Annexure (B & C)

Modi Properties Pvt. Ltd - Site Audit Report

Company:	SOVLLP	Date of Report:	17.06.2020
Site:	SOV	From date & to date	01.06.2020 to 15.06.2020
Visited by:	V.Ravi	Approved by	B.Praveen
Previous date of audit:		Sign:	

Sl No	Description	Maintaining (Yes / No)	Remarks
1.	Requisition Files		
	a) Is Requisitions files properly maintained at site?	Yes	
	b) Is requisitions are signed by project manager?	Yes	
	c) Is material received requisitions are updating on daily basis with MRN ?	Yes	
	d) Is PO's are enclosed on requisitions properly?	Yes	
	e) Is pending material is follow-up to suppliers on daily basis?	Yes	
	f) Is there any pending requisition more than 2 months?	No	
	g) Is all site related registers are signed by Project Manager on daily basis?	Yes	
2.	Remarks on requisition details by site report		
	a) Is a remark on requisition details by site report is preparing properly?	Yes	
	b) Is a remark on requisition details by site report file is maintaining properly?	Yes	
	c) Is purchase reply report is filing on to site report properly with remarks & site report ?	Yes	
	d) Is site wise requisition file is maintaining	Yes	
3.	Stores & Stock		
	a) No. Of store rooms?	02	
	b) Is stores are being properly arranged material wise & secured properly with Barcode stickers ?	Yes	
	c) Is all store rooms are labelled properly	No	
	d) Is stock maintaining more than 5 Lacs (except cement, steel & tiles?)	Yes	
	e) Is there any unused / not required material is at site?	Yes	To be segregated
	f) Is physical stock checking on weekly basis (any 1 or 2 stores)?	No	
	g) Stock report files maintaining at site?	Yes	
	h) Stock report quantity tally with physical quantity?	No	
	i) Is material issue authorization forms, file is maintaining at site properly?	Yes	
	j) Is there any material issued without authorization by site engineer & material shifting authorization form by signed by engineer on daily basis?	No	
	k) Is any material lying outside the stores	No	
	l) Is steel & MS material stock stored at designated place ?	Yes	

5.	Authorization forms		
	a) Is Hire charges Authorization forms are filled by site engineer & file with Hire charges printout	Yes	
	b) Is there any without authorization form machineries worked at site?	No	
6.	Turnkey Contractors Weekly reports as per Circular no 807		
	a) Annexure of ABC sending on time.	Yes	
	b) Milestone report(D) sending on time	Yes	
	c) E1 & E2 sheet sending on time	Yes	
	d) Certified copies of weekly reports filing at site	Yes	
	e) Turnkey Material Inward & outward register maintained at site.	Yes	
	f) Turnkey contractor material issued logbook maintained at site	Yes	
	g) Turnkey contractor's material issued amount debit to their account.	No	
	h) Is material inward registers & outward registers are mainting properly?	Yes	
Remarks on default in following standard procedures:			
Complaints:			
Suggestions :Trained & explained to Meenakshi & Mona for the following issues. A) stores issue weekly basis one or 2 stores crocss check do be done. B) Unused mmatrial to be segregate & make it list. Turnky contractors materil issued log books debiting process explained and Rs.205,136/- to be debit from Part-3 site contractors period from 13.05.20 to 04.06.20.			

Annexure (D)

Sl No	Description	Maintaining (Yes / No)	Remarks
1.	All database registers:	Yes	
	a) Hire charges Register	Yes	
	b) Building material Register	Yes	
	c) General inward Register	Yes	
	d) Out ward register	Yes	
	e) Moment Register	Yes	
	f) Worker ID Register	Yes	
	g) Cement register	Yes	
	h) Electricity consumption register	Yes	
	i) Rent record register	Yes	
	j) Gate pass book	Yes	
	k) Job work book	Yes	
	l) Visitor Register	Yes	
	m) 3 in 1 register (DL,Alchol,RC)	Yes	

