

Annexure (B)

Modi Properties Pvt. Ltd - Site Audit Report

Company:	Modi reality miryalguda LLP	Date of site visit:	01.03.2021
Site:	AVR Gulmohar Homes	From / To time:	09.30 to 18.00
Visited by:	N.Narender Reddy	Prepared by:	N.Narender Reddy
Previous date of audit:	15.02.2021	Sign:	
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.	No	
	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-Codex register.	Yes	M-codex id not writing in register
	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	Dc's Receiver signature is not there
	b. Turnkey contractor's inward with bill copies.	Yes	
	c. Generator logbook	Yes	Not updated
	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	

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05 MAR 2021

	d. Turnkey Material inward & outward register.	Yes	
	e. Turnkey contractor material issued logbook.	Yes	Tally voucher nmbr is not there
	f. Turnkey contractor's material issued statement sent to HO file.	No	
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	New circulars not filed properly
	p. Keys handing over letter file.	No	
	q. MOM file.	Yes	
	r. Task list file.	Yes	
	s. Schedule file.	Yes	
5.	Filing of office documents:	Yes	
	a. Equipment bills & warranty file. (For each type equipment).	No	
	b. Electricity Sanction file.	Yes	
	c. ENV clearance/CFE File.	No	
	d. Fire NOC file.	NA	
	e. Correspondence file.	Yes	
6.	A & A Files (Block / Villa wise).	Yes	
7.	Possession Letter files.	Yes	
8.	Tenant declaration / NOC file.	No	
9.	Project manager / Admin Expenses card file.	Yes	
Remarks on default in following standard procedures: Nil			
Complaints: Circulars not filed properly			
Suggestions :			

VERIFIED BY
N. Narender Reddy
25 MAR 2021
N. NARENDER REDDY
ASST. MANAGER-AUDIT