

This incomplete internal memo is being issued and shall be in force from immediate effect. Additions to this memo shall be defined over the next few weeks.

Internal memo no. 901/61 – Admin division

Date: 10-01-2022

Subject: Admin audit team – reshuffling of team and reassignment of work.

Keywords: Admin audit, safety, inventory, material management, attendance.

The entire admin audit team has been reorganised as follows:

1. They shall be 3 teams of 2 members each as follows:
 - a. Team A – Mahesh & Narendra
 - b. Team B – Praveen & Balakrishna + Sanjeev.
 - c. Team C – Lokesh & Ravi
2. Responsibilities of audit shall be distributed between the 3 teams. Over a period of time the responsibilities shall be rotated between the teams.
3. The responsibilities of team A wrt audit shall be as follows:
 - a. Verification of site attendance and attendance registers.
 - b. Verification of building material received at site i.e., photos & registers.
 - c. Verification of vouchers related to labour payments & building material payments.
 - d. Verification of report limiting department and jobwork (internal memo no. 912/64/f).
 - e.
4. The responsibilities of team B wrt audit shall be as follows:
 - a. Verification of records related to material received at site (except building material) & registers, i.e., DCs, pour reports, steel report, installation report, solid blocks report, MRN.
 - b. Verification of stock in stores and tallying with database stock.
 - c. Ensuring that stores are properly arranged and material lying around the site is placed in stores.
 - d. Checking maintenance of requisition files and weekly reports.
 - e. Verification of gate pass and preparing statement for raising GST bills.
 - f. Verification of SSLLP operations including items mentioned above on every saturday. Ensure that all bills are cleared in the bins at SSLLP store. Verification of stocks of SSLLP and other sites SOV, GMR, MPL, GVDC.
5. The responsibilities of team C wrt audit shall be as follows:
 - a. Enforcement of safety procedures at site. Ensure that all labour are wearing helmets & safety shoes at all sites. Lab space projects in GV – safety jacket is also mandatory. Safety jacket is mandatory at all sites for concreting after 6pm. Helmets, safety shoes and jackets to be issued on the spot to all labour and staff and cost debited to the account.
 - b. Upkeep of labour quarters and their amenities/creche.
 - c. Management of housekeeping, security, gardening and other services.
 - d. Verifying security of stores, site, compound wall, gates, model flats, clubhouse, etc.
6. QC team shall take up additional responsibility as under. Additional engineer shall be provided to QC team. Audit report shall be submitted by QC team periodically.
 - a. Maintenance of equipment at site like pumps, generators, housekeeping equipment, electrical panels, swimming pool, RO plant, tools, etc. Making a list of items present at site.
 - b. Maintenance of site office, clubhouse and model flats/villas.
 - c. Enforcement of SOPs like sub-meters, security cameras, utility connections, provision of water and electricity, generator backup, etc.
 - d. Audit team, especially Team C to provide inputs for corrections to QC team.
7. Frequency of audit.
 - a. Following sites shall be audited on a fortnightly basis: GVRC, GVDC, NRK, , BRGV, SOV, MPL, GMR, GHT, NGH.
 - b. Following sites shall be audited on monthly basis: GVSH, Vista, MCMET, NE.

- c. Following sites shall be audited on a quarterly basis: MBMC, Plot 280, SSSLP, BNC, GMG, PMRII, MFG, MGA, AGH, Serene, KNM, MRGV, Greens Towers, MBMC, GV One, MRLGMLLP, MR Timmapur, MR Vikarabad.
8. One Alto car or Wagon -R to be provided to each team and 2 cars to QC team for the above activities.
 9. Audit report to be prepared for each team. Each team to upload audit report on M-codex (M-codex to be initialised). Copy of report to be sent to MD/Ashaiya – scanned and on same day. Report format shall be like QC reports with checklist/Yes/No and minimum written report.
 10. Each team shall be responsible for training engineers and lady engineers at site.
 11. This shall be applicable from 12-01-2022.
 12. Teams are advised to spend atleast one full day for audit at all major sites, however, they are advised not to spend more than 2 days. Teams to prepare their own roaster on a fortnightly or monthly basis and publish it in advance.
 13. Several divisions are required to submit audit reports. These reports have been divided between the 3 teams for overview. They shall recommend withholding of salaries till defaults are cured by 4th of each month. The details of division are:

Audit team – A	Audit team -B	Audit team - C
Reports of accounts division	Reports of purchase division	Reports of sales/promotions and CR division

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