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

Company:		Serene	construction 1	ln	Dat	٠.	1	11.05.2022			
			erene farms					21-05-2022			
			05-2022 to 20-05-2022			Approved by:		M. Naveen Reddy			
			2022	2022	Approved by:		- 2	Syed golam sarwar			
			nissing in the re	nort*:							
List of requ	isitions wh	ere PO/	WO not prepare	ed 3 working	o day	s after requisition					
Req No.	Reg	Date	Serial no o	f	Item	Description	JII.	D	C		
	1		item in Rec		nem Bes		ocscription		Reason for not preparing PO/WO#		
150629	150629 11-04-22		1			nersible pump		DO mot made			
150638			3	Can		nera charger		PO not made			
							***************************************	PO not made			
List of requ	isitions wh	ere PO/	WO is prepared	and items h	ave n	ot heen received	d at cit	hovend th	o lood 4!		
Req No. Req Date		Date	Serial no of	?	Item Description		a at Sitt	Details of the			
			item in Req					Details	ils of discussion with supplier\$		
150638	12-0	5-22	1 to 2	Big torch lights		h lights	In		In PO wrong name mentioned of item check once		
150638	12-0	5-22	2	To	Torch lights			Supplier is arranging material			
								FF	salar is arranging material		
							-				
No. of gate	No. of gate passes issued this wee			Nil		From No.		To N	0		
Delivery var	ı site visit c	n:						05/05/22			
Inward repo	rt (MRN/ot	her) & s	stock report em	ailed in pdf f	orma	t to purchase?	T	0100122	Yes / No		
Items not or	dered but re	ceived:				1			1 03 / 140		
Other correct											
Details of ste	eel & ceme	nt stock									
Sl. No	I. No Tor size		Wt per mtr	Wt. for 12 mtr rod – kgs		Stock at site	Stock at site i		in Previous stock in Kgs		
			kgs			- no of rods					
1.	8mm		.395	4.74		- In or rous riggs					
2.	10mm		.617	7.404					-		
3.	12mm		.89	10.68		_					
4.	16mm		1.58	18.96		_	1		-		
5.	20mm		2.47	29.64		_	-		-		
6.	25mm	3.86		46.32		_	-		-		
7.	32mm		6.32	75.84		_			-		
8.	Binding v	vire	5.52		,.UT		 - -		-		
OPC stock	nil		OPC last	nil		PPC/PSC	nil	1	DDC/DSC 14		
			weeks stock			stock		. 1	PPC/PSC last nil		
Details			Project Manage	r		Admin Officer/Mana			veeks stock		
Sign			J			Zamini Officei/iviai		ger Admin Audit			
Date				**************************************							
Notes: 1. * Send	a copy of the r	nissing red	quisitions to Purchas	e immediately '	Sand	this mamant to					

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

purchase assistant, Supplier CALL PURCHASE!

Roddy

Roddy

M. Warn House (Hyd)

Land Parent of 1

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

Company:		MODI FARM HOUS	E(HYD)	Date:	21-05-202	21-05-2022			
		erene farms	P	Prepared by:	M Navee	M. Naveen Reddy			
		3-05-2022 to 20-05-2		Approved by:	Syed golam sarwar				
Report Date		1-05-2022			Syca gold	iii sai wai			
List of requ	isitions numb	ers missing in the rep	oort*:						
List of requ	isitions where	PO/WO not prepare	ed 3 working d	ays after requisition	on:				
Req No. Req Date		ate Serial no of item in Req	It	em Description		Reason for not preparing PO/WO#			
150624 11.03.22		22 5	Bask	ket ball	PO not	PO not made			
150633 21-04-22		22 1	Swim	ming pool cleaning material					
List of requi	isitions where	PO/WO is prepared	and items have	e not been received					
Req No.	Req D	item in Req.		em Description		Details of discussion with supplier\$			
150632	21-04-	22 5	Mapping	sticks	Su	Supplier is arranging materials			
No. of gate 1	passes issued	this week:	Nil	From No.	To	No.			
	n site visit on			110111110.	05/05/22	7110.			
Inward repo	rt (MRN/othe	r) & stock report ema	ailed in pdf for	mat to purchase?	03/03/22	Yes / No	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		
	dered but rece		1	<u> </u>		1057110			
	tions & rema								
	eel & cement								
SI. No	Tor size	Wt per mtr	Wt. for 12 mt	tr Stock at site	Stock at site	in Pravious	stock in Voc		
		kgs	rod – kgs	- no of rods	Kgs	III TEVIOUS	Previous stock in Kgs		
1.	8mm	.395		74 -	-				
2.	10mm	.617	7.40		-				
3.	12mm	.89	10.0		-	-			
4.	16mm	1.58	18.9		-	_			
5.	20mm	2.47	29.0		-	-	The same of the sa		
6.	25mm	3.86	46.3						
7.	32mm	6.32	75.8		-	_			
8.	Binding wi						WARRANT FEET		
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	PPC/PSC nil stock		nil		
Details		Project Manage	er	Admin Office	er/Manager	weeks stock Admin Audit			
Sign						Zidiliii Ziddit			
71511									

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 PURCHASEL.

O is the responsibility of engineers at site – purchase the purchase t