

Annexure (A)

Modi Properties Pvt. Ltd - Site Audit Report

Company:	Gulmohar Residency	Date of site visit:	01.08.2020 to 14.08.2020
Site:	GMR	From / To time:	09:30 to 18:00
Visited by:	N.Narender Reddy	Prepared by:	N.Narender Reddy
Previous date of audit:	31.07.20	Sign:	

Sl No	Description	Maintaining (Yes / No)	Remarks
1.	Requisition Files	Yes	
	a. Is Requisitions files properly maintained at site?	Yes	
	b. Is requisitions are signed by project manager?	No	
	c. Is material received requisitions are updating on daily basis with MRN?	Yes	
	d. Is PO's are enclosed on requisitions properly?	No	
	e. Is pending material is follow-up to suppliers on daily basis?	Yes	
	f. Is there any pending requisition more than 2 months?	No	
	g. Is all site related registers are signed by Project Manager on daily basis?	Yes	
2.	Remarks on requisition details by site report		
	a. Is a remark on requisition details by site report is preparing properly?	Yes	
	b. Is a remark on requisition details by site report file is maintaining properly?	Yes	
	c. Is purchase reply report is filing on to site report properly with remarks & site report?	Yes	
	d. Is site wise requisition file is maintaining	Yes	
3.	Stores & Stock		
	a. No. Of store rooms?	3	
	b. Is stores are being properly arranged material wise & secured properly with Barcode stickers?	No	
	c. Is all store rooms are labelled properly	No	
	d. Is stock maintaining more than 5 Lacs (except cement, steel & tiles?)	Yes	
	e. Is there any unused / not required material is at site?	No	
	f. Is physical stock checking on weekly basis (any 1 or 2 stores)?	No	
	g. Stock report files maintaining at site?	No	
	h. Stock report quantity tally with physical quantity?	No	
	i. Is material issue authorization forms, file is maintaining at site properly?	Yes	
	j. Is there any material issued without authorization by site engineer & material shifting authorization form by signed by engineer on daily basis?	No	
	k. Is any material lying outside the stores		
	l. Is steel & MS material stock stored at designated place	Yes	
4.	Authorization forms		
	a. Is Hire charges Authorization forms are filled by site engineer & file with Hire charges printout		
	b. Is there any without authorization form machineries worked at site?	No	

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19 AUG 2020

N. NARENDER REDDY
ASST. MANAGER

6.	Turnkey Contractors Weekly Reports as per Circular no: 807	Yes	
	a) Annexure of A, B, C sending on Time	Yes	
	b) Milestone Report (D) sending on Time	Yes	
	c) E1 & E2 Sheet sending on Time	Yes	
	d) Certified Copies of Weekly Reports Filing at Site	Yes	
	e) Turnkey material Inward & Outward Register maintained at Site	Yes	
	f) Turnkey Contractor material issued Logbook maintained at Site	Yes	
	g) Turnkey Contractor material issued amount Debit to their Account	Yes	
	h) Is material Inward Registers and Outward Registers are maintaining properly ?	Yes	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :			

VERIFIED BY

19 AUG 2020
N. NARENDER REDDY
ASST. MANAGER-AUG/T

Annexure (B)

Modi Properties Pvt. Ltd - Site Audit Report

Company:	Gulmohar Residency	Date of site visit:	01.08.2020 to 14.08.2020
Site:	GMR	From / To time:	09:30 to 18:00
Visited & prepared by:	N.Narendar Reddy	Prepared by:	N.Narendar Reddy
Previous date of audit	31.07.20	Sign:	
Sl No	Description	Maintaining (Yes / No)	Remarks
1.	All database registers:		
	a. Hire charges Register	Yes	
	b. Building material Register	Yes	
	c. General inward Register	Yes	
	d. Out ward register	Yes	
	e. Moment Register	Yes	
	f. Worker ID Register	Yes	
	g. Cement register	Yes	
	h. Electricity consumption register	Yes	
	i. Rent record register	Yes	
	j. Gate pass book	Yes	
	k. Job work book	Yes	
	l. Visitor Register	Yes	
	m. 3 in 1 register (DL, Alcohol, RC)	Yes	
	n. M-Codex register	Yes	
	o. Is Building material, Hire, General Inward register are maintaining for Turnkey contractor	Yes	
	p. MD comment Register	Yes	
2.	Log Books		
	a. Bills & DC's Log book	Yes	
	b. Contractors Bills inward logbook	Yes	
	c. Generator logbook	Yes	
	d. Consultant comments book	Yes	
	e. Deliver van / Car Log book maintain at site?	Yes	
	f. Consultant Comment book	Yes	
3.			
	a. Block / villa wise center line drawing file	Yes	
	b. Block / villa wise RCC working plan file	Yes	
	c. Block / villa wise brickwork file	Yes	
	d. Block / villa wise electrical Drg file	Yes	
	e. Block / villa wise plumbing Drg file	Yes	



