

aruna@modiproperties.com

(NE)

From: <sohammodi@modiproperties.com>
Date: 02-09-2016 4:07 PM
To: "Aruna" <aruna@modiproperties.com>
Attach: Cir_116_h_Site Audit Report MNM & NE 30_08_16.pdf; 01-0-02-01-3b20c451f34eaa756bd5dfc4d9584ae9deb44523dbb9b296559b37783f3af46_full.jpg; 02-0-02-01-9fa2d5e83b9754524eb5b71321f18f3a625fe05568d479a320807837d19e35d1_full.jpg; 03-0-02-01-513428d9a103b24cc009d92e2eb9a0ba9b240783896a1e74e61e577e376a8b09_full.jpg; 05-0-02-01-4aa826f402abcecb1fedc98df32766d1eabae170e4e5e8a578e336099e902_full.jpg; 06-0-02-01-a84d0217bebb61ca1ca1afbc5458191fbc7ca0a6c5f512fc2e3a93a1f5f6b9b9_full.jpg; 07-0-02-01-0921b1da08381e6699ff91e5e8f5cb477cb48f13ccf6280ab6c36d7322d15e18_full.jpg; 08-0-02-01-d4aaaf7a5fb8679e468d906ad9dbe6a4a8267df76f6f46f29e987b3b9ad8aa1f_full.jpg; 09-0-02-01-7542d2eb5e91f6d0a40d9f41c19f731778e08ed579c54fd992ae4ebeb0a57ed2_full.jpg; 10-0-02-01-099d5b3577d20d5075b00be035bbe16e2152df0df41911a5ec25466a97c5449b_full.jpg; 11-0-02-01-45f956efb5fb3a0db3d3519763a06e1e3c3e23fb59b06c2487b0c6e349f52be0_full.jpg; 12-0-02-01-766dad75da687a138908c2293cf2f6a93b107c6e1b03216c19ce25bdfa6f214f_full.jpg; 13-0-02-01-12370b5d794b322d140e5bc9846570e59cfced7828b355803b67bcaca05866a0_full.jpg; 14-0-02-01-be0ca3256660b8b7f18453fc64a109ac9ce4f41a6ee5a2bb2ea39b6042be6dd6_full.jpg; 15-0-02-01-0597d98d606a4003e5ea8ba727f97ef18538daddac55745e4e20df355fb113d7_full.jpg; 16-0-02-01-33539fd6682afd0e50200553e79ba913e8da25df137b24dd52ebddcbe349d56e_full.jpg; 17-0-02-01-1a507ceefd564bbe93d03322262514dd7fc5bf5ed9cafa085e8f3288e26ed6e_full.jpg; 18-0-02-01-b5eb1ca49168d885949156bede80fe598fd6c9415e858ec5961a72e53ea3eca2_full.jpg
Subject: Fw: Audit report of MNM & NE

print

Regards,

Soham Modi

Managing Director | +91 40 27537458 | sohammodi@modiproperties.com

Modi Properties & Investments 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!

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From: Praveen

Sent: Thursday, September 1, 2016 3:26 PM

To: sohammodi@modiproperties.com

Cc: 'admin'; rambabu@modiproperties.com; stephen@modiproperties.com; narender@modiproperties.com; praveen@modiproperties.com

Subject: Audit report of MNM & NE

Sir,

Please find enclosed audit report of MNM & NE.

