

Annexure (A)

Modi Properties Pvt. Ltd - Site Audit Report

Company:	MPPL	Date of site visit:	15.07.2020
Site:	MPL	From / To time:	09.30 to 18.00
Visited by:	R Sanjay Kumar	Prepared by:	R Sanjay Kumar
Previous date of audit:	15.06.2020	Sign:	
Sl No	Description	SOP followed (Yes / No)	Remarks
1.	Requisition Files:		
	a. Pending & completed requisitions files properly maintained.	Yes	
	b. Requisitions are signed by project manager.	Yes	
	c. MRN updated.	Yes	
	d. PO's printed and attached to requisitions.	Yes	
	e. Inward no's updated in requisitions.	Yes	
	f. Is all site related registers are signed by Project Manager on daily basis?	No	
2.	Remarks on requisition details by site report:		
	a. Remark on requisition details by site report is prepared properly & tallying with pending requisition file.	Yes	
	b. PM signed the above reports.	Yes	
	c. Remark on requisition details by site report file is maintained properly.	Yes	
	d. Is purchase reply report attached to above.	Yes	
3.	Stores & Stock:		
	a. Site has to provided list of store room.		
	b. Stores are being properly arranged material wise & secured properly with Barcode stickers.	Yes	
	c. Store rooms are labelled properly.	Yes	
	d. Stock value less than 5 Lacs (exclude value of cement, steel & tiles, building material).	No	
	e. List of unused and extra material provided by site.	No	
	f. Physical stock matching db-all stores.	Yes	
	g. Stock report files maintained properly.	Yes	
	h. Material issue authorization forms & file maintained properly.	Yes	
	i. Material issued authorization form by signed by engineers.	Yes	
	j. List of material lying outside the stores provided by site.	No	
	k. Steel & MS material stock stored at designated place.	Yes	
4.	Authorization forms:		
	a. Hire charges and building material inward record printed and signed on daily basis.	Yes	
	b. PM has signed above.	Yes	
Remarks on default in following standard procedures: Nil			
Complaints:			
1. General inward register signature not done from 04.07.20 to 06.07.20.			

Annexure (A)

2. Trunkey Contractor Hire charges Register Sl.No / Inward Nos not maintaining at Hire Charges Register Kailash.
3. Kailash & Dharma Annexure A Record material issued to / Received from contractors, tally voucher nos not mentioning from 21.01.20 to 07.07.2020. Book not sent to ho for tally dr /cr v.no entry purpose

Suggestions :

Annexure (A)

Modi Properties Pvt. Ltd - Site Audit Report

Sl No	Description	SOP Followed (Yes / No)	Remarks
1.	Site Registers:		
	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.		
	g. Cement register.	Yes	
	h. Electricity consumption registers.	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, Alcohol, 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. Turnkey contractor's inward with bill copies.	Yes	
	c. Generator logbook	Yes	
	d. Consultant comments book	Yes	
	e. Deliver van / Car Log book.	Yes	Delivery van TS10UB 5649
3.	Turnkey contractors logbook:		
	a. Annexure of A,B,C files	Yes	
	b. Milestone report file.	Yes	
	c. Annexure E1, E2 & F file	Yes	
	d. Turnkey Material inward & outward register.	No	
	e. Turnkey contractor material issued logbook.	Yes	
	f. Turnkey contractor's material issued statement sent to HO file.	No	
4.	Filing of plans:		

Annexure (A)

	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.	N/A	
	m. OHT drawing file.	N/A	
	n. Sanction plan file	Yes	
	o. Circular files (Red, Blue & Black files).	Yes	
	p. Keys handing over letter file.	N/A	
	q. MOM file.	Yes	
	r. Task list file.	Yes	
	s. Schedule file.	Yes	
5.	Filing of office documents:		
	a. Equipment bills & warranty file. (For each type equipment).	Yes	Generator & RO Plant
	b. Electricity Sanction file.	Yes	
	c. ENV clearance/CFE File.	No	
	d. Fire NOC file.	N/A	
	e. Correspondence file.	Yes	
6.	A & A Files (Block / Villa wise).	Yes	
7.	Possession Letter files.	N/A	
8.	Tenant declaration / NOC file.	N/A	
9.	Project manager / Admin Expenses card file.	Yes	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :			

