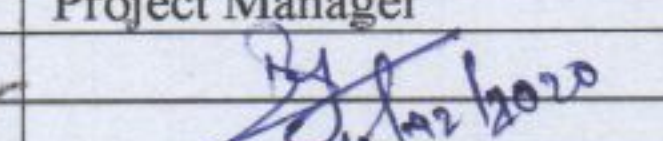
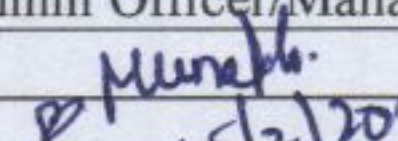


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	15.02.2020			
Site:	Silver Oak Villas	Prepared by:	R Sanjay Kumar			
Report From / To	01.04.19 to 08.02.2020	Approved by:	K Purshotham			
Report Date	15.02.2020					
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#		
155198	21.11.19	1	Diesel Barrel			
155371	31.01.2020	1 to 9	Swimming pool matrial			
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\$		
155244	13.12.19	1 to 3	Tiles 10 % Balance	Supplier is arranging for material		
155265	19.12.19	1 to 3	Tiles 50 % Balance	Supplier is arranging for material		
155289	31.12.19	1 to 33	PVC Material 40 Balance%	Supplier is arranging for material		
155295	31.12.19	1	Urinal sensors	Supplier is arranging for material		
155321	10.01.2020	1	Water tank 8 no's balance	Supplier is arranging for material		
155325	17.01.2020	1	Hume pipe 60 no's balance	Supplier is arranging for material		
155338	25.01.2020	1 and 2	Door Beeding	Supplier is arranging for material		
155348	25.01.2020	1	Country Rosso 80% Balance	Supplier is arranging for material		
155351	25.01.2020	2	Al.Service wires	Supplier is arranging for material		
155353	27.01.2020	1 and 2	Tandoor Stone	Supplier is arranging for material		
155357	27.01.2020		Tiles 75% Balance	Supplier is arranging for material		
155363	29.01.2020	1	Vertified Tiles	Supplier is arranging for material		
155367	29.01.2020	1 and 2	Door Beeding 50% balance	Supplier is arranging for material		
155380	04.02.2020	1 to 38	CPVC matrial 90% balance	Supplier is arranging for material		
155399	07.02.2020	1 to 12	Electrical wires 20 % balance	Supplier is arranging for material		
155400	07.02.2020	1 to 9	Panel doors	Supplier is arranging for material		
155404	07.02.2020	1	SS Letters	Supplier is arranging for material		
155409	08.02.2020	1	Vertified tiles	Supplier is arranging for material		
No. of gate passes issued this week:		6	From No.	15549 6	To No.	13500 &13651
Delivery van site visit on:		14.02.2020 17.40 hrs				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No		
DC register Sl. No. during the week		From No.	12618	To No.	12648	
Items not ordered but received:		Nil				
Items sent to HO /vendor that are pending for repair: Submersible pump						
Other corrections & remarks: Nil						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	15/2/2020		15/2/20			

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 completing 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!