

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

Company:	Crescentia Labs Pvt Ltd	Date:	16-01-2023
Site:	GV One	Prepared by:	Ansari
Report From / To	08-01-2023 to 14-01-23	Approved by:	Subba Reddy
Report Date	16-01-2023		

List of requisitions numbers missing in the report*:-

List of requisitions where PO/WO not prepared 3 working days after requisition:

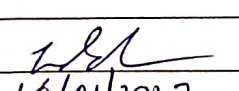
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
195121	17.12.22	1	Electric tester	Po to be issue
195125	26.12.22	2	Bamboo ladder	Po to be issue
195136	09.01.23	1	Consultant register	Po to be issue

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	Reason for not preparing PO/WO#
195116	10.12.22	1	Roofing sheet	Material will be deliver wednesday
195128	27-12-22	3	Steel stool	Material will be deliver wednesday
195129	30-12-22	2	Lock set	Material will be deliver wednesday
195130	02-01-23	1	Auto leveler	Material will be deliver wednesday
195132	05-01-23	1	Cutting blades,Rod cutting machine	Material will be deliver wednesday
195137	09-01-23	1	DG, battery	Material will be deliver wednesday
195135	05-01-23	1	Proportion box	Material will be deliver wednesday

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	16/01/2023					

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