Annexure (A)

	i l	kilver Oak Villas	P-1f sila visila.	01 00 2020 to 11 00 2020	2020
Site:	<i>iy</i> .	Silver Oak Villas LLP	From / To time:	09.30 to 18.00	
Visited by:	by:	N.Narender Reddy	Prepared by:	N.Narender Reddy	
Previou	Previous date of audit:	31.08.2020	Sign:		
SI No		Description		SOP followed (Yes / No)	Remarks
1.	Requisition Files:	les:			
	a. Pending & co Maintained.	Pending & completed requisitions files properly Maintained.	es properly	Yes	
	b. Requisitions	Requisitions are signed by project manager	anager.	Yes	
	c. MRN updated.	1.		Yes	
	d. PO's printed	PO's printed and attached to requisitions	ions.	Yes	
	e. Inward no's ι	Inward no's updated in requisitions.		Yes	
	f. Is all site rel	Is all site related registers are signed by Project Manager on daily basis?	d by Project	Yes	
2.	Remarks on req	Remarks on requisition details by site report:	eport:		
	a. Remark on re Properly &	 Remark on requisition details by site report is prepared Properly & tallying with pending requisition file. 	report is prepared equisition file.	Yes	
	b. PM signed th	PM signed the above reports.		Yes	
	c. Remark on requisition Maintained properly.	Remark on requisition details by site report file is Maintained properly.	report file is	Yes	
	d. Is purchase re	d. Is purchase reply report attached to above	ıbove.	Yes	
3.	Stores & Stock:				
	a. Site has to pr	a. Site has to provide list of store room.		Yes	
	b. Stores are be Secured pro	 Stores are being properly arranged material wise & Secured properly with Barcode stickers. 	naterial wise & kers.	Yes	
	c. Store rooms	Store rooms are labeled properly.		Yes	
	d. Stock value l	Stock value less than 5 Lacks (exclude value of cement, Steel & tiles, building material)	de value of cement,	No	
	e. List of unuse	List of unused and extra material provided by site	vided by site.	Yes	
	f. Physical sto	Physical stock matching db-all stores.	es.	No	
	g. Stock report	Stock report files maintained properly.	у.	Yes	
	h. Material issu Properly.	 Material issue authorization forms & file maintained Properly. 	file maintained	Yes	
	i. Material iss Engineers.	Material issued authorization form by signed by Engineers.	by signed by	Yes	
	j. List of mate	List of material lying outside the stores provided by site.	ores provided by site.	Yes	
	k. Steel & MS r	Steel & MS material stock stored at designated place.	designated place.	Yes	
4.	Authorization forms:	forms:			
	a. Hire charges Printed and	Hire charges and building material inward record Printed and signed on daily basis.	nward record	Yes	
	b. PM has signed above	d above.		Yes	
Remarks	on default in fc	Remarks on default in following standard procedures: Nil	dures: Nil		
Complaints:	nts:				
Suggestions.	OIIS.				

Annexure (B)

		ALEX OF A PARTY AND A PARTY PA	TO CALL TO COAT	
Company:	ly:	Modi housing Pvt Ltd	Date of site visit:	01.09.2020 to 14.09.2020
Site:		Silver Oak Villas LLP	From / To time:	09.30 to 18.00
Visited by:	by:	N.Narender Reddy	Prepared by:	N.Narender Reddy
Previou	Previous date of audit:	31.08.2020	Sign:	
SI No		Description	SOP Followed (Yes / No)	Remarks
1.	Site Registers:			
	a. Hire charges Register	s Register.	Yes	
	b. Building material Register.	terial Register.	Yes	
	c. General inv	General inward Register.	Yes	
	d. Out ward register.	gister.	Yes	
	e. Moment Register.	egister.	Yes	
	f. Worker ID Register	Register.	Yes	
	g. Cement register.	jster.	Yes	
	h. Electricity c	Electricity consumption registers.	Yes	
	i. Rent record register.	l register.	Yes	
	j. Gate pass book.	ook.	Yes	
	k. Job work book	ok.	Yes	
	1. Visitor Register.	jister.	Yes	
	m. 3 in 1 register (DL,	er (DL, Alcohol, RC).	Yes	
	n. M-Codex register	gister.	Yes	
	o. Is Building r register are Contractor.	Is Building material, Hire, General Inward register are maintaining for Turnkey Contractor.	Yes	
	p. MD comment Register	nt Register	Yes	
2.	Log Books:			
	a. Bills & DC	Bills & DC's Log book	Yes	
	b. Turnkey cor	b. Turnkey contractor's inward with bill copies.	Yes	
	c. Generator logbook	ogbook	Yes	
	d. Consultant comments book	omments book	Yes	
	e. Deliver var	Deliver van / Car Log book.	NA	
3.	Turnkey contractors logbook:	ctors logbook:		
	a. Annexure	Annexure of A,B,C files	Yes	
	b. Milestone report file	port file.	Yes	
	c. Annexure E1,	E1, E2 & F file	Yes	

