

Company:		Modi reality pocharam LLP		Date:	08.11.2021	
Site:		Nilgiri heights		Prepared by:	S.Sharvani	
Report From / To		31-10-21 to 06-11-21		Approved by:	G.Vijay raj	
Report Date		08-11-2021				
List of requisitions numbers missing in the report*:						
List of requisitions where PO/WO not prepared 3 working days after requisition: Reason for not preparing PO/WO#						
Req No.	Req Date	Serial no of item in Req.	Item Description			
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 ^s						
Req No.	Req Date	Serial no of item in Req.	Item Description			
181736	13.10.21	1	Hand pulling trolley	Delivery by next week		
181743	30.10.21	1&5	Pad locks&gum tape	Supplier arranging material		
181746	02.11.21	1-13	Consumables	Ready with supplier		
181747	02.11.21	1-8	Stationery	Ready with supplier		
No. of gate passes issued this week:-				From No.	-	To No. -
Delivery van site visit on:				02.11.2021&03.11.2021		
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	650	3081	
2.	10mm	.617	7.404	110	814.11	
3.	12mm	.89	10.68	150	1602	
4.	16mm	1.58	18.96	210	3981.6	
5.	20mm	2.47	29.64	250	7410	
6.	25mm	3.86	46.32	80	3705.6	
7.	32mm	6.32	75.84	-	-	
8.	Binding wire			250	250	
OPC stock	-	OPC last weeks stock	-	PPC/PSC stock	391	PPC/PSC last weeks stock -
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		08.11.2021		08.11.2021		

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!