

aruna@modiproperties.com

From: "soham modi" <sohammodi@modiproperties.com>  
 Date: 11-10-2017 7:57 PM  
 To: "Aruna" <aruna@modiproperties.com>  
 Attach: audit comments on 15-09-17.pdf; Audit Report NE 31\_08\_17.pdf  
 Subject: Fw: Audit Comments on ATR

Print

Regards,

Soham Modi

----- Forwarded Message -----

**From:** "Nilgiri Estates" <nilgiriestate@modiproperties.com>  
**To:** "Ashaiya" <ashaiya@modiproperties.com>  
**Cc:** "Soham Modi" <sohammodi@modiproperties.com>  
**Sent:** Wed, Oct 11, 2017 at 4:28 PM  
**Subject:** Fw: Audit Comments on ATR

Dear Ashaiya,

Please check the attachment copy of audit report for (31-08-2017) ATR dated on 15-09-2017  
 Previously sent to Audit Praveen by Bhoja Naik.

With Regards,  
 N Narendar Reddy  
 NE

----- Forwarded Message -----

**From:** Nilgiri Estates <nilgiriestate@modiproperties.com>  
**To:** Audit Admin <praveen@modiproperties.com>  
**Cc:** Nilgiri Estates <nilgiriestate@modiproperties.com>  
**Sent:** Monday, 18 September 2017 3:30 PM  
**Subject:** Audit Comments on ATR

Sir

Please find the attachment

With regards,  
 R. bhoja naik  
 Ne

12-10-2017

|                      |                 |             |            |
|----------------------|-----------------|-------------|------------|
| COMPANY              | NILGIRI ESTATES | DATE        | 15-09-17   |
| SITE                 | NE-II           | Prepared By | Bhoja naik |
| AUDIT By             | B.Praveen       | Approved    | Radheshyam |
| Audit Report Date on | 31-08-17        |             |            |

| S.NO | AUDIT COMMENTS                                                                    | SITE ADMIN -ATR                 | CERTIFIED BY PROJECT MANAGER |
|------|-----------------------------------------------------------------------------------|---------------------------------|------------------------------|
| 1    | Building material received at site before 9am and 6pm date on 26-08-17 & 17-08-17 | Mr.Anand sir material Rectified | YES                          |
| 2    | Some of the job work sheets are not signed by contractor                          | Rectified                       | YES                          |
| 3    | Out wards report is not updated in database                                       | Rectified                       | YES                          |
| 4    | H P Printer 1018 is not working of sales team ( cables to be replaced )           | Rectified                       | YES                          |
| 5    | Engineers system UPS is not working                                               | Rectified                       | YES                          |
| 6    | Sales system UPS is not Working                                                   | Rectified                       | YES                          |
| 7    | There is no Back up modern for site                                               | Present not required            | YES                          |

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

|             |                                                                                                                                                                    |                     |                     |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| Company:    | Nilgiri Estates                                                                                                                                                    | Date of site visit: | 31.08.17 (Thursday) |
| Site:       | Nilgiri Estates                                                                                                                                                    | From / To time:     | 09:30 to 18:00      |
| Visited by: | Praveen                                                                                                                                                            | Prepared by:        | Praveen             |
| 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?                                                                                                                  | Yes                 |                     |
| 7.          | Keys are properly labeled and numbered?                                                                                                                            | Yes                 |                     |
| 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?                                                                                 | Yes                 |                     |
| 10.         | Is the condition of labour quarters, water and sanitation facility in order? Is there misuse of electric power?                                                    | Yes                 |                     |
| 11.         | Are requisitions properly filed and signed by project manager?                                                                                                     |                     |                     |
| 12.         | Are attendance, building material, inward, hire charges, cement, outward, electricity, etc., maintained properly and signed by engineer and admin officer at site? | Yes                 |                     |
| 13.         | Do weekly reports tally with registers?                                                                                                                            | Yes                 |                     |
| 14.         | Are there any receipts of building material before 9 am and after 6 pm without due authorization?                                                                  | No                  |                     |
| 15.         | Is job work register being properly maintained?                                                                                                                    | No                  |                     |
| 16.         | Is the attendance recorder properly installed and used? Is the ID no. registered properly maintained?                                                              | Yes                 |                     |
| 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 & De's Inward/outward register being properly maintained                                                                                                 | Yes                 |                     |
| 20.         | Stores and stock registers are properly arranged / maintained?                                                                                                     | No                  |                     |
| 21.         | Is the constructions 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 outside 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                   | Average                    |          |                          |            |
| Plumbing - PVC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Yes                   | Average                    |          |                          |            |
| Plumbing -GI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes                   | Average                    |          |                          |            |
| Sanitary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes                   | Good                       |          |                          |            |
| CP fittings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes                   | Good                       |          |                          |            |
| Tiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes                   | Average                    |          |                          |            |
| Lift                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | -                     | -                          |          |                          |            |
| General Material                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes                   | Good                       |          |                          |            |
| Tools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes                   | Average                    |          |                          |            |
| Doors & hardware                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes                   | Good                       |          |                          |            |
| Misc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | -                     | -                          |          |                          |            |
| Remarks on default in following standard procedures: Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |                            |          |                          |            |
| Remarks on corrections made in registers or database: Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |                            |          |                          |            |
| Complaints: Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |                            |          |                          |            |
| <div>1. Building material received at site before 9am and after 6pm.<br/>26.08.17, 18:30 robo sand 600 cft. (Venkatesh supplier)<br/>17.08.17, 18:27 6mm material (Venkatesh supplier).</div> <div>2. Some of the Job work sheets are not signed by contractors.</div> <div>3. Out wards report is not updated in database.</div> <div>4. H P printer 1018 is not working of sales team (cables to be replaced).</div> <div>5. Engineers system UPS is not working.</div> <div>6. Sales system UPS is not working.</div> <div>7. There is no back up modem for site.</div> |                       |                            |          |                          |            |
| Suggestions: Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |                            |          |                          |            |
| <div>1. Labour quarters surrounding to be cleaned.</div> <div>2. Torch lights to be order for security.</div> <div>3. There is a broadband of act fiber/ Beam feasibility at site, we can take a connection for site. (Venkatesh - Mob: 9505518556)</div>                                                                                                                                                                                                                                                                                                                  |                       |                            |          |                          |            |
| Motors at site: Nilgiri Estates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |                            |          |                          |            |
| Sl.No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Motors                | HP                         | Quantity | Condition                | Remarks    |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Diesel Motors         | 5 HP                       | 01       | Working condition        | Dewatering |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Diesel Motors         | 5 HP                       | 01       | Not working under repair | Dewatering |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Submersible (KSB)     | 3HP                        | 01       | Working condition        | Dewatering |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Monoblock             | 1.5HP                      | 01       | Not working under repair | Dewatering |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Submersible           | 1.5HP                      | 02       | Working condition        | Dewatering |