Regards,

B Praveen

Manager Admin | +91 9989 330044 | praveen@modiproperties.com

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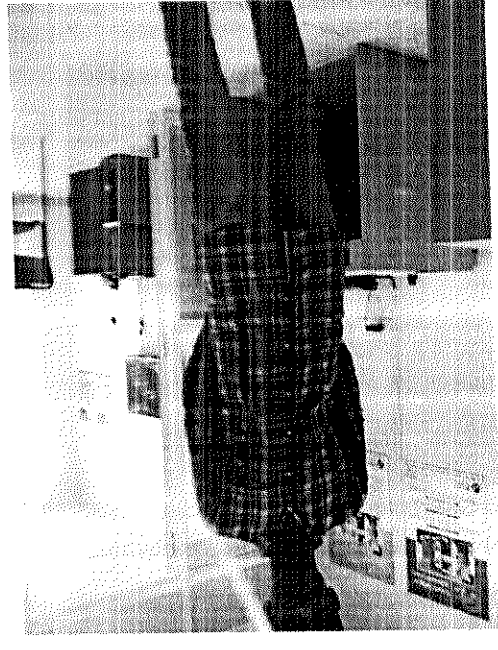
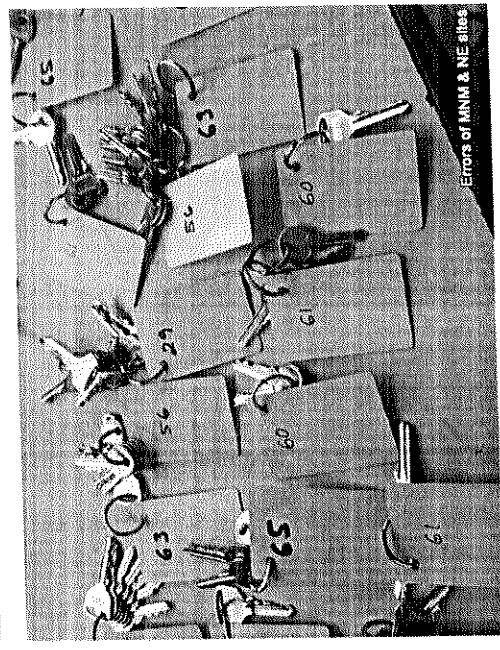
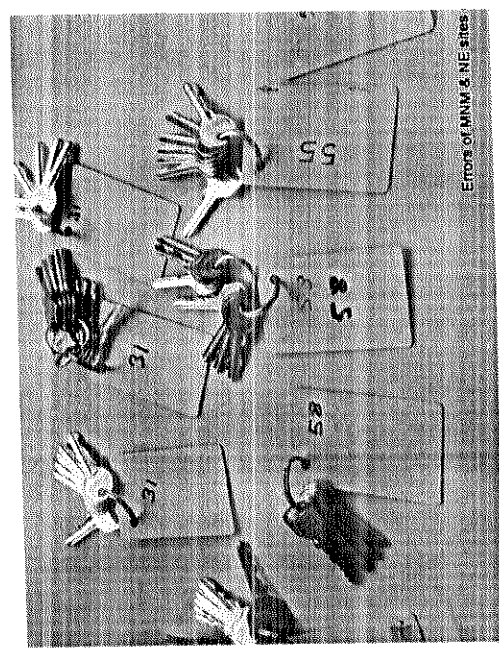
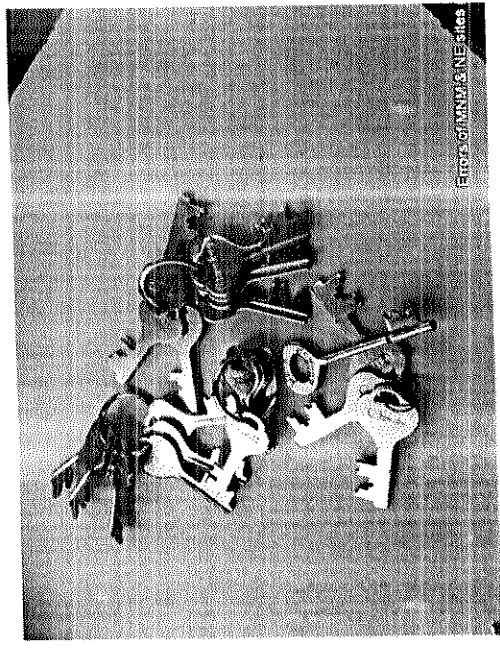
