

aruna@modiproperties.com

From: <sohammodi@modiproperties.com>
Date: 22-11-2017 10:26 AM
To: <aruna@modiproperties.com>
Attach: ATR for Audmin Audit report at BNC dtd 07.11.pdf
Subject: FW: ATR for Audit repor of Admin at BNC dtd 07.11.17 -reg

Print attachment only

From: BnC estates [mailto:bnc@modiproperties.com]
Sent: 21 11 2017 04:43 PM
To: Soham Sir <sohammodi@modiproperties.com>
Cc: Subbareddy BNC <subbareddy@modiproperties.com>
Subject: ATR for Audit repor of Admin at BNC dtd 07.11.17 -reg

To,
MD Sir,

Pls find the attachment of ATR for Audit -Admin report at BNC dtd 07.11.17.

Regards,

Ravi

22-11-2017

Ref: ATR for Audit Report of Admin -Audit inspection dated 07.11.17 at BNC.
Prepared by: V.Ravi
Dated: 21.11.17.

S.No	Remarks for Audit - Admin	ATR from Site.
1.	Flat keys are not labeled in C - Block	Completed.
2.	Registers are not signed by Admin	Signed.
3.	Building material & Hire charges inwards are not certified by admin on daily basis.	Signed.
4.	PO's & WO's are not enclosed for requisitions after lead time (Requirements sent date 04.11.17) Req.84470 to 84472,84463,84448.	Attached & while inspection date not received Po's from purchase dept end. we are mentioning on site report.
5.	2 wheeler & 4 wheeler parking stickers to be implement.	Implemented.
6.	In Club House there is no proper electrical dressing.	Completed.
7.	Electrical panel boards dressing to be done in Cellars.	Completed.
	There is no full uniform for house keeping staff & Security.	Implemented.

Regards,

Ravi.