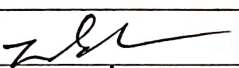


+ Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Crescentia Labs Pvt Ltd	Date:	07-01-2023			
Site:	GV One	Prepared by:	Bhavani			
Report From / To	31-12-22 to 07-01-23	Approved by:	Subba Reddy			
Report Date	07-01-2023					
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 ^u		
195121	17.12.22	1	Electric tester	Po to be issue		
195125	26.12.22	2	Bamboo ladder	Po to be issue		
195128	27-12-22	3	Steel stool	Po to be issue		
195129	30-12-22	2	Lock set	Po to be issue		
195130	02-01-23	1	Auto leveler	Po to be issue		
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:						
195116	10.12.22	1	Roofing sheet	Material will be deliver wednesday		
195120	20.12.22	1	First aid kits,stationary items	Material will be deliver wednesday		
195119	17.12.22	1	Smart phone	Material will be deliver wednesday		
195132	05-01-23	1	Cutting blades-power tech	Material will be deliver monday		
195132	05-01-23	1	Rod cutting machine	Material will be deliver monday		
No. of gate passes issued this week:		From No.	-	To No.	-	
Delivery van site visit on:		02-01-23				
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	0.395	4.74	87	413	459
2.	10mm	0.62	7.44	70	516	574
3.	12mm	0.89	10.68	50	532	592
4.	16mm	1.58	18.96	28	525	584
5.	20mm	2.47	29.64	25	754	838
6.	25mm	3.85	46.2	43	1978	2198
7.	32mm	6.32	75.84	8	561	624
8.	Binding wire	-	-	-		50
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PS C last weeks stock
Details	Project manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	7/01/2023					

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 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 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!