

Internal memo no. 903/35/A

Annexure -D

Cement Blocks – Weekly Delivery Report

Company/ firm:	NGH	Requisition nos.:	20240322003	Total PO quantity:	2000
Project:	NGH	PO No.	20240322003	Quantity delivered in earlier period:	1200
Block /Flat / Villa no.:	Block A	Total material delivered	NO	Quantity delivered during week:	400
Supplier:	Siva parvathi cement Bricks	Close PO:	NO	Balance quantity to be delivered:	400
Sign of security	<i>[Signature]</i>	Sign of Admin	<i>[Signature]</i>	Sign of Project manager	<i>[Signature]</i>
Date	13/4/24	Date	13/4/24	Date	13/4/24

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	25.03.24	11:52	4"x8"x16"	800	1388	13482	20240415035
2.	25.03.24	16:50	4"x8"x16"	400	1391	13482	20240415035
			Total	1200			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	26.03.24	12:00	4"x8"x16"	400	1392	13483	20240415036
2.							
			Total	400			

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.