Modi Properties Pvt. Ltd - Site Audit Report

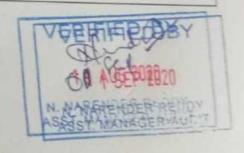
Company: Nilgiri Estates Date of Site VISIC. Site: Nilgiri Estate From / To time: 09.30 to 18.00 N.Narender Reddy Prepared by: N.Narender Reddy Previous date of audit: 14.08.2020 Sign: SOP followed (Yes / No)		1	Modi Properties Pvt.	Ltd - Site Audit Report	17.08.2020 to 31.08	3.2020
Site: Nilgiri Estate Promi 7 to linic. Visited by: N.Narender Reddy Prepared by: N.Narender Reddy Prepared by: N.Narender Reddy Prepared by: N.Narender Reddy Prepared by: Sign: SOP followed (Yes / No) I. Requisition Files: a. Pending & completed requisitions files properly Maintained. b. Requisitions are signed by project manager. Yes C. MRN updated. d. PO's printed and attached to requisitions. Yes Manager on daily basis? I. Sal site related registers are signed by Project Manager on daily basis? 2. Remarks on requisition details by site report: a. Remark on requisition details by site report: a. Remark on requisition details by site report is prepared Properly & tallying with pending requisition file. b. PM signed the above reports. c. Remark on requisition details by site report file is Maintained properly. d. Is purchase reply report attached to above. 3. Stores & Stock: a. Site has to provide list of store room. b. Stores are being properly arranged material wise & Secured properly with Barcode stickers. c. Store rooms are labeled properly. d. Stock value less than 5 Lacks (exclude value of cement, Steel & tiles, building material). e. List of unused and extra material provided by site. f. Physical stock matching db-all stores. g. Stock report files maintained properly. h. Material issued authorization forms & file maintained Properly. i. Material issued authorization forms & file maintained Properly. i. Material issued authorization form by signed by Pes Engineers. j. List of material lying outside the stores provided by site. No Robert Redover No Remarks of Frepared Areas Allowers No Robert Redover No Remarks of Frepared Areas Allowers No Robert Redover No Remarks of Frepared Areas Allowers No Remarks on requisition files. Properly. I. Material issued authorization form by signed by Pes Engineers. j. List of material stock stored at designated place. Properly. I. Material issued authorization forms & file maintained Properly. Robert Redover No Remarks on requisition files. Remarks on requisition file	Compa	inv:	Nilgiri Estates	Date of site visit:		
Visited by: Previous date of audit: 14.08.2020 Sign: SOP followed (Yes / No)			Nilgiri Estate	From / To time:		
Previous date of audit: 14.08.2020 Sign: SOP followed (Yes / No) 1. Requisition Files: A. Pending & completed requisitions files properly Yes Maintained. b. Requisitions are signed by project manager. Yes C. MRN updated. Yes No d. PO's printed and attached to requisitions. Yes Yes Inward no's updated in requisitions. Yes Yes Manager on daily basis? 2. Remarks on requisition details by site report: A. Remark on requisition details by site report: A. Remark on requisition details by site report is prepared Properly & tallying with pending requisition file. Yes Maintained properly. A. Is purchase reply report attached to above. Yes Maintained properly with Barcode stickers. Yes Secured properly with Barcode stickers. Stores & Stock: A. Site has to provide list of store room. O2 A. Site has to provide list of store room. O2 A. Stock value less than 5 Lacks (exclude value of cement, Steel & tiles, building material). e. List of unused and extra material provided by site. No F. Physical stock matching db-all stores. S. Stock report files maintained properly. No No No No No No No N	CONTRACTOR OF THE PARTY OF THE	by:	N.Narender Reddy	Prepared by:	IV.IValender ixeday	
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The Principality	uggest	IONS :		A 9 00	22020	

