

Annexure (A)

Modi Properties Pvt. Ltd - Site Audit Report

Company:	Nilgiri Estates	Date of site visit:	16-09-20 to 30-09-20
Site:	Nilgiri Estates	From / To time:	09.30 to 18.00
Visited by:	M.MAHESH	Prepared by:	M.MAHESH
Previous date of audit:		Sign:	
Sl No	Description	SOP followed (Yes / No)	Remarks
1.	Requisition Files:		
	a. Pending & completed requisitions files properly Maintained.	Yes	But there is no signature of lady engineer
	b. Requisitions are signed by project manager.	Yes	
	c. MRN updated.	Yes	
	d. PO's printed and attached to requisitions.	Yes	
	e. Inward no's updated in requisitions.	No	
	f. Is all site related registers are signed by Project Manager on daily basis?	Yes	
2.	Remarks on requisition details by site report:		
	a. Remark on requisition details by site report is prepared Properly & tallying with pending requisition file.	Yes	
	b. PM signed the above reports.	Yes	
	c. Remark on requisition details by site report file is Maintained properly.	Yes	
	d. Is purchase reply report attached to above.	No	
3.	Stores & Stock:		
	a. Site has to provide list of store room.	02	
	b. Stores are being properly arranged material wise & Secured properly with Barcode stickers.	Material need to arrange properly	Barcode stickers are ok
	c. Store rooms are labeled properly.	NO	

	d. Stock value less than 5 Lacks (exclude value of cement, Steel & tiles, building material).	No	
	e. List of unused and extra material provided by site.	Bathroom tiles	Which is already list given to MD.Sir
	f. Physical stock matching db-all stores.	NO	
	g. Stock report files maintained properly.	Yes	
	h. Material issue authorization forms & file maintained Properly.	NO	Need to do issue material on daily basis,Lady engineer is not doing
	i. Material issued authorization form by signed by Engineers.	No	
	j. List of material lying outside the stores provided by site.	Yes	Panel doors are laying at club house
	k. Steel & MS material stock stored at designated place.	NA	
4.	Authorization forms:		
	a. Hire charges and building material inward record Printed and signed on daily basis.	Yes	
	b. PM has signed above.	Yes	
Remarks on default in following standard procedures: Nil			
Complaints: lady engineer is not following standard procedure for regular material follow up , very poor in material followup ,stores not arranging properly . She is spending full 8 hours on doing Database work only.			
Suggestions : Need to shuffle			

Annexure (B)

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Visited by:	M.MAHESH	Prepared by:	M.MAHESH
Previous date of audit:		Sign:	
Sl No	Description	SOP Followed (Yes / No)	Remarks
1.	Site Registers:		
	a. Hire charges Register.	Yes	
	b. Building material Register.	Yes	
	c. General inward Register.	Yes	Lady engineer is not doing signature & checking daily wise
	d. Out ward register.	Yes	
	e. Moment Register.	Yes	
	f. Worker ID Register.	Yes	
	g. Cement register.	Yes	
	h. Electricity consumption registers.	Yes	
	i. Rent record register.	No	Excel format not maintaining
	j. Gate pass book.	Yes	
	k. Job work book.	Yes	
	l. Visitor Register.	Yes	
	m. 3 in 1 register (DL, Alcohol, RC).	NO	Need to update on regular basis
	n. M-Codex register.	NO	Lady engineer is not doing scanning & upload in M-codex
	o. Is Building material, Hire, General Inward register are maintaining for Turnkey Contractor.	Yes	
	p. MD comment Register	Yes	

Annexure (B)

2.	Log Books :		
	a. Bills & DC's Log book	Yes	
	b. Turnkey contractor's inward with bill copies.	Yes	
	c. Generator logbook	Yes	
	d. Consultant comments book	NA	
	e. Deliver van / Car Log book.	Yes	
3.	Turnkey contractors logbook:		
	a. Annexure of A,B,C files	Yes	
	b. Milestone report file.	Yes	
	c. Annexure E1, E2 & F file	NA	

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.	No	
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.	NA	
	i. Furniture design and model flat file	NA	
	j. Cancelled Drg file.	Yes	
	k. Layout and utility drawing file.	Yes	
	l. Compound wall drawing file.	Yes	
	m. OHT drawing file.	NA	
	n. Sanction plan file	Yes	
	o. Circular files (Red, Blue & Black files).	Yes	Lady engineer is not updating new circulars & MOM in files
	p. Keys handing over letter file.	NA	
	q. MOM file.	Yes	
	r. Task list file.	Yes	
	s. Schedule file.	NA	
5.	Filing of office documents:		
	a. Equipment bills & warranty file. (For each type equipment).	Yes	
	b. Electricity Sanction file.	No	

