

Soham Modi

From: Padmanabha Rao <padmanabha@modiproperties.com>
Sent: 01 07 2017 13:37
To: Soham Modi
Cc: Narender Reddy
Subject: Fw: Audit report of contractors bills-Nilgiri Homes

Dear Sir,

The following are the re-audit observations (dtd 1/7/17).

- 1) The contractors bills are arranged on the basis of nature of work.
- 2) The supportive documents are attached.

The filing system is found satisfactory.

Regards,
Padmanabh

On Thursday, June 22, 2017 3:09 PM, Padmanabha Rao <padmanabha@modiproperties.com> wrote:

Dear Sir,

The following are the audit observations of contractors bills filing system.

- 1) The bills are to be filed as per contractor wise with preferably serial number for each bill. This facilitates easy handling/ tracking of bills. At present the bills are filed job/ task wise.
- 2) No contractor sign is noticed in the bills, which are made after 25/6/17.
- 3) Total 138 nos of bills/ request for payment do not have any other supportive bill/ est&measurement papers.
- 4) The bills should be filed in each file in chronological order(date wise).
- 5) The re-audit of the filing system shall be done on 1/7/17.

Regards,
Padmanabh

Soham Modi

From: Padmanabha Rao <padmanabha@modiproperties.com>
Sent: 17 06 2017 14:04
To: Soham Modi
Cc: radheshyam@modiproperties.com
Subject: Audit of contractors bills-Nilgiri Estates

Dear Sir,

We have verified the present filing system and following are the observations.

- 1) The bills are not contractor wise. It is suggested to maintain a serial number for each bill, which helps easy tracking of a particular bill. //
- 2) The contractor signature is not observed in any bill. //
- 3) Supportive papers (allow.equipment,consumable, lab charges,measurement sheet & estimation sheet) are not attached to more than 100 bills/request for payment. //
- 4) Approx. ten bills do not have project manager's signature. //

The project manager wants time up to 15/7/17, to organise properly the present filing system. Once this is done the re-audit shall be done.

Regards,
Padmanabh

upto 2/7/17.