                                                                                       | Yes     |
|        | Is there misuse of electric power?                                                                                                                                 |         |
| 11.    | Are requisitions properly filed and signed by project manager?                                                                                                     | Yes     |
| 12.    | Are attendance, building material, inward, hire charges, cement, outward, electricity, etc., maintained properly and signed by engineer and admin officer at site? | Yes     |
| 13.    | Do weekly reports tally with registers?                                                                                                                            | Yes     |
| 14.    | Are there any receipts of building material before 9 am and after 6 pm without due authorization?                                                                  | Yes     |
| 15.    | Is job work register being properly maintained?                                                                                                                    | Yes     |
| 16.    | Is the attendance recorder properly installed and used? Is the ID no. registered properly maintained?                                                              | Yes     |
| 17.    | Has security supervisor ensured that all vacant flats & villas are locked?                                                                                         | Yes     |
| 18.    | Are gate passes being properly maintained and correctly filled?                                                                                                    | No      |
| 19.    | Are Bills & Dc's Inward/outward register being properly maintained                                                                                                 | Yes     |
| 20.    | Stores and stock registers are properly arranged / maintained?                                                                                                     | No      |
| 21.    | Is the constructions circular spiral bound in good condition? Is file for latest circulars and internal memos properly maintained?                                 | Yes     |
| 22.    | Are hire charges and building material photographs being printed from database within one working day?                                                             | Yes     |
| 23.    | Are store rooms properly secured?                                                                                                                                  | Yes     |
| 24.    | There is no material lying outside the storerooms?                                                                                                                 | No      |
| 25.    | Stock Register quantity tallies with physical quantity?                                                                                                            | No      |

| List of stores checked                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Stores checked (Y/N) | Qualitative rating (G/A/P) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------|
| Electrical                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes                  | Good                       |
| Cement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes                  | Average                    |
| Plumbing – PVC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Yes                  | Good                       |
| Plumbing –GI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes                  | Average                    |
| Sanitary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes                  | Good                       |
| CP fittings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes                  | Good                       |
| Tiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes                  | Average                    |
| Lift                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes                  | Average                    |
| General Material                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes                  | Average                    |
| Tools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes                  | Average                    |
| Doors & hardware                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes                  | Good                       |
| Misc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | -                    | -                          |
| Remarks on default in following standard procedures: Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                      |                            |
| Remarks on corrections made in registers or database: Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                      |                            |
| Complaints: Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |                            |
| 1. Material issue forms not updated in database from last two weeks.<br>1. Building Material & Hire charges inwards are not certified by admin and PM on daily basis.<br>2. Model flat light to repair/replace, it's not working.<br>3. Stores to be re arrange properly.<br>4. PO's not enclosed to requisition : 64596,64595,64594,64593 and 64580<br>5. PO's /WO's not generated before lead time, req numbers are: 64503and 64581<br>6. Physical stock not tallied with stock report.<br>7. In gate passes purpose and charges not mentioned properly, Gate passes No : 6660,6661,666,6664,6665 and 6666.<br>8. Above minor errors are solved at site. |                      |                            |
| Suggestions: Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |                            |
| 1. Given instructions to admin to check physical quantity of stock and send a report as soon as possible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                      |                            |

