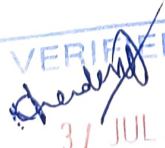


Company:		Modi reality pocharam LLP		Date	31 07 2021	
Site:		Nilgiri heights		Prepared by	P sneha	
Report From / To		24-07-21 to 31-07-21		Approved by	G Vijay raj	
Report Date		31-07-2021				
List of requisitions numbers missing in the report*						
List of requisitions where PO/WO not prepared 3 working days after requisition:						
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO ^a		
181611	7.4.21	3	Laptop bags	Send for MD'S Approval		
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 ^s		
181574	04.5.21	1	Two wheeler vehicle	Delivery on August month ending		
181595	14.06.21	1	Notice board	Quality not good return to suppliers		
181601	25.6.21	1	Plastic chair	PO and cheque not issued to suppliers		
No. of gate passes issued this week:-			Nil /	From No.	To No.	
Delivery van site visit on:			26.7.21/28.7.21			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
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	72	341.2	
2.	10mm	.617	7.404	126	932.9	
3.	12mm	.89	10.68	112	1196	
4.	16mm	1.58	18.96	90	1706	
5.	20mm	2.47	29.64	140	4149	
6.	25mm	3.86	46.32	30	1389	
7.	32mm	6.32	75.84			
8.	Binding wire			250	250	
OPC stock	-	OPC last weeks stock	-	PPC/PSC stock	40 bag`s	PPC/PSC last weeks stock -
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		31.07.2021		31.07.2021		

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 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 this report within one week. 10. Follow up for WO is the responsibility of engineers at site - purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

APPROVED BY

31 JUL 2021
G. VIJAY RAJ
NILGIRI HEIGHTS

VERIFIED BY

31 JUL 2021
N. NARENDER REDDY
ASST. MANAGER-AUDIT

Certified by:

Admin Officer
NILGIRI HEIGHTS