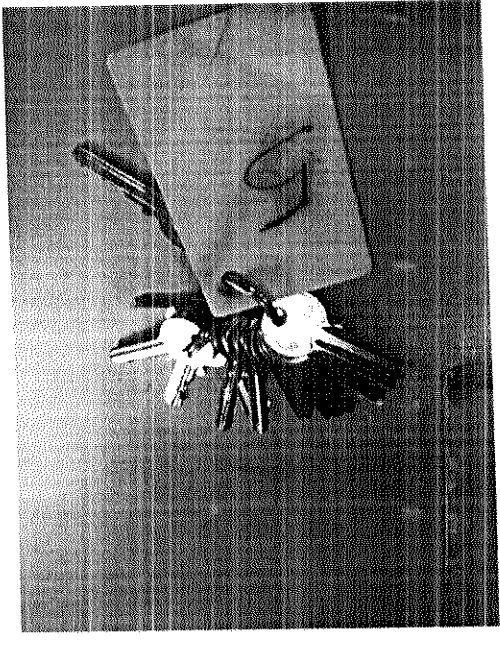
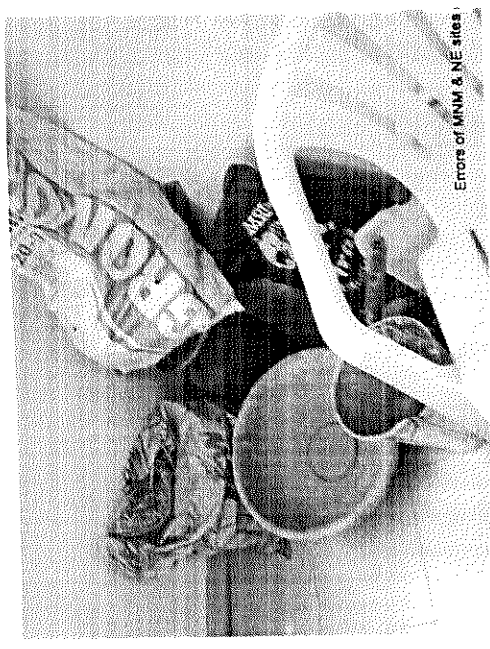
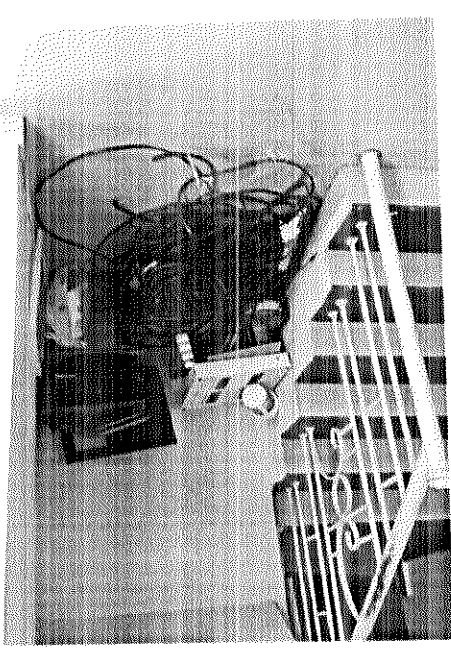
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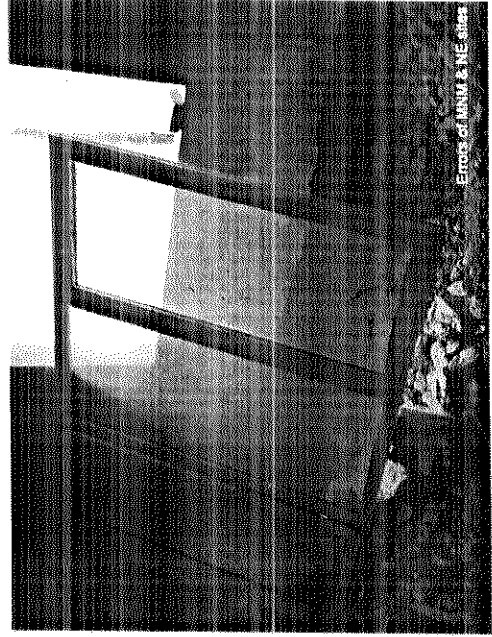
Modi Properties & Inv. Pvt. Ltd - Site Audit Report by Praveen

