

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

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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 item not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin

APPROVED BY

6.4.9 2023

ZAKIR HUSSAIN
ASST.PROJECT MANAGER