Prepared by:		T.D. Murthy			
Report Date		01-04-2022			
Site		Nilgiri Heights			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	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		
181887	15-03-2022	Wooden Screws	Local purchase by site.		
181892	23-03-2022	Air Cooler	PO to be issue		
List of requisitions Where PO/WO is prepared and items have not received at site					
181894	25-03-2022	Plumbing	Contact supplier		

T.D. Murthy
1/4/22

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

Company:	Modi reality pocharam LLP	Date:	26-03-2022
Site:	Nilgiri heights	Prepared by:	sharvani
Report From / To	20-03-2022 to 26-03-2022	Approved by:	Vijay raj
Report Date	26-03-2022		

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
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	Online purchase
181887	15.03.22	2	Wooden screws	Local purchase 86444
181892	23.03.22	1	Air cooler	PO to be 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$
181894	25.03.22	1-7	Plumbing	Ready with supplier Call Sup.

No. of gate passes issued this week:	Nill	From No.		To No.	
Delivery van site visit on:	24-03-2022 , 25-03-2022				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
Items not ordered but received:	NILL				
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 tons	Previous weeks stock in tons
1.	8mm	.395	4.74	200	948	-
2.	10mm	.617	7.404	100	740.4	740.4
3.	12mm	.89	10.68	154	1644.7	2242.8
4.	16mm	1.58	18.96	56	1062	1593
5.	20mm	2.47	29.64	40	1186	1304
6.	25mm	3.86	46.32	48	2223	2316
7.	32mm	6.32	75.84	-	-	-
8.	Binding wire	-		27	550	1000

OPC stock	40	OPC last weeks stock	72	PPC/PSC stock	-	PPC/PSC last weeks stock	-

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	26.03.22	26.03.22	

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 & 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!