

Soham Modi

From: Padmanabha Rao <padmanabha@modiproperties.com>
Sent: 20 06 2017 16:12
To: Soham Modi
Cc: Sirish
Subject: Fw: Audit of contractors bills- Paramount Avenue

Dear Sir,

The re-audit of the contractors bills is done on 20/6/17 and following are the observations.

- 1) Total 35 nos of contractors bills/35 files are verified.
 - 2) The bills are filed contractors wise and all the relevant papers are attached to the main bill.
 - 3) The main bills are signed by the project manager. The contractor's signature is found only in the main bills which are made after 25th May'17.
 - 4) The bills are filed in the chronological order in each file.
- in general the filing system is found satisfactory.

Regards,
Padmanabh

On Saturday, June 17, 2017 1:43 PM, Padmanabha Rao <padmanabha@modiproperties.com> wrote:

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