

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

Company:	MRGV	Date:	24-06-2023			
Site:	BRGV	Prepared by:	Jeevana			
Report From / To	24-05-23 to 23-06-2023	Approved by:	Sarwar			
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"		
20230609004	09-06-2023	1	peripherals	Po under progress		
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier		
20230524057	24-05-2023	1	FRP TADAKA	Supplier arranging material		
20230529009	29-05-2023	4,7	electrical	No stock at SLLP		
20230531022	31-06-2023	1	Fulsh door	Supplier arranging material		
20230607022	07-06-2023	1,2	Panel doors	No stock at SLLP		
20230609029	09-06-2023	1	consumables	No stock at SLLP		
20230621015	21-06-2023	1,2	Internal beading	We will collect on 26-06-2023		
20230621068	21-06-2023	1	consumables	We will collect on 26-06-2023		
20230622006	22-06-2023	1,2	tools	We will collect on 26-06-2023		
20230623035	23-06-2023	1	hardware	We will collect on 26-06-2023		
[No. of gate passes issued this week:		NILL	From No.	To No.		
		24-06-2023				
Delivery van site visit on:						
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No			
Items not ordered but received:						
Other corrections & remarks:						
Details of steel & cement stock	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
Sl. No	8mm	.395	4.74			
1.	10mm	.617	7.404			
2.	12mm	.89	10.68			
3.	16mm	1.58	18.96			
4.	20mm	2.47	29.64			
5.	25mm	3.86	46.32			
6.	32mm	6.32	75.84			
7.	Binding wire					
8.		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
OPC stock		Project Manager		Admin Officer/Manager		Admin Audit
Details						
Sign						
Date		24-06-2023		24-06-2023		

APPROVED BY
24 JUN 2023
SYED GULAM SARWAR
Asst. Project Manager

Notes: 1. * Send a copy of the missing requisitions to Purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumarn@modiproperties.com on every Saturday. 2. Admin Officer shall not leave the site without completing this report. 4. Ensure that inward numbers are