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

Company:	Modi Realty Miryalguda LLP	Date:	23-12-2022
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	19-12-22 to 23-12-2022	Approved by:	
Report Date	23-12-2022		

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
165769	14-12-22	1	Smart Phone	PO not issue
165770	19-12-22	1	Banch Press	PO not issue
165772	22-12-22	1	LED bulb	PO Not issue

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
165761	29-11-22	1 to 11	CP materials	Next weekly they will deliver
165763	29-12-22	1	Play slider swing	Next weekly they will deliver
165768	14-12-22	1	Tandoor stone	This weekly they will deliver

No. of gate passes issued this week:	Have	From No.	NL	To No.	NL	
Delivery van last site visit on:	23-12-2022					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes					
DC register Sl.No. during the week	From No.	15610	To No.	15618		
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 tons	Previous weeks stock in tons
1.	8mm	00	00	0.00	0.00	0.00
2.	10mm	00	00	0.00	0.00	0.00
3.	12mm	00	00	0.00	0.00	0.00
4.	16mm	00	00	0.00	0.00	0.00
5.	20mm	00	00	0.00	0.00	0.00
6.	25mm	00	00	0.00	0.00	0.00
7.	32mm	00	00	0.00	0.00	0.00

8.	Binding wire	-		0.00	0.00	0.00	
OPC stock	NL	OPC last week's stock	NL	PPC/PSC stock	82	PPC/PSC last week's stock	86

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	APPROVED BY		
Date	[illegible] 2022		

ZAKIR HUSSAIN
ASST PROJECT MANAGER

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 officer 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 [illegible] remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval input. 8. $ Suggested remarks – [illegible] 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!