

ATR on ADMIN - AUDIT REPORT

Company:	Nilgiri Estates	Date:	27-11-17
Site:	Nilgiri Estates	Prepared by:	N.Narender Reddy
Audit by	B. Praveen	Approved by:	B.Mallikarjun
Audit Report Dated on	23-11-17		

SL.NO	AUDIT COMMENTS	SITE - ADMIN ATR	CERTIFIED BY PROJECT MANAGER
1	Security persons not in full uniform.	We already deducted 4% on monthly consolidate statement & same we informed to SP.Singh , Milan	YES
2	Is the condition of labour quarters, water and sanitation facility in order? Is there misuse of electric power?	On the same day we use to power ON while rectify the electrical problem in labour quaters	YES
3	Are Bills & Dc's Inward/outward register being properly maintained	Rectified	YES
4	The following requisitions are not generated PO's and WO's. after lead time 70940,70962,70974,70975 & 70979	Its pending with Purchase dept . & comments in site wise is (approval pending from MD.)	YES
5	Electrical panel boards are not in lock and key.	We already rise requisition	YES
6	In office desktop systems and laptops they are not maintain outlook for mails.	We requested Sys-Admin to visit once to site	YES