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

Company:		MODI FARM HOUSE(HYD) llp			Date:			24-092022				
Site:		Serene farms			Prepared by:			CH.CHANDRASHEKAR REDDY				
Report From / To		17-09-2022 to 23-09-2022			Approved by:			Syed golam sarwar				
		24-09-2										
List of requisit	ions nur	nbers mi	ssing in the repor	t*:								
List of requisit	ions wh	ere PO/V	VO not prepared	3 working d	avs a	fter requisition:	:					
Req No.	No. Req Date		Serial no of item in Req			escription		Reason for not preparing PO/WO				
-				-			-					
								P				
List of requisit	tions wh	ere PO/V	WO is prepared a	nd items have	e not	been received a	at site	beyond th	e le	ad time:		
Req No.	Req Dat		Serial no of item in Req.	Item Description			Details			of discussion with supplier ^s		
	-		-									
-	-											
No. of gate passes issued this week:												
			week:	Nil From No.				To N	lo.			
Delivery van site visit on:				2				20-09-2022				
Inward report (MRN/other) & stock report ema				led in pdf format to purchase?				Yes / No				
Items not orde			l:							¥		
Other correct												
Details of steel & cement stock												
Sl. No	Tor siz	æ	Wt per mtr	Wt. for 12 mtr		Stock at site	Stock at site		.	Previous stock in Kgs		
			kgs	rod – kgs		– no of rods Kgs		-				
1.	8mm		.395		1.74	-	-		-			
2.	10mm		.617		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	5.84	-	-			-		
8.	Bindir	g wire										
OPC stock nil			OPC last	nil		PPC/PSC	nil		PPC/PSC last nil			
			weeks stock			stock			weeks stock			
Details			Project Manager			Admin Officer/Ma		nager Admin Audit				
Sign												
Date												

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

Company: Serer		a construction II			Date: 24-09-20							
0.1			ene construction IIp					24-09-2022				
Serei			-2022 to 23-09-2		Prepared by:			CH.CHANDRASHEKAR REDDY				
_			-2022 to 23-09-2 -2022	2022	Approved by:			Syed golam sarwar				
			nissing in the rep	oort*:								
List of requi	sitions whe	re PO	/WO not prepare	od 3 working	dove	offer requisition						
Req No.	Req	Date	Serial no of				on:	D				
Red Bate		Date	item in Req		Item Description			Reason for not preparing PO/WO#				
-			-		-			-				
								-				
List of requis	sitions whe	re PO	WO is prepared	and items hav	ve not	t heen received	d at sit	e beyond	the les	d time:		
Req No.	Req	Date	O/WO is prepared and items have Serial no of Items			em Description			Details of discussion with supplier ⁵			
			item in Req.	.	Train Description			Betains of discussion with supplier				
			-									
				2								
No. of gate passes issued this			week: Nil			From No.		To No.				
Delivery van site visit on:			20-09-2022		22							
Inward report (MRN/other) &			& stock report emailed in pdf form			at to purchase?			Yes / No			
Items not orc			i:									
Other correct												
Details of ste	el & ceme	nt stoc										
Sl. No	Tor size		Wt per mtr				Stock at site Stoc		n F	Previous stock in Kgs		
			kgs	rod – kgs	_	– no of rods Kg		Kgs		3		
1.	8mm		.395							-		
2.	10mm		.617		7.404		-		-			
3.	12mm		.89		.00	-	-		-	-		
4.	16mm		1.58		.,,		-			-		
5.	20mm		2.47					-		-		
6.	25mm		3.86		.52	-	-		-	-		
7. 8.	32mm		6.32	75.	.84	-	-,		-			
	Binding v	vire	OPC I	.,	_	DDG/DGG	ļ.,,					
OPC stock	nil		OPC last	nil		PPC/PSC	nil			PSC last	nil	
Details			weeks stock		_	stock				eks stock		
Sign			Project Manager			Admin Officer/Manager		ager	Adm	in Audit		
Date							4					
Date		- 1			- 1				1			

Notes 1 * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties com</u>, <u>ashaiya@modiproperties com</u> and <u>rajkumarn@modiproperties com</u> 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. S 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!

