

Internal memo no. 903/35/A

Annexure -D

Cement Blocks – Weekly Delivery Report

Company/ firm:	NGH	Requisition nos.:	20240328008	Total PO quantity:	2500
Project:	NGH	PO No.	20240328012	Quantity delivered in earlier period:	1000
Block /Flat / Villa no.:	Block A	Total material delivered	NO	Quantity delivered during week:	500
Supplier:	Siva parvathi cement Bricks	Close PO:	NO	Balance quantity to be delivered:	1000
Sign of security	<i>[Signature]</i>	Sign of Admin	<i>[Signature]</i>	Sign of Project manager	<i>[Signature]</i>
Date	01.04.24	Date	01.04.24	Date	01.04.24

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	29.03.24	10:00	6"x8"x16"	500	1484	13499	20240329001
2.	29.03.24	14:00	6"x8"x16"	500	1485	13500	20240329002
			Total	1000			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	30.03.24	11:52	6"x8"x16"	500	1486	13503	20240330002
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.