

Soham Modi

From: Padmanabha Rao <padmanabha@modiproperties.com>
Sent: 17 06 2017 13:44
To: Soham Modi
Cc: Sirish
Subject: Audit of contractors bills- Paramount Avenue

Dear Sir,

We have checked the present filing system and following are the observations.

- 1) The bills should be filed contractor wise with the relevant papers attached to the bill.
- 2) It is suggested that, serial number should be maintained for each bill in the file. This facilitates handling easily.

The project manager has requested time to have a proper filing system and re-audit shall be carried out on Tuesday of next week

Regards,
Padmanabh