

Internal memo no. 903/35/A

Annexure -D

Cement Blocks – Weekly Delivery Report

Company/ firm:	NGH	Requisition nos.:	20240627003	Total PO quantity:	1000
Project:	NGH	PO No.	20240627004	Quantity delivered in earlier period:	-
Block /Flat / Villa no.:	Block A	Total material delivered	Yes	Quantity delivered during week:	1000
Supplier:	Sri sai vishal enterprises fly ash bricks	Close PO:	Yes	Balance quantity to be delivered:	nil
Sign of security		Sign of Admin		Sign of Project manager	
Date	01.07.24	Date	01.07.24	Date	01.07.24

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	01.07.24	12:23	4"x8"x16"	1000	024	13750	20240701023
2.							
3.							
4.							
			Total	1000			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
2.							
			Total				
Remarks:							

Note: 1. Report to be emailed to purchase@amodiproperties.com and report-audit@amodiproperties.com every Saturday. 2. Maintain original along with delivery challans along with photos at site. 3. Report must have totals calculated. 4. Specify block size and block type (solid / hollow). 5. Total quantity and delivered quantity includes all types of blocks. 6. One running report must be made per PO.