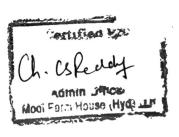
## Remarks from site on the 'Requisition by Site Report' of purchase division

Company:		MODI FARM HOUSE(HYD)			Date:			26-08-2023					
llp			(112)			Date.			20-00-2023				
		Serene	farms	Prepared by:			CH CHANDRASHEVAR REDDY						
		20-08-	3-2023 to 25-08-2023			roved by:	- 6	CH.CHANDRASHEKAR REDDY					
		28-08-	2023		rippioved by.			Syed golam sarwar					
List of requi	sitions nu	mbers m	issing in the ren	ort*:					_				
List of requisitions where PO/WO not prepared 3 working days after requisition:													
Req No. Req Date		Date	Serial no of		Item Description				Reason for not preparing PO/WO				
			item in Req						Reason for not preparing FO/WO				
			-	-	-			-					
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:													
Req No. Req Date		Date	Serial no of		Item Description			Details of discussion with supplier <sup>5</sup>					
			item in Req.										
-			-										
	+												
	+												
	<del></del>												
No. of gate passes issued this week:					Nil From No.								
Delivery van	site visit	on:	18-08-202			From No.	To No.						
Inward report (MRN/other) & stock report emailed in pdf for						t to nurchase?	V / V						
Items not ord	lered but r	eceived	·	aried in pur	TOTTILA	to purchase?	Yes / No						
Other correct	tions & re	marks.											
Details of ste	el & cem	ent stock	(										
Sl. No Tor size			Wt per mtr Wt. for 12		mtr	mtr Stock at site S		Stock at site in		Description at all in V			
			kgs	rod – kgs	. 11111	- no of rods	Kgs			Previous stock in Kgs			
1.	8mm		.395	1500	4.74	-	ikgs		_	-			
2.	10mm		.617	,	7.404	-	-			<del></del>			
3.	12mm		.89		10.68	-	-		_	1.			
4.	16mm		1.58	18.96		-	-			1.			
5.	20mm		2.47							-			
6.	25mm		3.86							-			
7.	32mm		6.32			-	-			-			
8.	Binding												
OPC stock	nil		OPC last	nil		PPC/PSC	nil PPC/PSC last		nil				
			weeks stock			stock		weeks		eks stock			
Details			Project Manager			Admin Officer	ger Admin Audit						
Sign													
Date													

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 & Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not 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!

Page 1 of 1



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

Company: Se		Seren	Gerene construction llp Date: 26-08-2023										
						pared by:	26-08-2023						
						proved by:	CH.CHANDRASHEKAR REDDY Syed golam sarwar						
Report Date			8-2023			Syed gola			am s	arwar			
		mbers n	missing in the report*:									<u> </u>	
List of requ	isitions wh	ere PO	WO not prepare	ed 3 working	day	s after requisiti							
Reg No.	List of requisitions where PO/WO not prepared 3 working days after requisition:  Req No. Req Date Serial no of Item Description Reason for not preparing PO												
	Jane		item in Rec		nem Description				Reason for not preparing PO/WO#				
			-										
								+					
List of requi	sitions wh	ere PO/	WO is prepared	and itama ha									
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 Description Description Description Req No.													
	Toy Date		item in Req	. ]	Item Description			Details of discussion with suppli			suppliers		
			nom m key.										
		+											
			+										
	+												
No of gate r	accec iccur	ad this s			_								
No. of gate passes issued this Delivery van site visit on:			week:		Nil From No. 18-08-2023			To No.					
Inward repor	+ (MPN/o	thor P	ata al										
Items not ord	lared but a	uiei) &	stock report em	at to purchase?			Yes / No						
Other correc	tions & ma	eceivea	<u>:                                    </u>										
Details of ste	al & come	narks:											
Sl. No		nt stock											
SI. 140	Tor size		Wt per mtr	Wt. for 12 mtr rod – kgs		Stock at site	Stock at site i Kgs		in Previous stock in Kgs		n Kgs		
1.			kgs			- no of rods							
2.	10mm		.395							-			
3.			.617	7.404						-			
4.	16mm		.89	10.68						-			
5.	20mm		1.58	18.96						•			
6.	25mm		2.47	29.64		-	-				-		
7.	32mm		3.86	46.32		-	-			-			
8.	Binding wire		6.32	75.84						•			
OPC stock	nil	wire	OPC last	.,									
OI C SLOCK	nli	- 1		nil		PPC/PSC	nil			C/PSC last	nil		
Details			weeks stock			stock			weeks stock			- 1	
Sign			Project Manager			Admin Officer/Manager				Admin Audit			
Date													
Date													

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, ashaiya@modiproperties.com and raikumarm@modiproperties.com 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 & Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

