

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

Company:	Mehta & Modi Realty Kowkur LLP	Date:	06-05-2023
Site:	Greenwood Heights	Prepared by:	Devi
Report From / To	29-04-2023 To 06-05-2023	Approved by:	A.Suresh
Report Date	06-05-2023		

List of requisitions numbers missing in the report*:-

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

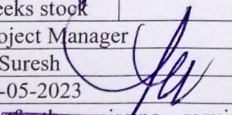
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO*
20230314006	14-03-2023	1	Basket ball pole	Po to be issue
20230412004	12-04-2023	1 to 5	Fire safety material	Po to be issue
20230413039	13-04-2023	1	Rubber gasket sheet	Po to be issue
20230415030	15-04-2023	1 to 8	Fire safety material	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	Details of discussion with supplier*
20230412001	12-04-2023	1	Flush doors	Po no 20230412001 sup: sri balaji enterprises delivery in next week
20230419004	19-04-2023	1	Name plates	Po no 20230419001 sup: MS legend elevation delivery in next week
20230419019	19-04-2023	1	Name Plates	Po no 20230419021 sup: MS Legend Elevations delivery in next week.
20230426006	26-04-2023	1 to 4	Upvc windows	Po no 20230426021 sup : rainbow upvc windows delivery in next week
20230429015	29-04-2023	1 to 10	Plants	Po no 20230429029 sup: Greenbelt Services delivery on next week.
20230429017	29-04-2023	1	Areca Palm plant	Po no 20230429030 sup: Greenbelt Services delivery in next week.
20230502005	02-05-2023	1,2	Wet & Dry Extinguisher	Po no 20230502010 sup: SSLP delivery on Monday.

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil	
Delivery van site visit on:	29-04-2023 TO 06-04-2023					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes					
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	.395	4.74	Nil	Nil	Nil
2.	10mm	.617	7.404	Nil	Nil	Nil
3.	12mm	.89	10.68	Nil	Nil	Nil
4.	16mm	1.58	18.96	Nil	Nil	Nil
5.	20mm	2.47	29.64	Nil	Nil	Nil
6.	25mm	3.86	46.32	Nil	Nil	Nil
7.	32mm	6.32	75.84	Nil	Nil	Nil
8.	Binding wire			Nil	Nil	Nil
OPC stock		OPC last weeks stock		PPC/PSC stock	220	PPC/PSC last weeks stock 48
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	A.Suresh			Devi		
Date	06-05-2023			06-05-2023		

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

APPROVED BY

A. SURESH
PROJECT MANAGER