N. MANAGENDER REDDY ASSESSA MANAGER REDDY Modi Properties Pvt. Ltd - Site Audit Report

Compa	ny:	Nilgiri Estates	Date of site visit:	17.08.2020 to 31.08.2020
Site:		Nilgiri Estate	From / To time:	09.30 to 18.00
Visited by:		N.Narender Reddy	Prepared by:	N.Narender Reddy
	us date of audit:	14.08.2020	Sign:	
SI No		Description	SOP Followed (Yes / No)	Remarks
1.	Site Registers:		Yes	
	a. Hire charg	ges Register.	Yes	
	b. Building material Register.		Yes	
	c. General in	ward Register.	Yes	
	d. Out ward re	egister.		
	e. Moment F	Register.	Yes	
	f. Worker II.	Register.	Yes	
	g. Cement re	egister.	Yes	
	h. Electricity	consumption registers.		
	i. Rent recor	rd register.	Yes	
	j. Gate pass	book.	Yes	
	k. Job work book.			
	1. 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 & Do	a. Bills & DC's Log book		
	b. Turnkey contractor's inward with bill copies.		Yes	
	c. Generator logbook		Yes	
	d. Consultant comments book		Yes	
	e. Deliver van / Car Log book.		Yes	
3.	Turnkey contractors logbook:		Yes	
	a. Annexure of A,B,C files		Yes	
	b. Milestone report file.		Yes	TAPLE CITY OF GA
	c. Annexure E1, E2 & F file		Yes	A 2020
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Annexure (B)

	d. Turnkey Material inward & outward register.	Yes			
	e. Turnkey contractor material issued logbook.	Yes			
	f. Turnkey contractor's material issued statement sent to HO file.	Yes			
4.	Filing of plans:				
	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			
	Compound wall drawing file.	Yes			
	m. OHT drawing file.	Yes			
	n. Sanction plan file	Yes			
	o. Circular files (Red, Blue & Black files).	Yes			
	p. Keys handing over letter file.	Yes			
	q. MOM file.	Yes			
	r. Task list file.	Yes			
	s. Schedule file.	Yes			
5.	Filing of office documents:				
	a. Equipment bills & warranty file. (For each type equipment).	No			
	b. Electricity Sanction file.	Yes			
	c. ENV clearance/CFE File.	Yes			
	d. Fire NOC file.	No			
	e. Correspondence file.	No			
j	A & A Files (Block / Villa wise).	Yes			
7.	Possession Letter files.	Yes			
3.	Tenant declaration / NOC file.	No			
).	Project manager / Admin Expenses card file.	No			
	ks on default in following standard procedures: Nil				
ompl	laints:				



Annexure (C)

Modi Properties Pvt. Ltd - Site Audit Report

Company:		Nilgiri Estates	Date of site visit:	17.08.2020 to 31.08.2020
Site:		Nilgiri Estate	From / To time:	09.30 to 18.00
Visited	l by:	N.Narender Reddy	Prepared by:	N.Narender Reddy
Previo	us date of audit:	14.08.2020	Sign:	
SI No	Description		SOP Followed (Yes/No)	Remarks
1.	Crèche			
	a) Crèche Oper	rational.	NA	
		her and Aya attending as per 00 AM to 17.30 PM.	NA	
	c) Midday mea	ds provided.	NA	
	d) No of children's.		NA	
2.	Labor quarters			
	a) No. of labor quarters.		7	
	b) No. of occupied labor quarters.		7	
	c) No. of toilets.		2	
	d) No. of washrooms.		2	
	e) Electrical power connection.		Yes	
	f) Provision of water & electricity for labor Quarters.		Yes	
3.	Pumps & Equipment.			
	a) Water supply file maintained.		No	
	b) List of pumps & Equipments file maintained.		Yes	
	c) List of computers & peripherals file.		No	
	d) List of meters & submitters file.		Yes	
4.	Model Units			
	a) Model villas / flats maintained properly.		No	
	b) Club House maintained properly.		Yes	
	c) Swimming pool maintained properly.		Yes	
		en spaces maintained properly.	Yes	

Remarks on default in following standard procedures:	ISD BY
Complaints:	VERIFIED BY
Suggestions:	1 2 20 20 20 EDDY
	N.N. NARENDERGE BUTTY

Annexure (D)

