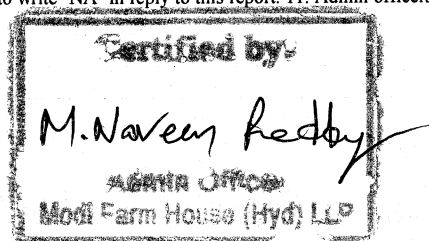


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Serene constructions llp	Date:	06-04-2022			
Site:	Serene farms	Prepared by:	M.Naveen Reddy			
Report From / To	28-03-2022 to 02-04-2022	Approved by:	Syed golam sarwar			
Report Date	06-04-2022					
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	Sl. In requisition	Item Description	Reason		
150628	31-03-22	7	Green hose pipe bundle	PO not made		
150626	28-03-22	2	Tube lights	PO print not coming		
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		
150626	28-03-22	1	electrical	Supplier is arranging materials		
150514	31-03-21	2	Tan brown granite	Supplier is arranging materials		
150628	31-03-22	1 to 6	PVC	Supplier is arranging materials		
No. of gate passes issued this week:	1	From No.	1276	To No.	1276	
Delivery van site visit on:	19/03/22					
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	nil	OPC last weeks stock	nil	PPC/PSC stock	39 bags	PPC/PSC last weeks stock 48 bags
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	06-04-2022			06-04-2022		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumarn@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!



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

Company:	MODI FARM HOUSE(HYD) llp	Date:	06-04-2022				
Site:	Serene farms	Prepared by:	M. Naveen Reddy				
Report From / To	26-03-2022 to 02-04-2022	Approved by:	Syed golam sarwar				
Report Date	06-04-2022						
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#			
150627	30.03.22	2	Camera charger	PO not made			
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			
150627	28-04-22	1	Torch lights	Supplier is arrangeing materials			
No. of gate passes issued this week:		Nil	From No.	To No.			
Delivery van site visit on:		19/03/21					
Inward reprrt (MRN/other) & stock reprrt 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	nil	OPC last weeks stock	nil	PPC/PSC stock	55 bags	PPC/PSC last weeks stock	17 bags
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 the concerned division.

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 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!

Certified by:
 M. Navery Redd
 Address Office:
 Mind Farm House (Hyd) LL