

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

Company:	MRGV	Date:	30-07-2022			
Site:	BRGV	Prepared by:	Pushpalatha			
Report From / To	23-07-2022 to 29-07-2022	Approved by:	Sarwar			
Report Date	30-07-2022					
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#		
95171	15-07-2022	4	GI strip	Po Not issue		
95174	20-07-2022	1-3	Z Angle templets	PO not issue		
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier		
95083	16-03-2022	20	Party speakers`	Spoken with prabhakar sir, will received material by Wednesday.		
95132	19-05-2022	1	Hallow bricks	Delay with supplier.		
95138	28-05-2022	1	Hallow bricks	Delay with supplier.		
95165	04-07-2022	1	MS Z angle templets 900mmx900mm	Partly received from sslp, no stok at sslp for balance material		
95171	15-07-2022	1-3	CI Electrode, chemical earthing, co polymer earthpit cover	Spoken with supplier and material is ready. Will get within 2-3 working days.		
95172	15-07-2022	1,8	Push and Go crawling toy, my first library books	Spoken with prabhakar sir, will get material by Wednesday.		
95173	19-07-202	1-7	PVC Conducting	Material is ready at SSLLP, will get within 2 working days.		
95176	27-07-2022	1-2	Blue sheets, buckets	Material is ready at SSLLP, will get within 2 working days.		
[No. of gate passes issued this week:		NIL	From No.	To No.		
Delivery van site visit on:		25 th 27 th 29 th				
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	30-07-2022			30-07-2022		

Notes: 1. * Send a copy of the missing requisitions to Purchase 5. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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

30 JUL 2022
BYED GOLAM SARWAR
Asst. Project Manager/BRGV