

## Modi Properties Pvt. Ltd - Site Audit Report

|                         |                                                                                                |                            |                          |
|-------------------------|------------------------------------------------------------------------------------------------|----------------------------|--------------------------|
| Company:                | GV Reserch Centre                                                                              | Date of site visit:        | 16.11.2020 to 30.11.2020 |
| Site:                   | Innapolis                                                                                      | From / To time:            | 09.30 to 18.00           |
| Visited by:             | N.Narendar Reddy                                                                               | Prepared by:               | N.Narendar Reddy         |
| Previous date of audit: | 01.12.2020                                                                                     | Sign:                      |                          |
| SI No                   | Description                                                                                    | SOP Followed<br>(Yes / No) | Remarks                  |
| 1.                      | Site Registers:                                                                                |                            |                          |
|                         | a. Hire charges Register.                                                                      | Yes                        |                          |
|                         | b. Building material Register.                                                                 | Yes                        |                          |
|                         | c. General inward Register.                                                                    | Yes                        |                          |
|                         | 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.                                                                       | Yes                        | Not updated              |
|                         | j. Gate pass book.                                                                             | Yes                        | Properly not filling     |
|                         | k. Job work book.                                                                              | Yes                        |                          |
|                         | l. Visitor Register.                                                                           | Yes                        |                          |
|                         | m. 3 in 1 register (DL, Alcohol, RC).                                                          | Yes                        |                          |
|                         | n. M-Code register.                                                                            | Yes                        |                          |
|                         | o. Is Building material, Hire, General Inward register are maintaining for Turnkey Contractor. | Yes                        |                          |
|                         | p. MD comment Register                                                                         | Yes                        |                          |
| 2.                      | Log Books :                                                                                    | Yes                        |                          |
|                         | a. Bills & DC's Log book                                                                       | Yes                        |                          |
|                         | b. Turnkey contractor's inward with bill copies.                                               | Yes                        |                          |
|                         | c. Generator logbook                                                                           | NA                         |                          |
|                         | d. Consultant comments book                                                                    | Yes                        |                          |
|                         | e. Deliver van / Car Log book.                                                                 | NA                         |                          |
| 3.                      | Turnkey contractors logbook:                                                                   | Yes                        |                          |
|                         | a. Annexure of A,B,C files                                                                     | Yes                        |                          |
|                         | b. Milestone report file.                                                                      | Yes                        |                          |
|                         | c. Annexure E1, E2 & F file                                                                    | Yes                        |                          |

VERIFIED BY  
  
 01 DEC 2020  
 N. NARENDAR REDDY  
 ASST. MANAGER-AUDIT

|                                          |                                                                    |     |                                  |
|------------------------------------------|--------------------------------------------------------------------|-----|----------------------------------|
| 4.                                       | 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. | Yes |                                  |
|                                          | Filing of plans:                                                   |     |                                  |
| 5.                                       | 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.                                           | Yes |                                  |
|                                          | i. Furniture design and model flat file                            | No  |                                  |
|                                          | 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 | New circulars not filed properly |
|                                          | p. Keys handing over letter file.                                  | NA  |                                  |
|                                          | q. MOM file.                                                       | Yes |                                  |
|                                          | r. Task list file.                                                 | Yes |                                  |
|                                          | s. Schedule file.                                                  | Yes |                                  |
| 6.                                       | a. Equipment bills & warranty file. (For each type equipment).     | Yes |                                  |
|                                          | b. Electricity Sanction file.                                      | No  |                                  |
|                                          | c. ENV clearance/CFE File.                                         | No  |                                  |
|                                          | d. Fire NOC file.                                                  | NA  |                                  |
|                                          | e. Correspondence file.                                            | Yes |                                  |
|                                          | A & A Files (Block / Villa wise).                                  | Yes |                                  |
|                                          | Possession Letter files.                                           | NA  |                                  |
|                                          | Tenant declaration / NOC file.                                     | NA  |                                  |
|                                          | Project manager / Admin Expenses card file.                        | Yes |                                  |
|                                          | Remarks on default in following standard procedures: Nil           |     |                                  |
| Complaints: Circulars not filed properly |                                                                    |     |                                  |
| Suggestions :                            |                                                                    |     |                                  |