Company:	Nilgiri Estates & MNM	Date of site visit:	30.08.16 (Tuesday)
Site:	NE & MNM	From / To time:	10 :00 to 18:00
Visited by:	Praveen B	Prepared by:	Praveen B
Other:		Sign:	
Sl 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?	Na	
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?	Na	
9.	Is utility bills and payments details/register updated by Admin Officer regularly?	No	
10.	Is the condition of labour quarters, water and sanitation facility in order? There is no misuse of electric power.	Yes	
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?	No	
13.	Do weekly reports tally with registers?	Yes	
14.	There are no receipts of building material before 9 am and after 6 pm without due authorization?	Yes	
15.	Is job work book being properly maintained?	Yes	
16.	Is the attendance recorder properly installed and used? Is the ID no. register properly maintained?	No	
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 construction 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 out side the storerooms?	Yes	
25.	Stock Register quantity tallies with physical quantity?	Yes	

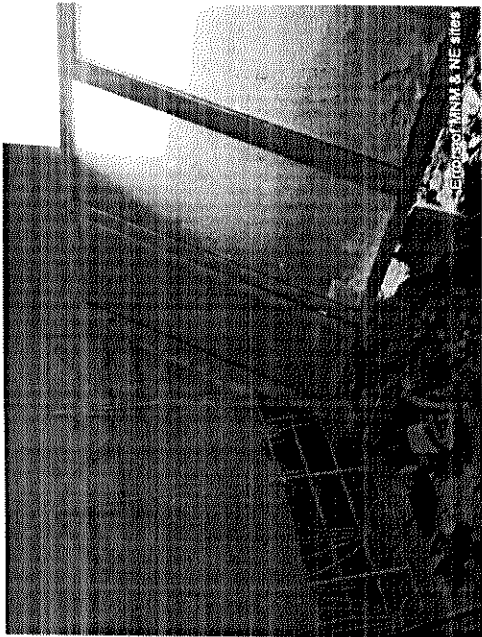
List of stores checked	Stores checked (Y /N)	Qualitative rating (G/A/P)
Electrical	Yes	Good
Cement	Yes	Good
Plumbing - PVC	Yes	Good
Plumbing -GI	Yes	Good
Sanitary	-	-
CP fittings	-	-
Tiles	Yes	Good
Lift	-	Good
General Material	Yes	Good
Tools	-	-
Doors & hardware	Yes	Good
Misc.	-	-
Remarks on default in following standard procedures: Nil		
Remarks on corrections made in registers or database: Nil		
Complaints: Yes		
1. Phase - I - Utility bills and payments details are not updated. - There is no proper uniform for office boy. - There is water dispenser in sales office (club house). - Gardening and landscapes are not maintaining properly. - Electrical material lying in site office phase I under the stare case. - Phase I stores to be re-arrange properly.		
2. Phase - II - Keys are not labeled properly (photographs enclosed). - Requisitions are not signed by engineer, req no are: 70342,70341,70340,70339,70338,70324,70319. - Registers are not signed by engineer. Hire chargers registers from 24.08.16, General Inward register 26.08.16. - There is no back up for biometric device (battery problem, need to replace with new battery).		
Suggestions: Nil		

ATK to be sent by 12/9/16

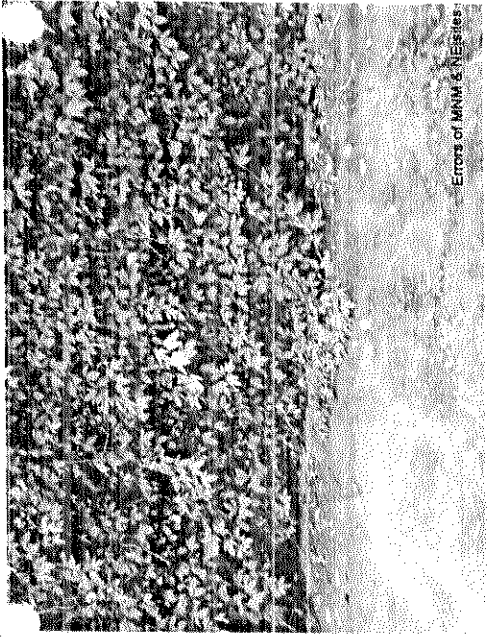
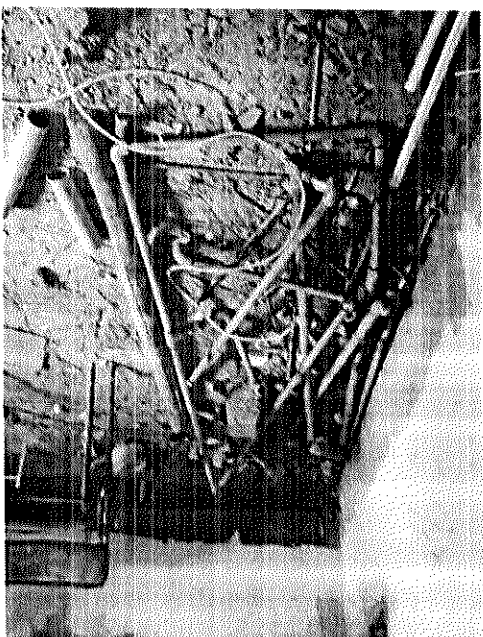