Annexure (B)

Modi Properties Pvt. Ltd - Site Audit Report

Company:		Modi Properties Pvt.Ltd	Date of site visit:	08.07.2020
Site:		May Flower Platinum	From /To Time:	09.30 to 18.00
Visited & prepared by:		R Sanjay Kumar	Prepared by:	R Sanjay Kumar
Previous date of audit		15.06.2020	Sing:	
Sl No	Description	SOP Followed (Yes / No)	Remarks	
1.	Site Registers:			
	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.			
	g. Cement register.	Yes		
	h. Electricity consumption registers.	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, Alcohol, 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. Turnkey contractor's inward with bill copies.	Yes		
	c. Generator logbook	Yes		
	d. Consultant comments book	Yes		
	e. Deliver van / Car Log book.	Yes	Delivery van TS10UB 5649	
3.	Turnkey contractors logbook:			
	a. Annexure of A,B,C files	Yes		
	b. Milestone report file.	Yes		
	c. Annexure E1, E2 & F file	Yes		

Annexure (B)

	d. Turnkey Material inward & outward register.	No	
	e. Turnkey contractor material issued logbook.	Yes	
	f. Turnkey contractor's material issued statement sent to HO file.	No	
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.	N/A	
	m. OHT drawing file.	N/A	
	n. Sanction plan file	Yes	
	o. Circular files (Red, Blue & Black files).	Yes	
	p. Keys handing over letter file.	N/A	
	q. MOM file.	Yes	
	r. Task list file.	Yes	
	s. Schedule file.	Yes	
5.	Filing of office documents:		
	a. Equipment bills & warranty file. (For each type equipment).	Yes	Generator & RO Plant
	b. Electricity Sanction file.	Yes	
	c. ENV clearance/CFE File.	No	
	d. Fire NOC file.	N/A	
	e. Correspondence file.	Yes	
6.	A & A Files (Block / Villa wise).	Yes	
7.	Possession Letter files.	N/A	
8.	Tenant declaration / NOC file.	N/A	
9.	Project manager / Admin Expenses card file.	Yes	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :			

Annexure (C)

Modi Properties Pvt. Ltd - Site Audit Report

Company Name:	Modi Properties.Pvt.Ltd	Date:	09.07.2020
Project Name:	Mayflower Platinum	From / To time:	09.30 to 18.00
Visited by:	R Sanjay Kumar	Prepared by:	R.Sanjay Kumar
Previous audit date:	15.06.2020	Sign:	
Sl No	Description	SOP Followed (Yes/No)	Remarks
1.	Creche		
	a) Creche Operational.	Yes	
	b) Creche teacher and Ayya attending as per timings 09.00 AM to 17.30 PM.	Yes	
	c) Midday meals provided.	N0	
	d) No of childrens.	04	
2.	Labour quarters		
	a) No. of labour quarters.	22	
	b) No. of occupied labour quarters.	22	
	c) No. of toilets.	09	
	d) No. of washrooms.	09	
	e) Electrical power connection.	Yes	
	f) Provision of water & electricity for labour quarters.	Yes	
3.	Pumps & Equipement.		
	a) Water supply file maintained.	Yes	RO Plant
	b) List of pumps & Equipement file maintained.	Yes	17 Pumps working conditions
	c) List of computers & ptheripherals file.	05	Details given below
	d) List of wifi connections file.	02	GTPL & D-Link Sim card
	e) List of meters & submeters file.	05	01 Main Meter and 04 Sub Meters
4.	Model Units		
	a) Model villas / flats maintained properly.	Yes	02 Flats A-105 & 106
	b) Club House maintained properly.	N/A	
	c) Swimming pool maintained properly.	N/A	
	d) Parks and open spaces maintained properly.	N/A	

Remarks on default in following standard procedures : Nil

Complaints : Nil

Suggesstions : Nil

Annexure (C)

Note:

1. Desk tops 02 nos using at stores and sales desk
2. Printers 05 Nos Hp Laser Jet 1018, Richo, Epson M-200 at site office and M-205 & Cannon at Sales office.

