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

Company:			19.09.2023
Site:	DR NRK Biotech Pvt Ltd	Date:	S.Shravya
	Nextopolis	Prepared by:	N.Ramkishan
Report From / To	12.09.2023 to 18.09.2023	Approved by:	
Report Date	19.09.2023		

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
20230913069	13.09.2023	01	Vinyl flooring	Po to be issued
20230901009	01.09.2023	01	Equipment-effulent treatment plant	Under discussion
20230901010	01.09.2023	01	Equipment-sewage treatment plant	Under discussion

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier.
20230913030	13.09.2023	01	Nylon rope	Ready with supplier
20230913025	13.09.2023	01	Eco drain pipes	Ready with supplier

No. of gate passes issued this week:	From No.	-	To No.	-
Delivery van site visit on:	19.08.2023			
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

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	275	1303	1303	
2.	10mm	.617	7.404	-	-		
3.	12mm	.89	10.68	72	768	800	
4.	16mm	1.58	18.96	120	2275	2500	
5.	20mm	2.47	29.64	-	-	-	
6.	25mm	3.86	46.32	62	2871	3000	
7.	32mm	6.32	75.84	-	-	-	
8.	Binding wire				25		
OPC stock		OPC last weeks stock		PPC/PSC stock	300	PPC/PSC last weeks stock	40

Details	Project manager	Admin Officer/Manager	Admin Audit
Sign	N.Ramkishan	S.Shravya	
Date	19.09.2023	19.09.2023	19.09.2023

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. $ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to

20/9/23.