Annexure (A)

Modi Properties Pvt. Ltd - Site Audit Report

Company:	MPPL	Date of site visit:	20-01-21
Site:	MPL	From / To time:	09.30 to 18.00 Hrs
Visited by:	Ravi & Balakrishna	Prepared by:	Ravi
Previous date of audit:	04-11-20	Sign:	

Sl No	Description	SOP followed (Yes / No)	Remarks
1.	Requisition Files:	Yes	
	a. Pending & completed requisitions files properly Maintained.	Yes	
	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.	Yes	
	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.	No	
	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 provided list of store room.	Yes	
	b. Stores are being properly arranged material wise & secured properly with Barcode stickers.	Yes	
	c. Store rooms are labelled properly.	Yes	
	d. Stock value less than 5 Lacs (exclude value of cement, steel & tiles, building material).	No	8.65 Lakhs stock is their.
	e. List of unused and extra material provided by site.	Yes	
	f. Physical stock matching db-all stores.	No	
	g. Stock report files maintained properly.	Yes	
	h. Material issue authorization forms & file maintained properly.	Yes	
	i. Material issued authorization form by signed by engineers.	Yes	
	j. List of material lying outside the stores provided by site.	Yes	
	k. Steel & MS material stock stored at designated place.	Yes	
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: Yes

Complaints:

1) Material not received requisition numbers are not mentioning in site report.(177114 - MS Railing, 177208 - Templates, 177208 - Bathroom Tiles, 177279 -Plumbing material) .

2) There is no attachment of purchase reply site report dtd 9th & 16th date site reports.

3) Req No 177283 site has sent Binding wire indent, but their is no mail confirmation either site or Purchase as this is indent has been cancelled (Only oral communication is their)

Annexure (B)

Modi Properties Pvt. Ltd - Site Audit Report

Company:	MPPL	Date of site visit:	20-01-21
Site:	MPL	From / To time:	09.30 to 18.00 Hrs
Visited & prepared by:	Ravi & Balakrishna	Prepared by:	Ravi
Previous date of audit	04-11-2020	Sing:	

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	
	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	
	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-Codex register.	Yes	
	o. Is Building material, Hire, General Inward register are maintaining for Turnkey contractor.	Yes	
	p. MD comment Register	Yes	
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	Yes	
	e. Deliver van / Car Log book.	Yes	

Annexure (B)

3.	Turnkey contractors logbook:		
	a. Annexure of A,B,C files	Yes	
	b. Milestone report file.	Yes	
	c. Annexure E1, E2 & F file	Yes	
	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	
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.	Yes	
	i. Furniture design and model flat file	Yes	
	j. Cancelled Drg file.	Yes	
	k. Layout and utility drawing file.	Yes	
	l. Compound wall drawing file.	Yes	
	m. OHT drawing file.	Yes	
	n. Sanction plan file	Yes	
	o. Circular files (Red, Blue & Black files).	Yes	
	p. Keys handing over letter file.	NA	
	q. MOM file.	Yes	
	r. Task list file.	Yes	
	s. Schedule file.	Yes	
5.	Filing of office documents:		
	a. Equipment bills & warranty file. (For each type equipment).	No	All equipments clubbed in one file)
	b. Electricity Sanction file.	No	Get it from HO
	c. ENV clearance/CFE File.	No	Get it from HO.
	d. Fire NOC file.	NA	
	e. Correspondence file.	Yes	
6.	A & A Files (Block / Villa wise).	Yes	
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: Yes

Complaints & Suggestions: Yes

1) No receiver signature on DC outward logbook from 13.01.21 to 18.01.21 @ 24 DC's.

2) Their is no Tally JV no's in Turnkey contractors material issued logbooks. Site to follow up with concerned accountant- Reminder mail to be send & Mark copy to report-audit@modiproperties.com.

3)Building material - Morrum received in late night & early morning hours @ 17,565 CFT @ 33 Tippers dtd 12.12.20 to 17.12.2020.

4) Cement @ 1060bags received in 7.22 AM dtd 12.01.20 and 8.30 AM dtd 20.01.21.

Annexure (B)

5) Some of the material rates are not reflecting in Database. Site to asked to send a reminder mail to Purchase Dept to resolve this issue. (ID No 3109, 4561, 4669, 6204, 6205, 7101 &7152.
6) No Admin / Engg signature in rent record & Electricity consumption report from 11.12.20 & 01.01.21
Suggestions : Explained to lady engineers to rectify above corrections at the earliest.