

Subject: Certification of quarterly reports.

QC has been assigned the task of coordinating and cross checking quarterly certification of the reports given under. QC shall ensure that these reports are generated and sent to project managers within 2 or 3 days after the end of each quarter. These reports needs to be certified by project managers/site in-charge and submitted to report-audit@modiproperties.com by email, within 15 days from the end of each quarter. Hard copies must be sent to MD.

1. Missed QC reports. This report shall also be sent to report-audit@modiproperties.com within 15 days from end of each quarter. Hard copy to be sent to QC team for cross check.
2. List of approved plans at site. M-codex can generate a excel report with the list of valid plans. Site must have the original + photocopies of all valid plans. Plans which are to be marked as cancelled must be removed and placed in the cancel file at site. QC to physically cross check all plans at site and report any discrepancies in filing or uploading on M-codex.
3. Billing database generates 2 reports i.e., contractor wise report and unit wise report. QC to get the unit wise report certified by project manager/project in-charge every quarter. Check for duplicate billing or missed billing. This report shall also be sent to report-audit@modiproperties.com within 15 days from end of each quarter. Hard copy to be sent to E&D team for cross check.

For quarter ending 30th June, 2020 the above 3 reports shall be due by 17-08-2020.

Soham Modi.