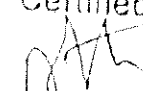


SL.NO	PRABHAKAR COMMUNITY	MAHESHAIR	CHECKED BY STEPHEN
1	Visitor's register not signed by sales executive/manager.	DONE	Yes
2	Keys are not properly labeled and numbered	DONE	Yes
3	Security persons are not in full uniform	Informed Milan field officer, now it's ok.	Yes
4	Utility bills and payments details record is not updated	Not yet sir, have to take statement from accounts department, later I will finish in this week	Yes
5	Requisition are not signed by engineer, Req No are 47251, 47250.	Done	Yes
6	Database registers are not signed by engineer from 09.01.16 (Fire charges and building material)	Done	Yes
7	Bills and De's register not updated from 06.01.16 (De's are not entered in register) and delay in sending bills to ho within two days.	Done	Yes
8	Bore sub-meter is not working from 14.01.16 register not updated).	Sir, I will raise new sub meter requisition later we will update the reading in register	Yes
9	Stores database is not updated (with opening balances	Opening stock I have updated Sir, from this week I have to give training to supervisor Mr. Vijay Kumar	Yes

Certified by: 
 Project Manager
 Modi & Modi Constructions

Certified by: 
 Admin Officer
 Modi & Modi Constructions