

ATR on ADMIN - AUDIT REPORT

Company:	Nilgiri Estates	Date:	5-03-18
Site:	Nilgiri Estates	Prepared by:	N.Narender Reddy
Audit by	B. Praveen	Approved by:	B.Mallikarjun
Audit Report Dated on	1-03-18		

SL.NO	AUDIT COMMENTS	SITE - ADMIN ATR	CERTIFIED BY PROJECT MANAGER
1	Building material inward & hire charges are not authorised sign by security,admin,PM on daily basis	27.2.18 dated sign not done.rectified	YES
2	Creche running properly midday meals,children are playing working area	Same day creche teacher on leave,lunch time children came to working area.Informed security and rectified	YES
3	Requisitions signed by PM	One requisition sign not done(71134) -rectified	YES
4	Material Issue forms are not updated in database from 22.2.18	22.2.18 to 24.2.18 Issue forms office boy not filed.and 26.2.18 27.2.18 2 days updation completed but print outs not taken -Rectified	YES
5	PO not enclosed Req No 71093	Rectified	YES
6	Weekly remarks on site report not signed by PM	sign not done on Three: report -Rectified	YES
7	PO's & WO's are not generated in lead time 71058,71078,71109,71117	These requisitions PO not made same i have sent mail to Prabhakar,mentioned in site report the same.	YES
8	Stock report is not updated with rate of material.	Purchase division to be update the rates i have sent mail to prabhakar the same.	YES
9	Many loose papers & drawing found in engineer cupboards	Strictly instructions given to Office boy and which is loose papers ask to engineer and filed / through away.do not stock.	YES
10	Job work sheets are not signed by Madhusudhan/mallikarjun	Which dates of Job sheets PM not signed, that days mallikarjun on LEAVE sravan written the job works counter sign madhusudhan not signed. Rectified	YES