

Prepared by:	T.D. Murthy			
Report Date	25-03-2022			
Site	Nilgiri Heights			

List of requisitions Where PO/WO not prepared 3 working days after requisition:

Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
181857	15-02-2022	MI Video Cameras	Online purchase		
181869	28-02-2022	Diesel Cans	Online purchase		
181886	15-03-2022	Breath Analyzer	Online purchase		

List of requisitions Where PO/WO is prepared and items have not received at site

181884	12-03-2022	Consumable	Delivered		
181887	15-03-2022	Electrical Items	Contact supplier		
181888	15-03-2022	Electrical Items	Delivered		

T.D. Murthy
25/3/22

Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi reality pocharam LLP	Date:	19-03-2022				
Site:	Nilgiri heights	Prepared by:	S.Sharvani				
Report From / To	13-03-2022 to 19-03-22	Approved by:	G.Vijay raj				
Report Date	19-03-2022						
List of requisitions numbers missing in the report*:							
List of requisitions where PO/WO not prepared 3 working days after requisition:							
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO ^d			
181857	15.02.22	1-4	MI video cameras	Online purchase			
181869	28.02.22	1	Diesel cans	Online purchase			
181886	15.03.22	1-2	Breath analyzer	PO not issued			
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:							
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s			
181884	12.03.22	1-5	Consumables	Stock not available at SLLP			
181887	15.03.22	1-2	Electrical items	Ready with supplier			
181888	15.03.22	1-2	Electrical items	Ready with supplier			
No. of gate passes issued this week:-		-	From No.	-	To No.	-	
Delivery van site visit on:		15.03.22&17.03.22					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes			
Items not ordered but received:							
Other corrections & remarks:							
Details of steel & cement stock							
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
1.	8mm	.395	4.74	-	-	-	
2.	10mm	.617	7.404	100	740.4	1184.61	
3.	12mm	.89	10.68	210	2242.8	3588.48	
4.	16mm	1.58	18.96	84	1592.64	1896.00	
5.	20mm	2.47	29.64	44	1304.16	1719.12	
6.	25mm	3.86	46.32	50	2316	2779.20	
7.	32mm	6.32	75.84	-	-	-	
8.	Binding wire			40	1000	1050	
OPC stock	72	OPC last weeks stock	90	PPC/PSC stock	-	PPC/PSC last weeks stock	30
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	19-03-2022			19-03-2022			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and raikumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input. 8. \$ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started; Delivery van delay; Delay by purchase assistant, Supplier arranging for material; 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site - purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!