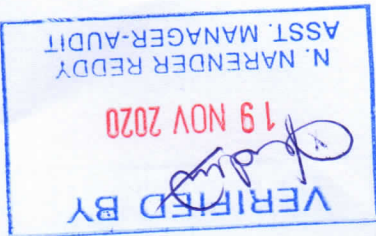


Modi Properties Pvt. Ltd - Site Audit Report

Company:		Modi Realty Mallapur LLP		Date of site visit:	01.11.2020 to 15.11.2020	
Site:		Gulmohar Residency		From / To time:	09.30 to 18.00	
Visited by:		N.Narendar Reddy		Prepared by:	N.Narendar Reddy	
Previous date of audit:		19.11.2020		Sign:		
SI 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			
	d.	Out ward register.	Yes	Some registers condition poor		
	e.	Moment Register.	Yes			
	f.	Worker ID Register.	Yes			
	g.	Cement register.	Yes			
	h.	Electricity consumption registers.	Yes			
	i.	Rent record register.	Yes			
	j.	Gate pass book.	Yes			
	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	Yes			
	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			



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	
	Filing of office documents:		
	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	
6.	A & A Files (Block / Villa wise).	Yes	Recently started
7.	Possession Letter files.	NA	
8.	Tenant declaration / NOC file.	NA	
9.	Project manager / Admin Expenses card file.	Yes	
Remarks on default in following standard procedures: Nil			
Complaints: Circulars not filed properly, Rent record to be maintained month of Oct-20			
Suggestions : Model flats sub meters to be installed,			

