

Company:		Modi reality pocharam LLP		Date:	18.12.2021	
Site:		Nilgiri heights		Prepared by:	S.Sharvani	
Report From / To		12-12-21 to 18-12-21		Approved by:	G.Vijay raj	
Report Date		18-12-2021				
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#		
181781	11.12.21	1	Ms hoardings boards	Sent to MD's approval		
181787	16.12.21	1	Concrete tape	Sent to 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		
181771	06.12.21	11-12	General material	Ready with supplier		
181775	08.12.21	1-2	Plumbing material	Ready with supplier		
181777	10.12.21	1	Helmets	Partially received		
181778	10.12.21	1-2	Consumables	Ready with supplier		
181779	11.12.21	1-10	Tan brown granite	Granite cutting under progress		
181782	11.12.21	1-2	Chemicals	Partially received		
181788	16.12.21	1-7	Electrical	Ready with supplier		
No. of gate passes issued this week:-			From No.	-	To No.	
Delivery van site visit on:			14.12.21&15.12.21			
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	140	663.6	
2.	10mm	.617	7.404	160	1184.64	
3.	12mm	.89	10.68	160	1708.8	
4.	16mm	1.58	18.96	-	-	
5.	20mm	2.47	29.64	70	2074.8	
6.	25mm	3.86	46.32	65	3010.8	
7.	32mm	6.32	75.84		-	
8.	Binding wire			250	250	
OPC stock	334	OPC last weeks stock	365	PPC/PSC stock	326	PPC/PSC last weeks stock 326
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		18.12.2021		18.12.2021		18/12/21

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumar@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. S 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!