Annexure (B)

	c. ENV clearance/CFE File.	NA	
	d. Fire NOC file.	NA	
	e. Correspondence file.	Not maintaining	
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.	Yes	Filing not done
Remarks on default in following standard procedures: Nil			
Complaints:			
Suggestions :			

Annexure (C)

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Previous date of audit:		Sign:	
Sl No	Description	SOP Followed (Yes/No)	Remarks
1.	Crèche	NA	
	a) Crèche Operational.	NA	
	b) Crèche teacher and Aya attending as per timings 09.00 AM to 17.30 PM.		
	c) Midday meals provided.	NA	
	d) No of children's.	NA	
2.	Labor quarters		
	a) No. of labor quarters.	10	
	b) No. of occupied labor quarters.	10	
	c) No. of toilets.	02	
	d) No. of washrooms.	02	
	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	Explained how to maintain
	d) List of meters & submitters file.	05	
4.	Model Units		
	a) Model villas / flats maintained properly.	Yes	
	b) Club House maintained properly.	Yes	

Annexure (C)

c) Swimming pool maintained properly.	NO	Water colour is changed
d) Parks and open spaces maintained properly.	No	Grass cutting is not happening

Remarks on default in following standard procedures :
Complaints : Lady engineer is not giving schedule to gardening staff as per spiral log book
Suggestions :

Annexure (D)

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

Remarks on default in following standard procedures: Nil
Complaints:
Suggestions: suggested to security supervisor to patrol every one hour for remind to wear masks for labours at site

Annexure (E)

Company:		Nilgiri Estates	Date of site visit:	16-09-20 to 30-09-20
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Visited by:		M.MAHESH	Prepared by:	M.MAHESH
Previous date of audit:			Sign:	
Sl No	Description		Remarks (Yes/No)	Remarks (Brief Description)
MMC				
1.	Monthly Maintenance File.		NO	
2.	MMC logbook manual.		Yes	
3.	No. Of units with arrears of more than 2 months of MMC.			Lot of villa customers not paid
4.	MMC arrears notice file.		NO	
5.	MMC regular file.		NO	
6.	MMC receipt book maintained properly.		Yes	
7.	Cash collection in MMC from customers.		NO	
8.	MMC receipt book certified by accounts on weekly basis.		NO	
9.	Equipment AMC list file.		NO	Not maintaining
10.	All registers & DC books certified by stores in charge.		NO	
11.	C.C TV cameras list file.		No	
12.	Security services regular file.		No	

Remarks on default in following standard procedures: Nil
Complaints: lady engineer is not doing followup for MMC collection & not issuing notices for customers
Suggestions : I suggested to take the help from CR department to issue notices for MMC

Annexure (F)

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Visited by:	M.MAHESH	Prepared by:	M.MAHESH
Previous date of audit:		Sign:	
Sl No	Description	SOP followed (Yes/No)	Remarks
1.	Security Services		
	a) No. of security sanctioned as per circular.	05	Need to maintain file
	b) No. of security regularly present.	05	
	c) Uniform is maintained by all security.	Yes	Shoes not wearing
	d) No. of sticks & Torch lights provided.	10 sticks	01 torch light
	e) Security supervisor is maintained registers properly.	Yes	
2.	House keeping		
	a) No. of sweepers & boys sanctioned in builder A/c.	02	1 sweeper & 1 office boy
	b) No. of Sweepers & other operators (Machine boys & Lift operators sanctioned in association A/c.	03	03 sweepers from Association account
	c) Uniforms is maintained by all housekeeping staff.	Yes	
	d) Housekeeping schedule is maintained properly.	NO	
3.	Gardening Services		
	a) No. of Gardeners sanctioned in Builder A/c.	No	
	b) No. of Gardeners Sanctioned in Association A/c.	05	
	c) Gardening schedule is maintained properly.	No	
	d) Tools are maintaining at site properly.	No	
4.	C.C Cameras		
	a) No of cameras sanctioned at site.	05	
	b) No of cameras not working at site.	02	Not working from last one month , I ask to

			check with electrician
	c) Time laps camera data backup sending time to time.	NO	
Remarks on default in following standard procedures:			
Complaints:			
Suggestions :			