

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

Company:	Silver Oak Villas part-III	Date:	20-11-2021			
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi			
Report From / To	13.11.2021 to 19.11.2021(sat to fri)	Approved by:	K Purshotham			
Report Date	20.11.2021					
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	Reason for not preparing PO/WO#			
			Nil			
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		
183694	11-10-2021	3	Malaysian brown HL	Stock is available and will be delivered by wednesday		
183702	19-10-2021	01	Metal dust bin	Stock is available and will be delivered by Monday		
183705	22-10-2021	30	PVC plain elbow	Material available at supplier deliver by monday		
183710	26-10-2021	15,28	PVC rigid pipe and floor trap	Material available at supplier deliver by monday		
183713	29-10-2021	8 & 10	S.S Screws	Material available at supplier deliver by Tuesday		
183714	29-10-2021	3	Fishers	Material available at supplier deliver by monday		
183725	05-11-2021	1,2,4,6	CPVC material	Material available at supplier deliver by monday		
183727	05-11-2021	15,23,24,30,31	PVC material	Material available at supplier deliver by monday		
183734	10-11-2021	1,2	CPVC reducer, Concealed stop cock	Material available at supplier deliver by monday		
No. of gate passes issued this week: Nil / 5 From No. Nil To No. Nil						
Delivery van site visit on: 1 15.11.2021, 17.11.2021, 19.11.2021						
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	-	-	
2.	10mm	.617	7.404	-	-	
3.	12mm	.89	10.68	-	-	
4.	16mm	1.58	18.96	-	-	
5.	20mm	2.47	29.64	-	-	
6.	25mm	3.86	46.32	-	-	
7.	32mm	6.32	75.84	-	-	
8.	Binding wire	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Date	19-11-2021			19-11-2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashwin@modiproperties.com and rajakumar@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Justification numbers are written on

