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

Company: Serene		construction III	Date:			12-11-2022							
		farms	Prepared by:			CH.CHANDRASHEKAR REDDY							
Report From / To 06-11			-2022 to 11-11-2	022	Approved by:			Syed golam sarwar					
Report Date		12-11-	-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	I	Item Description				Reason for not preparing PO/WO#				
			item in Req										
-	-		-	-	-								
1:		DO	(1110)					L					
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.	I	Item Description				Details of discussion with supplier ^s				
150655	11-10-22		-	Consuma	umables material			Supplier is arranging material					
150654	11-10-22			Sports ma	Sports material			Supplier is arranging material					
				•									
No. of gate passes issued this			week:	Nil				To	No.				
Delivery van site visit on:			20-09-2022										
			stock report emailed in pdf forma			t to purchase?			Yes / No				
Items not ord			d:										
Other correct											9 40		
Details of steel & cement stock													
SI. No	Tor size		Wt per mtr	Wt. for 12 mtr				Stock at site in		Previous stock in Kgs			
			kgs	rod – kgs				Kgs					
1.	8mm		.395		1.74					-			
2.	10mm		.617	7.404		-	-			-			
3.	12mm		.89 1.58	10.68 18.96		-				-			
4.	16mm		2.47	29.64		-	-			-			
5.	20mm		3.86		5.32			-		-			
6.	25mm		6.32		5.84								
7.	32mm		0.32	32 1		-				-			
8.	Binding wire		OPC last nil			PPC/PSC ni		il D		PPC/PSC last nil			
OPC stock nil		weeks stock	1111		stock		-		reeks stock				
Details		Project Manager			Admin Officer/M				Admin Audit				
Sign			1 Toject Wanage	ivianagei		/ Idillii Officel/Ivial		iugoi	A.	anna Augit			
Date													
Date		- 1											

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



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

Company:		MODI FARM HOUSE(HYD) llp			Date:			12-11-2022				
Site: Seren		Serene	e farms		Prepared by:		CF	CH.CHANDRASHEKAR REDDY				
		06-11-2	-2022 to 11-11-2022		Approved by:		\rightarrow	Syed golam sarwar				
Report Date 12-11-						rippio red by:		-, 80				
	itions nu		issing in the repo	rt*:								
			WO not prepared		g davs	after requisition	1:					
Req No.			Serial no of item in Req			Description		Reason for not preparing PO/WO				
			-					- 0				
List of requis	itions wh	ere PO/	WO is prepared a	ind items h	ave no	t been received	at site	beyond th	ne le	ad time:		
Req No. Req		Date	Oate Serial no of item in Req.			Description				of discussion with suppliers		
-			-									
No. of gate passes issued this			veek.	Nil		From No.		Tol	No.			
Delivery van site visit on:			······································	140				09-2022	10.			
			stock report emailed in pdf fo			to purchase?		Yes / No				
Items not ord	ered but	received	:									
Other correct	ions & re	marks:										
Details of ste	el & cem	ent stock	k									
Sl. No.	No. Tor size		Wt per mtr	Wt. for 12		Stock at site	Stock at site		1	Previous stock	k in Kgs	
			kgs rod – kgs					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	nil				nil	
D. r. il-						stock Admin Officer/				veeks stock		
Details			Project Manager			Admin Officer	r/iviana	nager Admin Audit				
Sign												
Date 1 * Sand	and of the	a missing	requisitions to Purcha	se immediately	y 2 Sen	this report to purch	nase@mo	diproperties	com	ashairra () di		

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