	f. All drawings A3 original file	Yes	
	g. Survey plans file	Yes	
	h. Amenities block file	Yes	
	i. Furniture design and model flat file	Yes	
	j. Cancelled Drg file	Yes	
	k. Layout and utility drawing file.	Yes	
	l. Compound wall drawing file	Yes	
	m. OHT drawing file	Yes	
	n. Sanction plan file	Yes	
	o. Circular files (Red, Blue & Black)	Yes	
	p. Keys handing Over letter file	Yes	
	q. MOM file	Yes	
	r. Task list file	Yes	
	s. Schedule file	Yes	
4.	Filing of office documents		
	a. Generator File	No	
	b. Pumps & equipment record file	No	
	c. Tools & Equipment warranty card files.	Yes	
	d. Utility record file	No	
	e. Electricity Sanction file	Yes	
6.	A & A Files (Block / Villa wise)	NA	
7.	Possession Letter files	NA	
8.	Tenant declaration / NOC file	NA	
9.	Project manager / Admin Expenses card file.	No	
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :			

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19 AUG 2020
N. NARENDAR REDDY
ASST. MANAGER-AUDIT

Annexure (C)

Modi Properties Pvt. Ltd - Site Audit Report

Company Name:	Gulmohar Residency	Date of site visit:	01.08.2020 to 14.08.2020
Project Name:	GMR	From / To time:	09:30 to 18:00
Visited by:	N.Narender Reddy	Prepared by:	N.Narender Reddy
Previous audit date:	31.07.20	Sign:	
Sl No	Description	Maintaining (Yes/No)	Remarks
1.	Creche		
	a) Are children attending Creche?	NA	
	b) Is Creche teacher and Ayya attending as per timings 09.00 AM to 17.30 PM	NA	
	c) Is Midday meals providing to Creche children's?	NA	
	d) Quality of Creche.	NA	
2.	Labour quarters		
	a) No. of labour quarters?	28	
	b) No. of occupied labour quarters?	28	
	c) No. of labour quarters in poor condition?	Nil	
	d) No. of toilets?	06	
	e) No. of washrooms?	06	
	f) No. of quarters in violation of electric supply rules.	No	
	g) Provision of water & electricity for labour quarters?	Yes	
3.	Pumps		
	a) No of Bore well pumps at site	02	
	b) No of Bore well pumps working at site	02	
	c) No of Dewatering pumps	04	
	d) No of dewatering / Bore well pumps under repair	01	

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 N. NARENDER
 ASST. MANAGER

Annexure (D)

Modi Properties Pvt. Ltd - Site Audit Report

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Previous audit date:	31.07.20	Sign:	
SI No	Description	Maintaining (Yes/No)	Remarks
1.	Safety measurements at site No.		
	a) Visitor helmets at security kiosk.	No	
	b) Quality & cleanness of helmets (G/A/P)	Average	
	c) Labors working without helmets & masks.	Yes	
	d) Safety belts / helmets.	No	
	e) Safety net provided. (in apartment projects)	No	
	f) f) Infrared thermo meter being used.	Yes	
	g) g) PVC 500 ltr water tank & Sanitizer is provided.	Yes	
	h) h) Power tools with Al-Service wire being used.	Yes	
	i) i) Is DB box are locked properly.	No	
	j) Is vacant villas / flats are locked properly.	NA	
	k) j) Villa/Flats keys labelling maintained properly.	NA	

Remarks on default in following standard procedures: Nil

Complaints:

Suggestions :



Annexure (F)

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Visited by:	N.Narendar Reddy	Prepared by:	N.Narendar Reddy
Previous audit date:	31.07.20	Sign:	
SI No	Description	Maintaining (Yes/No)	Remarks
MMC			
1.	Monthly Maintenance charges are applicable?	NA	
2.	Is monthly MMC report is maintaining properly at site?	NA	
3.	Admin to provide a list of MMC arrears from DB?	NA	
4.	Is MMC logbook maintaining at site?	NA	
5.	No. of active pages in MMC logbook?	NA	
6.	No. Of units with arrears of more than 2 months of MMC?	NA	
7.	Is MMC arrears notices sent to CR in current month?	NA	
8.	Is MMC certified copy sent to report-audit on monthly basis?	NA	
9.	MMC receipt book is maintaining properly?	NA	
10.	Is there any cash collection in MMC from customers?	NA	
11.	Is weekly basis MMC receipt book certified by accounts?	NA	
List of AMC's			
1.	Is Elevators AMC files are maintaining at site?	NA	
2.	Is RO plant AMC file is maintaining at site?	NA	
3.	Is Roots machines AMC's maintaining at site?	NA	
4.	Is coffee machine AMC file is maintaining at site?	No	
5.	Is DG set AMC file is maintaining at site?	NA	Under warranty
6.	Is GYM equipments AMC file is maintaining at site?	NA	
7.	Is swimming Pool AMC file is maintaining at site?	NA	

