

aruna@modiproperties.com

From: 'Soham Modi' <sohammodi@modiproperties.com>
Date: 10-08-2017 11:31 AM
To: <admin@modiproperties.com>
Attach: C:\116_h_-MPIPL She Audit Report NE 08_06_17.pdf
Subject: FW: Audit report of Nalgiri Estates

Print

From: Praveen B [mailto:praveen@modiproperties.com]
Sent: 09-08-2017 15:38
To: sohammodi@modiproperties.com
Cc: 'Admin' <admin@modiproperties.com>; 'Praveen B' <praveen@modiproperties.com>;
bhojanaik@modiproperties.com; radheshyam@modiproperties.com; mahesh@modiproperties.com;
narendar@modiproperties.com
Subject: Audit report of Nalgiri Estates

To
Soham sir,

Please find enclosed audit report of Nalgiri Estates.

Regards,

B Praveen

Manager Admin | +91 9989 330044 | praveen@modiproperties.com
Modi Properties Pvt. Ltd. | www.modiproperties.com
S-4-187/3 & 4, MG Road, Secunderabad - 03 | +91 40 66335551
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16-08-2017

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

Company:	Nilgiri Estates	Date of site visit:	08.08.17 (Tuesday)
Site:	Nilgiri Estates	From / To time:	09:30 to 18:00
Visited by:	Praveen & Hemendra	Prepared by:	Praveen
Other:		Sign:	
Sl No.	Description	Remarks	
1.	Is the 'Material shifting authorization forms' used at site?	No	
	Are the forms serial nos mentioned in the Hire charges register?	No	
2.	Is the 'Material issue authorization forms' used at site?	No	
	Are the form's serial nos mentioned in the stock register?	No	
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? No. of security personal as approved?	Yes	
5.	Is scrap properly arranged and sold as and when required?	Yes	
6.	Is the Creak running properly with midday meals?	Yes	
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?	Yes	
10.	Is the condition of labour quarters, water and sanitation facility in order? Is there misuse of electric power?	No	
11.	Are requisitions properly filed and signed by project manager?	Yes	
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?	Yes	
15.	Is job work register being properly maintained?	Yes	
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 or De's Inward/outward register being properly maintained	Yes	
20.	Stores and stock registers are properly arranged / maintained?	Yes	
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?	No	
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	

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List of stores checked at	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 1. Building Material photographs database prints not taking on daily basis only taken up to 05.08.17 Dated 6 th & 7 th print not taken 2. Hire charges Photo taken upto 03.08.17, 4 th to 7 th print not taken 3. Panel boards are not in lock and key. 4. Material issue forms issue not maintain properly, not filling the full details. 5. There is no back modem for site. 6. Keys are not labeled properly		
Suggestions: Yes 1. Labour quarters surrounding to be cleaned.		