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

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

Company:	Modi Realty Pocharam LLP	Date:	11.03.23
Site:	Nilgiri Heights	Prepared by:	A.Sravani
Report From / To	05.03.2023 to 04.03.2022	Approved by:	G.vijay raj
Report Date	11.03.23		

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
182444	03.03.23	1	SD Card	Po to be issued .
182448	06.03.23	1 to 5	Toys	Po to be issued .
182450	07.03.23	1	Gypsum putty	Po to be issued .
182451	07.03.23	1	PVC bends	Po to be issued .

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$
182410	20.01.23	2	Z Angles	Partly received . Next week delivery .
182437	28.02.23	1 to 4	Door frames	Next week delivery .
182438	28.02.23	1 to 4	Z Angles	Next week delivery .
182440	02.03.23	1	Switches	Next week delivery .
182441	02.03.23	1 & 2	Lights	Next week delivery .
182446	03.03.23	1 to 8	PVC electrical .	Next week delivery .
182447	03.03.23	1 to 3	Pump	Next week delivery .
182449	06.03.23	1 to 12	Cleaning material	Next week delivery .

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:	07.03.23 , 09.03.23 & 11.03.23				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

Items not ordered but received:

Other corrections & remarks: Nil

Details of steel & cement stock : Cement bags :

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in tons	Previous weeks stock in tons
1.	8mm	.395	4.74	1800	12	3.8
2.	10mm	.617	7.404	400	1	1
3.	12mm	.89	10.68	187	2	0.680
4.	16mm	1.58	18.96	395	3	3.5
5.	20mm	2.47	29.64	270	5.5	4
6.	25mm	3.86	46.32	43	0.860	0.860
7.	32mm	6.32	75.84			
8.	Binding wire	-			1000	500

OPC stock	300 bags	OPC last weeks stock	380 bags	PPC/PSC stock	320 bags	PPC/PSC last weeks stock	400 bags

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	13.03.23	13.03.23	

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!