

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

Company:	DR NRK Biotech Pvt Ltd	Date:	04.07.2023			
Site:	Nextopolis	Prepared by:	S.Shravya			
Report From / To	26.06.23 to 04.07.2023 ✓	Approved by:	Ramkishan			
Report Date	04.07.2023 ✓					
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		
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:				Details of discussion with supplier.		
Req No.	Req Date	Serial no of item in Req.	Item Description	Ready with supplier ✓		
20230626038	26.06.2023	01	Umbrella	Part material revived ✓		
20230616033	16.06.2023	01	araldite	Pending with payment(issue from sslp)		
20230621018	21.06.2023	1	Portable toilet	Ready with supplier ✓		
20230519012	19.05.2023	01	Laptop adaptor			
From No.				To No.		
No. of gate passes issued this week:						
Delivery van site visit on:						
03.07.2023				Yes / No		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						
Items not ordered but received:						
Other corrections & remarks:						
Details of steel & cement stock						
Sl. No	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
1.	8mm	.395	4.74	22	104 ✓	400
2.	10mm	.617	7.404	67	-	500
3.	12mm	.89	10.68	10	106.8 ✓	-
4.	16mm	1.58	18.96	60	1137 ✓	200
5.	20mm	2.47	29.64	25	741 ✓	600
6.	25mm	3.86	46.32	20	326 ✓	500
7.	32mm	6.32	75.84		-	-
8.	Binding wire				125 ✓	300
OPC stock		OPC last weeks stock		PPC/PSC stock	40 ✓	PPC/PS C last weeks stock
Details		Project manager		Admin Officer/Manager		Admin Audit
Sign		Ramkishan		S.Shravya		
Date		04.07.2023		04.07.2023		04.07.2023