Annexure (D)

Modi Properties Pvt. Ltd - Site Audit Report

Company	Modi Properties.Pvt.Ltd	Date:	11.07.2020
Project	May Flower Platinum	From / To time:	09.30 to
Visited by:	R Sanjay kumar	Prepared by	R Sanjay Kumar
Previous audit date:	15.06.2020	Sing:	
Sl No	Description	SOP Followed (Yes/No)	Remarks
1.	Safety measurements at site		
	a) No visitor helmets at security kiosk.	05	
	b) Quality & cleanness of helmets (G/A/P)	Good	
	c) Labours working without helmets & masks	No	
	d) Safety belts / helmets.	Yes	
	e) Safety net provided (in apartment projects)	Yes	
	f) Infrared thermo meter being used.	No	
	g) PVC 500 ltr water tank & Sanitizer is provided.	Yes	
	h) Power tools being used with Al-Service wire.	Yes	
	i) Is DB box are locked properly	Yes	
	j) Is vacant villas / flats are locked properly	Yes	

Remarks on default in following standard procedures: Nil

Complaints:

Suggestions :

Annexure (E)
Modi Properties Pvt. Ltd - Site Audit Report

Company Name:	Modi Properties.Pvt.Ltd	Date:	14.07.2020
Project Name:	Mayflower Platinum	From / To time:	09.30 to 18.00
Visited by:	R Sanjay Kumar	Prepared by	R Sanjay
Previous audit date:	15.06.2020	Audit date:	
Sl No	Description	SOP followed (Yes/No)	Remarks (Breif Discription)
MMC			
1.	Monthly Maintenance File.	N/A	
2.	MMC logbook manual.	N/A	
3.	No. Of units with arreras of more than 2 months of MMC.	N/A	
4.	MMC arrears notice file.	N/A	
5.	MMC regular file.	N/A	
6.	MMC receipt book maintained properly.	N/A	
7.	Cash collection in MMC from customers.	N/A	
8.	MMC receipt book certified by accounts on weekly basis.	N/A	
9.	Equipment AMC list file.	Yes	
10.	All registers & DC books certfied by stores incharge.	Yes	
11.	C.C TV cameras list file.	Yes	03 Nos
12.	Security services regular file.	Yes	

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

Annexure (F)

Modi Properties Pvt. Ltd - Site Audit Report

Company Name:	Modi Properties.Pvt Ltd.	Date:	15.07.2020
Project Name:	Mayflower Platinum	From / To time:	15-07-2020
Visited by:	R Sanjay Kumar	Prepared by:	R Sanjay Kumar
Previous audit date:	15.06.2020	Sing:	
Sl No	Description	SOP followed (Yes/No)	Remarks
1.	Security Services		
	a) No. of security sanctioned as per circular.	Yes	05
	b) No. of security regularly present.	Yes	Day 03 Night 02
	c) Uniform is maintained by all security.	Yes	
	d) No. of sticks & Torch lights provided.	Yes	
	e) Security supervisor is maintained registers properly.	Yes	
2.	House keeping		
	a) No. of sweepers & boys sanctioned in builder A/c.	Yes	02
	b) No. of Sweepers & other operators (Machine boys & Lift operators sanctioned in association A/c.	No	N/A
	c) Uniforms is maintained by all house keeping staff.	Yes	
	d) Housekeeping schedule is maintained properly.	No	N/A
3.	Gardening Services		
	a) No. of Gardeners sanctioned in Builder A/c.	No	N/A
	b) No. of Gardeners Sanctioned in Association A/c.	No	N/A
	c) Gardening schedule is maintained properly.	No	N/A
	d) Tools are maintaining at site properly.	Yes	
4.	C.C Cameras		
	a) No of cameras sanctioned at site.	Yes	03
	b) No of cameras not working at site.	Yes	02
	c) Time laps camera data backup sending time to time.	No	No
Remarks on default in following standard procedures:			
Complaints:			
Suggestions :			