Modi Properties Pvt. Ltd - Site Audit Report

Company:		Nilgiri Estates	Date of site visit:	17.08.2020 to 31.08.2020
Site:		Nilgiri Estate	From / To time:	09.30 to 18.00
Visited	i by:	N.Narender Reddy	Prepared by:	N.Narender Reddy
Previo	us date of audit:	14.08.2020	Sign:	
SI No	Description		SOP Followed (Yes/No)	Remarks
1.	Safety measur	ements at site		
	a) No of visitor helmets at security kiosk.		06	
	b) Quality & cleanness of helmets (G/A/P)		Average	
	c) Labors working without helmets & masks		60%	
	d) Safety belts / helmets.		No	
	e) Safety net provided (in apartment projects)		NA	
	f) Infrared thermo meter being used.		No	
	g) PVC 500 ltr water tank & Sanitizer is Provided.		Yes	124
	h) Power tools being used with Al-Service wire.		Yes	
	i) Is DB box are locked properly		No	
	j) Is vacant villas / flats are locked properly		No	

Remarks on default in following standard procedures: Nil

Complaints: Not following the safty procedures of covid guidelines

Suggestions:

VERIFIED BY
VERIFI

Annexure (E)
Modi Properties Pvt. Ltd - Site Audit Report

Company: Nilgiri Estates		Date of site visit:	17.08.2020 to 31.08.2020	
		Nilgiri Estate	From / To time:	09.30 to 18.00
Site		N.Narender Reddy	Prepared by:	N.Narender Reddy
	ted by: rious date of audit:	II CAPACOCA I INDUITA CARACTER SE	Sign:	
	Tous date of addit.	11000000	Remarks	Remarks (Brief
SI No	Description		(Yes/No)	Description)
MM	c			
1.	Monthly Mainte	enance File.	Yes	
2.	MMC logbook		No	
3.	No. Of units with arrears of more than 2 months of MMC.		32	
4.	MMC arrears notice file.		No	
5.	MMC regular file.		No	
6.	MMC receipt book maintained properly.		Yes	
7.		in MMC from customers.	No	
8.	MMC receipt book certified by accounts on weekly basis.		No	
9.	Equipment AMC list file.		No	
10.	All registers & DC books certified by stores in charge.		No	
11.	C.C TV cameras list file.		No	
12.	Security service	es regular file.	Yes	

Remarks on default in following standard procedures: Nil
Complaints: Monthly maintenance logbook not updating properly, MMC not collecting on daily basis
Suggestions:

VERSELANDER REDDY
ASST. MANAGER-AUCHT
ASST. MANAGER-AUCHT

Annexure (F)

Modi Properties Pvt. Ltd - Site Audit Report

		Modi Properties Fyt. Ets	Date of site visit:	17.08.2020 to 31.08.202
Company:		Nilgiri Estates	From / To time:	09.30 to 18.00
Site:		Nilgiri Estate	Prom/ 10	
Visited by:		N.Narender Reddy	Prepared by:	N.Narender Reddy
		14.08.2020	Sign:	
Previ	ous date of audit:	14.00.6060	con Callewed	Remarks
SI No	Description		SOP followed (Yes/No)	Attimates
1.	Security Service		0.1	
	a) No. of secur	ity sanctioned as per circular.	04	
	b) No. of secur	ity regularly present.	04	
	c) Uniform is n	naintained by all security.	Yes	
	d) No. of sticks	& Torch lights provided.	02	
	e) Security supervisor is maintained registers properly.		Yes	
2.	House keeping			
	a) No. of sweepers & boys sanctioned in builder A/c.		02	
	b) No. of Sweepers & other operators (Machine boys & Lift operators sanctioned in association A/c.		04	
	THE RESERVE AND ADDRESS OF THE PARTY OF THE	maintained by all housekeeping staff.	Yes	
	d) Housekeeping schedule is maintained properly.		Yes	
3.	Gardening Services			
	a) No. of Gardeners sanctioned in Builder A/c.		Nil	
	b) No. of Gardeners Sanctioned in Association A/c.		04	
	c) Gardening schedule is maintained properly.		Yes	
	d) Tools are maintaining at site properly.		Yes	
1.	C.C Cameras			
	a) No of cameras sanctioned at site.		05	
	b) No of cameras not working at site.		03	
	c) Time laps camera data backup sending time to time.		NA	
Remai	ks on default in fe	ollowing standard procedures:	VERI	ED BY
Comp	laints:Most of Car	mera's not working at site	VERI	
	stions :		A 3	SEP 2020

N. NARENDER ALGOY ASST. MANAGER-AUGIT