

Soham Modi

From: andrews modi <andrews@modiproperties.com>
Sent: 19 07 2017 11:01
To: sohammodi@modiproperties.com
Cc: 'shirish'; Praveen B; 'admin'
Subject: Re: Audit report of Paramount Estates.

Dear Soham Sir,

Please find below the comments for the points mentioned in the audit report.

3.	Are the Site office, Clubhouse and Model Flats properly maintained and cleaned on a daily basis?	No
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Club house is being cleaned on a daily basis. Due to the rains outside and the ensuing rains, cleaners were in the works for removing the water from the clubhouse.



Due to heavy rains, work was put on hold for the day. All workers in labour quarters were in their homes. Lights were switched on for this.

11.	Are requisitions properly filed and signed by project manager?	No
Some requisitions were missed out. All requisitions have been signed till date.		
24.	There is no material lying outside the storerooms?	No

All material have been put in stores. Tiles are stored in the still area in B block.

Complaints: Yes

1. Water leakage in club house due to heavy rain, broken external glasses to be replace (Photographs enclosed).
2. Indoor sports items not covered with white cloth (Photographs enclosed).
3. Labour quarters surrounding to be cleaned.
4. Requisitions are not filled properly, Po's not enclosed Req No 64191,64190,94189,61486 & 61485
5. Coffee machine is not working from last 10 days.
6. Above minor errors are solved at site.

1. External glass to be replaced.
2. Henceforth the items will be covered after cleaning.
3. Water seepage due to rains. Cleaning being done.
4. PO's have been attached to the requisitions.
5. Coffee machine is out of order. We have spoken to the vendor for the replacement.

Audit manager has informed of the steps and corrections to be taken.

Thanks and Regards

Andrews

From: Praveen B <praveen@modiproperties.com>
To: sohammodi@modiproperties.com
Cc: andrews@modiproperties.com; 'shirish' <shirish@modiproperties.com>; 'admin' <admin@modiproperties.com>
Sent: Wednesday, 19 July 2017 10:30 AM
Subject: Audit report of Paramount Estates.

To

Soham sir,

Please find enclosed audit report of Paramount Estates.

Regards,

B Praveen

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