Prepared by:		T.D. Murthy					
Report Date		25-03-2022					
Site		Modi Consultancy Services - Greens To					
List of requis	itions Where PO	0/WO not prepared 3 working days after re	equicition:				
Requisition No	Requisition Date	Material Desceription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is del		
Nil	Nil	Nil	Nil	delivered?	justified?		
					-		
List of requisi	tions Where PO	/WO is prepared and items have not recei	ved at site				
•	09-03-2022	Paints	Collect from SSLLP				
	2						
1	1).1	Clerk					
	0 - 1						
	-	2-120/					
	1	23/6/10					
		1					
			-				
			3				

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

Company	Company: M		MCS			te:		21	02.00				
Site:			REENS TOWERS		_	Date: Prepared by:		21-03-22 MEENAKSHI N				- 11	
Report Fr			-03-22 to 19-03-22			Approved by:		MEENAKSHI. N					
Report Da	Report Date 21-		03-22		Ap	Approved by:							
List of rec	quisitions nur	nbers m	issing in the re	eport*:									
List of rec	uisitions who	ere PO/V	WO not prepar	ed 3 working	day	e after requi	gitic				- 1 -		
Req No.	Req Date		Serial no.	Item	Item Description		Sitie		case for		· D(
					Description			No	eason for	not prepa	ring PC)/WO#	
NILL NILL		1-1.11	NILL	NILL	NILL		NILL						
													-
													_
Reg No.	Req No. Req Date 1 09-03-22		Serial no of Item De item in Req.		Dag	escription		D	11 0 11				
					Description		Details of discussion with supplier ^{\$}						
1					naints		Material to be delivered						
				Parito	punts		iviaterial to be delivered						
													_
					_								
										-			
													-
											_		_
No. of gate passes issued this		d this we	eek:	Nil/5		From No.			To No				_
Delivery va	an site visit or	a:	<u>, , , , , , , , , , , , , , , , , , , </u>	The second					10140	•			-
Inward repo	ort (MRN/oth	er) & st	cock report ema	ailed in pdf fo	rma	t to purchase	?			Yes /	No		
Items not or	rdered but red	ceived:								1037	110		_
	ctions & rem									_			_
Details of s	teel & cemen	t stock						7					
Sl. No	Tor size		Wt per mtr	Wt. for 12 mtr		Stock at site		te Stock at site		e in Dravio		us stock in Vos	
		k	gs	rod – kgs		- no of rods		Kgs		Previous stock in Kgs			
1.	8mm		.395	4	.74		1111	8-					_
2.	10mm		.617	7.4	104					-	N		_
3.	12mm		.89	10	.68						-		
4.	16mm		1.58	18.	.96								_
5.	20mm		2.47	29.	.64								_
6.	25mm		3.86	46.	.32								
7.	32mm	•	6.32	75.									
8.	Binding w		1-4-										
OPC stock			PC last	ata a series		PPC/PSC			P	PC/PSC 1	ast		_
2-4-11		weeks stoc				stock				weeks stock			
Details		Pr	Project Manager			Admin Officer/Manager			Admin Audit				
Sign													
Date													-

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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 & 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!