




Internal memo no. 903/35/A

Annexure -D

Cement Blocks – Weekly Delivery Report

Company/ firm:	NGH	Requisition nos.:	20240205039	Total PO quantity:	2000
Project:	NGH	PO No.	20240205051	Quantity delivered in earlier period:	1500
Block /Flat / Villa no.:	Block A	Total material delivered	Yes	Quantity delivered during week:	500
Supplier:	Siva parvathi cement Bricks	Close PO:	Yes	Balance quantity to be delivered:	-
Sign of security		Sign of Admin		Sign of Project manager	
Date	21.02.24	Date	21.02.24	Date	21.02.24

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	10.02.24	10:00	6"x8"x16"	500	1439	13372	20240210003
2.	16.02.24	10:00	6"x8"x16"	500	1365	13371	20240216004
3.	16.02.24	13:00	6"x8"x16"	500	1442	13388	20240216001
			Total	1500			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	20.02.24	11:20	6"x8"x16"	500	1366	13402	20240220002
2.							
			Total	500			

Remarks:

Note: 1. Report to be emailed to purchase@modiproperties.com and report-audit@modiproperties.com every Saturday. 2. Maintain original along with delivery challans along with photos at site. 3. Report must have totals calculated. 4. Specify block size and block type (solid / hollow). 5. Total quantity and delivered quantity includes all types of blocks. 6. One running report must be made per PO.