Annexure (B)

	Complaints: Suggestions:
	Remarks on default in following standard procedures: Nil
Yes	Project manager / Admin Expenses card file.
Yes	Tenant declaration / NOC file.
Yes	Possession Letter files.
Yes	A & A Files (Block / Villa wise).
No	e. Correspondence file.
NA	d. Fire NOC file.
No	c. ENV clearance/CFE File.
No	b. Electricity Sanction file.
I es	type equipment).
Yes	
Yes	s. Schedule file.
Yes	r. Task list file.
Yes	q. MOM file.
Yes	p. Keys handing over letter file.
Yes	o. Circular files (Red, Blue & Black files).
Yes	n. Sanction plan file
Yes	m. OHT drawing file.
Yes	1. Compound wall drawing file.
Yes	k. Layout and utility drawing file.
Yes	j. Cancelled Drg file.
Yes	
Yes	
Yes	g. Survey plans file.
Yes	f. All drawings A3 original file.
Yes	e. Block / villa wise plumbing Drg file.
Yes	d. Block / villa wise electrical Drg file.
Yes	c. Block / villa wise brickwork file.
Yes	b. Block / villa wise RCC working plan file.
Yes	a. Block / villa wise center line drawing file.
	Filing of plans:
Yes	f. Turnkey contractor's material issued statement sent to HO file.
Yes	e. Turnkey contractor material issued logbook.
Yes	d. Turnkey Material inward & outward register.

Annexure (C)

	Yes	d) Parks and open spaces maintained properly.	d) Parks and	
	Yes	c) Swimming pool maintained properly.	c) Swimming	
	Yes	b) Club House maintained properly.	b) Club Hous	
	Yes	a) Model villas / flats maintained properly.	a) Model villa	
	Yes		Model Units	4.
	Yes	d) List of meters & submitters file.	d) List of met	
	Yes	c) List of computers & peripherals file.	c) List of con	
	Yes	b) List of pumps & Equipments file maintained.	b) List of pun	
	No	a) Water supply file maintained.	a) Water supp	
		ipment.	Pumps & Equipment	3.
	Yes	Provision of water & electricity for labor Quarters.	f) Provision Quarters.	
	Yes	e) Electrical power connection.	Н	
	4	hrooms.	d) No. of washrooms	
	4	ts.	c) No. of toilets	
	18	b) No. of occupied labor quarters.	b) No. of occi	
	18	r quarters.	a) No. of labor quarters	
		S	Labor quarters	2.
	07	lren's.	d) No of children's	
	No	eals provided.	c) Midday meals provided	
Only crèche teacher	Yes	b) Crèche teacher and Aya attending as per timings 09.00 AM to 17.30 PM.	b) Crèche tead timings 09	
	Yes	erational.	a) Crèche Operational	
			Crèche	1.
	(Yes/No)			
	SOP Followed	Description		SI No
	Sign:	31.08.2020	Previous date of audit:	Previou
N.Narender Reddy	Prepared by:	N.Narender Reddy	by:	Visited by:
09.30 to 18.00	From / To time:	Silver Oak Villas LLP		Site:
01.09.2020	Date of site visit:	Modi housing Pvt Ltd	ny:	Company:

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Annexure (D)