	n) M-Codex register	Yes	
	o) Is Building material, Hire, General Inward register are maintaining for Turnkey contractor	Yes	
	p) MD comment Register	Yes	
2.	Log Books		
	a) Bills & DC's Log book	Yes	
	b) Contractors Bills outward logbook	Yes	
	c) Generator logbook	No	
	d) Turnkey contractors logbook	Yes	
	e) Deliver van / Car Log book maintain at site?	Yes	
	f) Consultant comments book	Yes	
4.	Filing of plans		
	a) Block / villa wise center line drawing file	Yes	
	b) Block / villa wise RCC working plan file	Yes	
	c) Block / villa wise brickwork file	Yes	
	d) Block / villa wise electrical Drg file	Yes	
	e) Block / villa wise plumbing Drg file	Yes	
	f) All drawings A3 original file	Yes	
	g) Survey plans file	Yes	
	h) Amenities block file	Yes	
	i) Furniture design and model flat file	Yes	
	j) Cancelled Drg file	Yes	
	k) Layout and utility drawing file.	Yes	
	l) Compound wall drawing file	Yes	
	m) OHT drawing file	Yes	
	n) Sanction plan file	Yes	
	o) Circular files (Red, Blue & Black)	Yes	
	p) Keys handing Over letter file	Yes	
	q) MOM file	Yes	
	r) Task list file	Yes	
	s) Schedule file	Yes	
5.	Filing of office documents		
	a) Generator File	Yes	
	b) Pumps & equipment record file	Yes	
	c) Tools & Equipment warranty card files.	Yes	
	d) Utility record file	Yes	
	e) Electricity Sanction file	No	
6.	A & A Files (Block / Villa wise)	Yes	
7.	Possession Letter files	Yes	
8.	Tenant declaration / NOC file	Yes	
9.	Project manager / Admin Expenses card file.	No	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :Trained & explained to Meenakshi & Mona for the following issues. 1) Electricity sanction file to be maintain.			

2) Expenses card expinduture details file to be maintain. 3) Admin correspondance also maintaine a seperate file. 4) All equipments corespondance to be maintain a seperate file. Generator log book to be maintained.

Annexure (E & F)

Sl No	Description	Maintaining (Yes/No)	Remarks
1.	Creche		
	a) Are children attending Creche?	Yes	
	b) Is Creche teacher and Ayya attending as per timings 09.00 AM to 17.30 PM	Yes	
	c) Is Midday meals providing to Creche children's?	No	
	d) Quality of Creche.	Average	
2.	Safety measurements at site		
	a) Is visitor helmets maintaining at security kiosk?	No	They are keeping at Site office
	b) Quality & cleaningness of helmets (G/A/P)	Good	
	c) No of labours working without helmets	Nil	
	d) Safety belts are maintaining at site?	NA	If required they are using.
	e) Is safety net implemented at site? (in apartment projects)	NA	
3.	Labour quarters		
	a) No. of labour quarters?	38	
	b) No. of occupied labour quarters?	38	
	c) No. of labour quarters in poor condition?	Nil	
	d) No. of toilets?	04	
	e) No. of washrooms?	04	
	f) No. of quarters in violation of electric supply rules.	No	
	g) Provision of water & electricity for labour quarters?	Yes	
4.	Pumps		
	a) No of Bore well pumps at site	05	
	b) No of Bore well pumps working at site	04	
	c) No of Dewatering pumps	01	
	d) No of dewatering / Bore well pumps under repair	01	

Details of Electricity Meter & Sub Meter

Sl. no	Meter no's	Meter type	Meter location	Installed (Yes / No)
i.	2209-04410	Main Meter - Labour quarters, welding work shop	Near Transformer	Yes
ii.	3409-12230	Main Meter - Granite cutting mahine	Near Trnsformer	Yes
iii.	3409-11504	Main Meter - Part-3 Construction	Near Cement Room	Yes
iv.	3409-13682	Main Meter- Site office.	Near Apartment	Yes
v.	0905-13233	CT Meter - Entire Common aminties	Near Club house	Yes
vi.	100858	Sub meter for Labour quarters	Labour quarters	Yes
vii.	100855	Sub meter for welding work shop	Apartment	Yes
viii.	3040937	Sub meter for OHT Tanks	Club House	Yes
ix.	135217	Sub meter for site office	Office back side.	Yes
x.	135205	Sub meter for Borewell-1	Near Trnsformer	Yes
xi.	149781	Sub meter Borewell-2	Villa No-41	Yes
xii.	149795	Sub meter Borewell-3	Villa No-58	Yes
xiii.	149792	Sub meter Borewell-4	Villa No-95	Yes

Annexure (G)

Sl No	Description	Maintaining (Yes/No)	Remarks
1.	Safety measurements at site		
	a) Is visitor helmets maintaining at security kiosk?	No	Keeping in site office
	b) Quality & cleaningness of helmets (G/A/P)	Good	
	c) No of labours working without helmets & masks	Nil	
	d) Safety belts / helmets are maintaining at site?	Nil	If required they are using
	e) Is safety net implemented at site? (in apartment projects)	NA	
	f) Infrared thermo meter using at site	Yes	
	g) PVC 500 ltr water tank & Sanitizer is maintaining at site	Yes	
	h) Is power tools are using with Al-Service wire?	Yes	
	i) Is DB box are locked properly	Yes	
	j) Is security maintaining Torch & Latti	Yes	
	k) Is vacant villas / flats are locking properly	Yes	