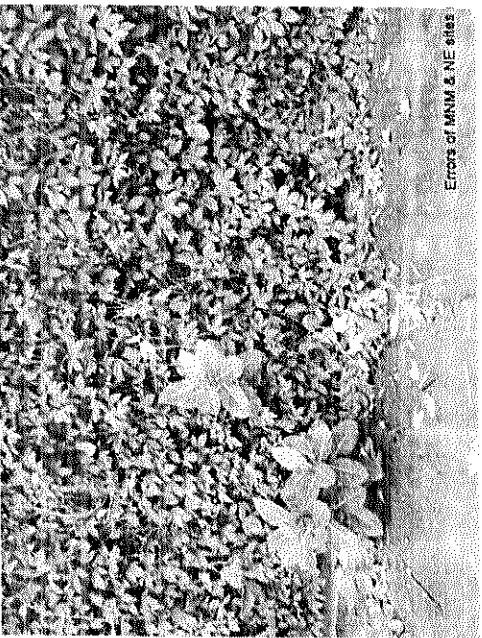
Errors of MNM & NE sites



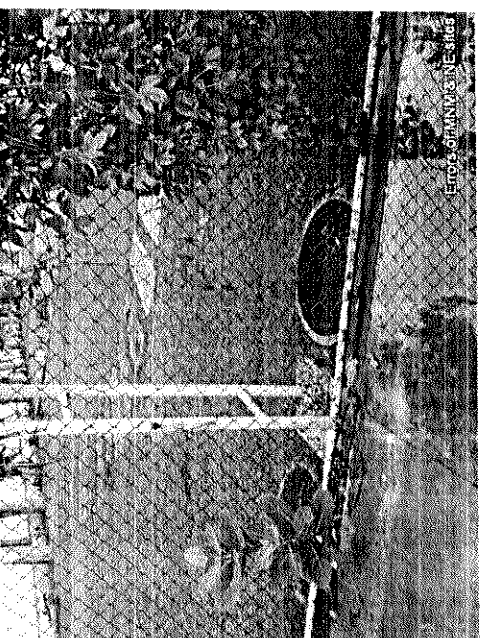
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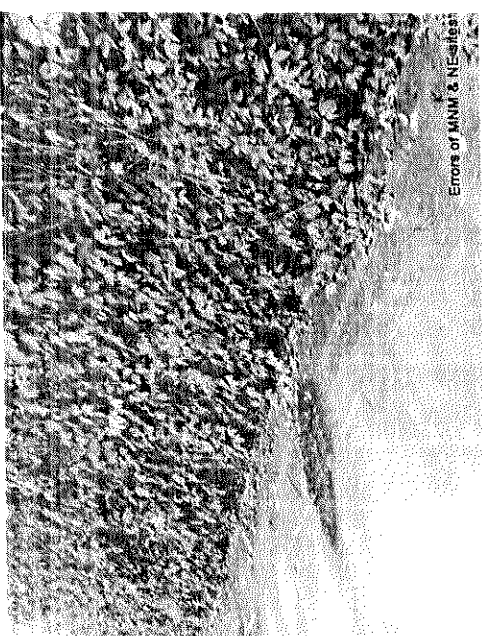
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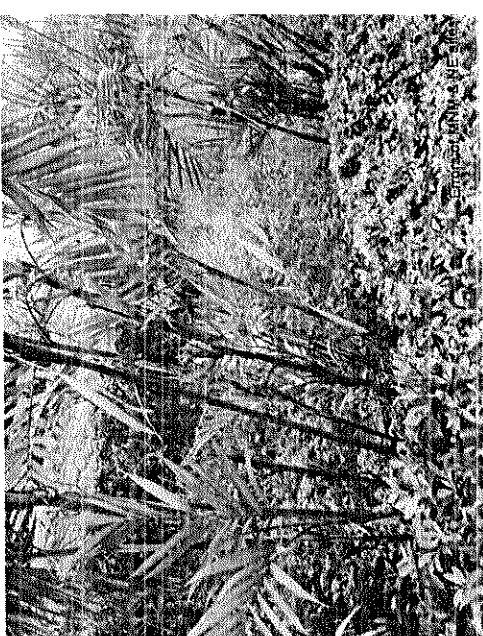
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