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

Company:	Modi reality pocharam LLP	Date:	21.08.2021
Site:	Nilgiri heights	Prepared by:	S.Sharvani
Report From / To	15-08-21 to 21-08-21	Approved by:	G.Vijay raj
Report Date	21-08-2021		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:181675

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
181611	07.04.21	3	Laptap bags	Sent for MD'S Approval
181674	16.08.21	1	RMC	Sent for MD's Approval
181675	17.08.21	1,2	ISMB poles	Sent 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$
181614	10.07.21	1	Tandoor stone	Partially material delivered
181640	27.07.21	1	Measurement box	Supplier arranging for material
181645	30.07.21	2	paints	Supplier arranging for material
181666	10.08.21	1	Cement ventilator	Delivered by next week
181669	12.08.21	1	Gunny bags	Partially delivered
181673	16.08.21	1,2	Wooden tadaka's	Monday will delivery

No. of gate passes issued this week:-	From No.	-	To No.	-
Delivery van site visit on:	20.08.2021			
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	345	1635.3	
2.	10mm	.617	7.404	150	1110.6	
3.	12mm	.89	10.68	42	448.6	
4.	16mm	1.58	18.96	136	2578.6	
5.	20mm	2.47	29.64	72	213.08	
6.	25mm	3.86	46.32	19	880	
7.	32mm	6.32	75.84	-	-	
8.	Binding wire			250	250	

OPC stock	-	OPC last weeks stock	-	PPC/PSC stock	61	PPC/PSC last weeks stock	-
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		21.08.2021		21.08.2021			

APPROVED BY
21 AUG 2021
G. VIJAY RAJ
NILGIRI HEIGHTS
Certified by:
Admin Officer
NILGIRI HEIGHTS
VERIFIED BY
ASST MANAGER-AUDIT
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 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 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!