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

Company:	Silver Oak Villas part-III		
Site:	Silver Oak Villas part-III	Date:	28-08-21
Report From / To	20-08-21 to 28-08-21(fri to sat)	Prepared by:	Ch. Pranavi
Report Date	28-08-21	Approved by:	K Purshotham

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#
183638	20-08-21	2	Safety shoes	

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

183629	16-08-21	1 to 17	PVC materials	Stock is available at ssllp and delivered by Monday.

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on: l	20.08.21, 23.08.21, 2408.21, 27.08.21				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
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	-		-	-	
OPC stock	Nill	OPC last weeks stock	Nill	Nill	Nill	Nill
				PPC/PSC stock	Nill	PPC/PSC last weeks stock: Nill
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign				Pranavi.ch		
Date		28-08-21		28-08-21		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!