

1.12  
Modi Properties & Inv. Pvt. Ltd - Site Audit Report by Praveen

|             |                                                                                                                                                                    |                     |                  |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------|
| Company:    | Modi Realty Miryalaguda                                                                                                                                            | Date of site visit: | 19.05.17(Friday) |
| Site:       | AVR Gulmohar Homes                                                                                                                                                 | From / To time:     | 10:00 to 16:00   |
| Visited by: | Praveen                                                                                                                                                            | Prepared by:        | Praveen          |
| Other:      |                                                                                                                                                                    | Sign:               |                  |
| Sl No.      | Description                                                                                                                                                        | Remarks             |                  |
| 1.          | Is the 'Material shifting authorization forms' used at site?<br>Are the forms serial nos mentioned in the Hire charges register?                                   | Yes<br>Yes          |                  |
| 2.          | Is the 'Material issue authorization forms' used at site?<br>Are the form's serial nos mentioned in the stock register?                                            | Yes<br>Yes          |                  |
| 3.          | Are the Site office, Clubhouse and Model Flats properly maintained and cleaned on a daily basis?                                                                   | Yes                 |                  |
| 4.          | Is Security properly dressed and are provided with a stick and torch?<br>No. of security personal as approved?                                                     | Yes                 |                  |
| 5.          | Is scrap properly arranged and sold as and when required?                                                                                                          | Yes                 |                  |
| 6.          | Is the Creche running properly with midday meals?                                                                                                                  | Na                  |                  |
| 7.          | Keys are properly labeled and numbered?                                                                                                                            | Yes                 |                  |
| 8.          | Is use of helmets and safety belts properly enforced? Are 12 nos. neat and clean white helmets stocked at security cabin in apartment projects for customers?      | Na                  |                  |
| 9.          | Is utility bills and payments details/register updated by Admin Officer regularly?                                                                                 | Yes                 |                  |
| 10.         | Is the condition of labour quarters, water and sanitation facility in order?<br>Is there misuse of electric power?                                                 | Yes                 |                  |
| 11.         | Are requisitions properly filed and signed by project manager?                                                                                                     | Yes                 |                  |
| 12.         | Are attendance, building material, inward, hire charges, cement, outward, electricity, etc., maintained properly and signed by engineer and admin officer at site? | Yes                 |                  |
| 13.         | Do weekly reports tally with registers?                                                                                                                            | Yes                 |                  |
| 14.         | Are there any receipts of building material before 9 am and after 6 pm without due authorization?                                                                  | Yes                 |                  |
| 15.         | Is job work register being properly maintained?                                                                                                                    | Yes                 |                  |
| 16.         | Is the attendance recorder properly installed and used? Is the ID no. registered properly maintained?                                                              | Yes                 |                  |
| 17.         | Has security supervisor ensured that all vacant flats & villas are locked?                                                                                         | Na                  |                  |
| 18.         | Are gate passes being properly maintained and correctly filled?                                                                                                    | Yes                 |                  |
| 19.         | Are Bills & Dc's Inward\outward register being properly maintained                                                                                                 | Yes                 |                  |
| 20.         | Stores and stock registers are properly arranged / maintained?                                                                                                     | Na                  |                  |
| 21.         | Is the constructions circular spiral bound in good condition? Is file for latest circulars and internal memos properly maintained?                                 | Yes                 |                  |
| 22.         | Are hire charges and building material photographs being printed from database within one working day?                                                             | Yes                 |                  |
| 23.         | Are store rooms properly secured?                                                                                                                                  | Yes                 |                  |
| 24.         | There is no material lying outside the storerooms?                                                                                                                 | Yes                 |                  |
| 25.         | Stock Register quantity tallies with physical quantity?                                                                                                            | Yes                 |                  |

| List of stores checked                                    | Stores checked (Y /N) | Qualitative rating (G/A/P) |
|-----------------------------------------------------------|-----------------------|----------------------------|
| Electrical                                                | Yes                   | Good                       |
| Cement                                                    | Yes                   | Average                    |
| Plumbing – PVC                                            | -                     | -                          |
| Plumbing –GI                                              | -                     | -                          |
| Sanitary                                                  | -                     | -                          |
| CP fittings                                               | -                     | -                          |
| Tiles                                                     | -                     | -                          |
| Lift                                                      | -                     | -                          |
| General Material                                          | -                     | -                          |
| Tools                                                     | -                     | -                          |
| Doors & hardware                                          | -                     | -                          |
| Misc.                                                     | -                     | -                          |
| Remarks on default in following standard procedures: Nil  |                       |                            |
| Remarks on corrections made in registers or database: Nil |                       |                            |
| Complaints: Yes                                           |                       |                            |
| 1. Minor errors are solved at site.                       |                       |                            |
| Suggestions: Nil                                          |                       |                            |