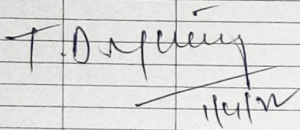


Prepared by:	T.D. Murthy		
Report Date	01-04-2022		
Site	Head Office/Plot no. 280		
List of requisitions Where PO/WO not prepared 3 working days after requisition:			
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks
Nil	Nil	Nil	Nil
List of requisitions Where PO/WO is prepared and items have not received at site			
Nil	Nil	Nil	Nil
			

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

Company:	MPPPL	Date:	26-03-22						
Site:	HO		Prepared by:	MEENAKSHI. N					
Report From / To	16-03-22 to 23-03-22		Approved by:						
Report Date	26-03-22								
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.	Item Description	Reason for not preparing PO/WO [#]					
1	NILL	NILL	NILL	NILL					
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s					
1	NILL	NILL	NILL	NILL					
No. of gate passes issued this week:		Nil / 5		From No.		To No.			
Delivery van site visit on:									
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes / No			
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						
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	75.84						
8.	Binding wire								
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock			
Details		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, ashaya@modiproperties.com and rajkamarn@modiproperties.com on every Saturday. 3. Admin officers 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!