

GMR Audit report dtd 19.01.2021- reg

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Date: Tuesday, January 19, 2021, 01:27 PM GMT+5:30

Dear Ramparasad sir,

As we are unable to check all stores due to all material is mixed up (Photographs enclosed). So we clearly instructed to Likhitha & Sravani to segregate all material with item wise immediately. So that we will (My self & Sandesh) inspect after 02 days dtd 22.01.2021 for checking of all stores.

And also the following errors to be correct ASAP.

1) Pending Requisition file is not maintaining properly.

2) Remarks on site report is not preparing properly. (Not received material requisition numbers are not mentioning on weekly report.

- a) Req no 68656 - Country Almond - 118 boxes not received.
- b) Req no 68651 - Slab conducting part material not received.
- c) Req no 68650 - Templates.
- d) Req no 68633 - Plumbing material.

3) No project manager signature on the following registers on daily basis.

- a) General material inward register - from 19.09.2020 to till date.
- b) Electricity Register - from 01.01.2021 to till date.
- c) Cement Register - from 19.12.2020 to till date.
- d) Outward register - from 14.12.2020 to till date.

4) Availed leaves by lady engineers for the month of Jan-2021

- a) Sravani - 03 days (dtd 4th, 16th & 18th).
- b) Likhitha - 06 days (dtd 4th, 8th, 11th, 12th, 16th & 18th).

This is for your information please.

Regards,

V.Ravi

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doors.jpg
219.5kB



stores to be segregate.jpg
238.7kB



stores to be segregate-2.jpg
217.8kB



plumbing material.jpg

221.5kB



pvc pipes.jpg
182kB