		Madi handina Dut I td	Data of alta clinite	01 00 2020 to 14 00 2020
Company:		MOUI HOUSING F VI LIA	Date of site visit.	01.09.2020 to 14.09.2020
Site:		Silver Oak Villas LLP	From / To time:	09.30 to 18.00
Visited by:	by:	N.Narender Reddy	Prepared by:	N.Narender Reddy
Previo	Previous date of audit: 31.08.2020	31.08.2020	Sign:	
SI No		Description	SOP Followed (Yes/No)	Remarks
1.	Safety measurements at site	ements at site		
	a) No of visitor	a) No of visitor helmets at security kiosk.	6	
	b) Quality & cl	b) Quality & cleanness of helmets (G/A/P)	Average	
	c) Labors work	c) Labors working without helmets & masks	25 Nos	
	d) Safety belts / helmets	/ helmets.	Yes	
	e) Safety net pi projects)	e) Safety net provided (in apartment projects)	NA	
	f) Infrared the	Infrared thermo meter being used.	Yes	
	g) PVC 500 ltr Provided.	g) PVC 500 ltr water tank & Sanitizer is Provided.	Yes	
	h) Power tools	h) Power tools being used with Al-Service	Yes	
	wire.			
	i) Is DB box	Is DB box are locked properly	Yes	
	j) Is vacant vi	Is vacant villas / flats are locked properly	No	

Remarks on default in following standard procedures: Nil
Complaints:
Suggestions:

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

		*	,	
Company:		Modi housing Pvt Ltd	Date of site visit:	01.09.2020 to 14.09.2020
Site:		Silver Oak Villas LLP	From / To time:	09.30 to 18.00
Visited by:	d by:	N.Narender Reddy	Prepared by:	N.Narender Reddy
Previo	Previous date of audit: $31.08.2020$	31.08.2020	Sign:	
Sl			Remarks	Remarks (Brief
No		Description	(Yes/No)	Description)
MMC				
1.	Monthly Maintenance File	nance File.	No	
2.	MMC logbook manual	nanual.	No	
3.	No. Of units with MMC.	No. Of units with arrears of more than 2 months of MMC.	NA	
4.	MMC arrears notice file	tice file.	NA	
5.	MMC regular file	e.	NO	
6.	MMC receipt bo	MMC receipt book maintained properly.	NA	
7.	Cash collection i	Cash collection in MMC from customers.	No	
.∞	MMC receipt bo basis.	MMC receipt book certified by accounts on weekly basis.	No	
9.	Equipment AMC list file	🗅 list file.	NA	
10.	All registers & I charge.	All registers & DC books certified by stores in charge.	Yes	
11.	C.C TV cameras list file	list file.	No	
12.	Security services regular file	s regular file.	Yes	

Remarks on default in following standard procedures: Nil Complaints: MMC not maintaining at site.

Suggestions: MMC Database to be updated, More than 6 months possession taken villas MMC to be collected, and MMC Manual logbook to be maintained.

Annexure (F)

Compositi	Madi hansing Dut I td	Data of oita viciti	01 00 2020 to 14 00 2020
Company.	Modification of the Market of	Date of site visit.	01.09.2020 (0 14.09.2020
Site:	Silver Oak Villas LLP	From / To time:	09.30 to 18.00
Visited by:	N.Narender Reddy	Prepared by:	N.Narender Reddy
Previous date of audit:	31.08.2020	Sign:	
SI No	Description	SOP followed (Yes/No)	Remarks
1. Security Services	es		
a) No. of securi	a) No. of security sanctioned as per circular.	04	
b) No. of securi	b) No. of security regularly present.	04	
c) Uniform is m	c) Uniform is maintained by all security.	Yes	
d) No. of sticks	d) No. of sticks & Torch lights provided.	2+2	
e) Security supe	e) Security supervisor is maintained registers properly.	Yes	
2. House keeping			
a) No. of sweep	a) No. of sweepers & boys sanctioned in builder A/c.	03	
b) No. of Sweep Lift operato	b) No. of Sweepers & other operators (Machine boys & Lift operators sanctioned in association A/c.	03	
c) Uniforms is 1	Uniforms is maintained by all housekeeping staff.	Yes	
d) Housekeepin	d) Housekeeping schedule is maintained properly.	Yes	
3. Gardening Services	ices		
a) No. of Garde	a) No. of Gardeners sanctioned in Builder A/c.	AN	
b) No. of Garde	b) No. of Gardeners Sanctioned in Association A/c.	03	
c) Gardening sc	c) Gardening schedule is maintained properly.	Yes	
d) Tools are ma	d) Tools are maintaining at site properly.	Yes	
4. C.C Cameras			
a) No of camera	a) No of cameras sanctioned at site.	06	
b) No of camer	b) No of cameras not working at site.	02	
c) Time laps ca	c) Time laps camera data backup sending time to time.	NA	
Remarks on default in f	Remarks on default in following standard procedures:		
Complaints:			
Suggestions:			