Remarks on default in following standard procedures: Nil
Complaints:
Suggestions :

Annexure (H)

Sl No	Description	Maintaining (Yes/No)	Remarks
5.	Security		
	e) No. of security sanctioned as per circular?	05 No's	
	f) No. of security regularly present?	05 No's	
	g) Is uniform is maintaining by all security staff?	Yes	
	h) No. of sticks & Torch light provided?	02	
	i) Is security supervisor is maintaining registers properly?	Yes	
	j) No. of times field officer / agency head visited?	03	
6.	House keeping		
	f) No. of sweepers & boys sanctioned In builder A/c?	03	01 - Sweepers 02 - Office boys
	g) No. of Sweepers & other operators (Machine boys & Lift operators sanctioned in association A/c?	03	Sweepers
	h) Is uniform is maintaining by all housekeeping staff from time to time?	Yes	
	i) Is housekeeping schedule is maintained properly?	Yes	
	j) No. of times agency head visited?	02	
7.	Gardening Services		
	h) No. of Gardeners sanctioned in Builder A/c?	Nil	
	i) No. of Gardeners Sanctioned in Association A/c?	2.5 No's	0.5 Skilled 01 - S/S 01 - U/S
	j) Is gardening schedule is maintained properly?	Yes	As per site instructions
	k) Tools are maintaining at site properly?	Yes	
	l) No. of times agency head visited?	03	
8.	CC Cameras		
	a) No of cameras sanctioned at site?	04	
	b) No of cameras not working at site?	02	
	c) Time laps camera data backup sending time to time?	NA	
9.	As site office is getting locked in time with barcode sticker?	Yes	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :Back side Tower CC Cameras sim is not detecting, Tained to them as daily basis CC cameras to check whether is working or not.			

Annexure (I & J)

Sl No	Description	Maintaining (Yes/No)	Remarks
MMC			
1.	Monthly Maintenance charges are applicable?	Yes	
2.	Is monthly MMC report is maintaining properly at site?	No	Trained & Database installed & explained to them for MMC process.
3.	Admin to provide a list of MMC arrears from DB?	Yes	Now onwards it will come.
4.	Is MMC logbook maintaining at site?	No	Informed to them how to get this one.
5.	No. of active pages in MMC logbook?	-	
6.	No. Of units with arrears of more than 2 months of MMC?	-	
7.	Is MMC arrears notices sent to CR in current month?	Nil	
8.	Is MMC certified copy sent to report-audit on monthly basis?	No	
9.	MMC receipt book is maintaining properly?	No	Mail sent from audit to concerned accountant to provid Receipt book
10.	Is there any cash collection in MMC from customers?	No	
11.	Is weekly basis MMC receipt book certified by accounts?	-	
List of AMC's			
1.	Is Elevators AMC files are maintaining at site?	Yes	
2.	Is RO plant AMC file is maintaining at site?	Yes	
3.	Is Roots machines AMC's maintaining at site?	Yes	
4.	Is coffee machine AMC file is maintaining at site?	No	
5.	Is DG set AMC file is maintaining at site?	Yes	
6.	Is GYM equipments AMC file is maintaining at site?	NA	
7.	Is swimming Pool AMC file is maintaining at site?	Yes	
SSLLP			
1.	Is minimum stock is maintaining at stores as per circular 308 (a)?	Not visited	
2.	All registers & DC books certified by stores manager?	-	
3.	All inward & outward registers & logbooks maintaining properly on daily basis?	-	
4.	Is daily basis stock is checking by stores manager as per circular?	-	
5.	Is physical stock is tallying as per database?	-	
6.	Is more than 2 months any site PO's are pending at file?	-	
7.	All system peripherals are working properly ?	-	
8.	C.C TV cameras are working properly	-	
9.	Is Security service is round the clock? (Including Sunday & Holidays)	-	
10.	Is broadband service functioning properly?	-	
11.	Is there any back up modem at site?	-	
12.	All delivery vans are maintaining schedule as per	-	

	internal memo 901/48h ?		
13.	Is Purchase Team at HO is visiting at SSLLP once a week for auditing?	-	
14.	Is Stores are being maintained properly?	-	
15.	Bar code stickers are maintained at site?	-	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :1) All MMC process explained and trained and mmc database also previouse is not there , in audit presence database installed.			