

Internal memo no. 903/35/A

Annexure -D

Cement Blocks – Weekly Delivery Report

Company/ firm:	NGH	Requisition nos.:	20240730013	Total PO quantity:	500
Project:	NGH	PO No.	20240730008	Quantity delivered in earlier period:	-
Block /Flat / Villa no.:	Block A	Total material delivered	Yes	Quantity delivered during week:	500
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	01.08.24	Date	01.08.24	Date	01.08.24

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
2.							
3.							
4.							

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	01.08.24	12:23	6"x8"x16"	500	037	13843	20240803022
2.							
			Total	500			

Remarks:

Note: 1. Report to be emailed to purchase@modiproperties.com and report-audit@modiproperties.com every Saturday. 2. Maintain original along with delivery challans along with photos at site. 3. Report must have actuals 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.