

aruna@modiproperties.com

From: "Soham Modi" <sohammodi@modiproperties.com>
Date: 22-08-2017 5:56 PM
To: "Aruna" <aruna@modiproperties.com>
Attach: 11-DSCN0016.JPG; 02-DSCN0007.JPG; 07-DSCN0012.JPG; 04-DSCN0009.JPG; Cir 116 h -MPIPL Site Audit Report PMR II 22_08_17.pdf; 05-DSCN0010.JPG; 01-DSCN0006.JPG; 10-DSCN0015.JPG; 09-DSCN0014.JPG; 08-DSCN0013.JPG; 03-DSCN0008.JPG; 06-DSCN0011.JPG
Subject: Fw: Audit report of Paramount Estates.

Print

Regards,
Soham Modi

From: praveen@modiproperties.com
Sent: 22 August 2017 5:33 pm
To: sohammodi@modiproperties.com
Cc: admin@modiproperties.com; praveen@modiproperties.com; shirish@modiproperties.com; andrews@modiproperties.com; hemendra@modiproperties.com
Subject: Audit report of Paramount Estates.

To

Soham sir,

Please find enclosed audit report of Paramount Estates.

Regards,

B Praveen

Manager Admin | +91 9989 330044 | praveen@modiproperties.com
Modi Properties Pvt. Ltd. | www.modiproperties.com
5-4-187/ 3 & 4, M G Road, Secunderabad - 03 | +91 40 66335551
Don't just buy a flat or villa! Buy a great lifestyle!
We build affordable flats & villas in gated communities

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	Good
Lift	-	-
General Material	Yes	Good
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 shifting forms not authorized by Engineer. 2. Club House wash rooms to be properly clean. 3. Keys are not properly labeled (Photographs enclosed) 4. Labour quarters surrounding to be cleaned (Photographs enclosed). 5. PO's are not enclosed to the requisition after lead time. 6. Weekly remarks on site report not signed by Admin and PM from the weeks 01.07.17, 17.07.17, 31.07.17, 12.08.17 and 19.08.17. 7. Remarks on site report file not maintain properly date wise. 8. Latest circulars and internal memo file is not updated and not filed. 9. Job work book not signed by PM (Counter sign) 22671 to 22699 10. Coffee machine is not working from last one month. 11. Above minor errors are solved at site.		
Suggestions: Yes.		
1. Out ward register to be update in database.		

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

Company:	Paramount Estates	Date of site visit:	22.08.17 (Tuesday)
Site:	Paramount Avenue	From / To time:	10:00 to 18:00
Visited by:	Praveen	Prepared by:	Praveen
Other:		Sign:	
SI 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?		Yes
4.	Is Security properly dressed and are provided with a stick and torch?		Yes
	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?		No
7.	Keys are properly labeled and numbered?		No
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?		Yes
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?		No
	Is there misuse of electric power?		
11.	Are requisitions properly filed and signed by project manager?		No
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?		No
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?		Yes
19.	Are Bills & Dc's Inward/outward register being properly maintained		Yes
20.	Stores and stock registers are properly arranged / maintained?		Yes
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?		Yes
25.	Stock Register quantity tallies with physical quantity?		Yes



