Internal Memo – 912/173/A - Construction division Date: 21-6-2025

Subject: Steel report
Keywords: Tor steel, report.

In order to check pilferage of steel a weekly/bi-weekly report is required from sites as per format attached herein. The steel report to be sent by Viber on Wednesday and Saturday. Attached the steel report in pdf report to the 'Requisition by Site Report'. The requisition by site report has been suitably corrected. The formats have been corrected to include stock as per M-codex in Kgs.

Bi-weekly report to be sent by the following sites: GVRC, Vivopolis, AMTZ 801, AMTZ 4554 and new projects.

Rest of the sites can send weekly reports as earlier.

Photographs must be sent of steel storage on Viber on a weekly/bi-weekly basis.

Soham Modi.

Company				Date:			
Project				Prepared by:			
Details of tor steel stock at site.							
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	Stock as per M-codex in Kgs
1.	8mm	0.40	4.74	10.00	0.05	-	
2.	10mm	0.62	7.40	90.00	0.67	-	
3.	12mm	0.89	10.68	100.00	1.07	-	
4.	16mm	1.58	18.96	250.00	4.74	-	
5.	20mm	2.47	29.64	300.00	8.89	-	
6.	25mm	3.86	46.32	600.00	27.79	-	
7.	32mm	6.32	75.84	600.00	45.50	-	
	Total:			1,950.00	88.71	-	
8.	Binding wire	-		-	-	-	
Note: Only count full rods.							

Construction Division - Material Requirement – Site Report

Company:		Date:	
Site:		Prepared by:	
Report From / To		Approved by:	
Report Date			

List of items that require SKU:

List of requisitions where PO/WO not prepared after 3 working days of requisition:

Req No.	Req Date	Serial no of item in Req	Item Description	Coordinate with purchase /procurement and give reason for delay.

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

PO No.	PO Date	Serial no of item in PO.	Item Description	Details of discussion with supplier & expected date of delivery

No. of gate passes issued this week:		From No.		To No.	
Delivery van site visit on:					

Items not ordered but received:

POs to be cancelled – material not required /incorrectly made:

Approved POs – part/full material received – MRN not uploaded:

PO to be closed – part material received – further material not required/will be ordered by new requisition:

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 tons	Previous weeks stock in tons	Stock as per M-codex in Kgs
1.	8mm	.395	4.74	0.00	0.00	0.00	0.00
2.	10mm	.617	7.404	0.00	0.00	0.00	0.00
3.	12mm	.89	10.68	0.00	0.00	0.00	0.00
4.	16mm	1.58	18.96	0.00	0.00	0.00	0.00
5.	20mm	2.47	29.64	0.00	0.00	0.00	0.00
6.	25mm	3.86	46.32	0.00	0.00	0.00	0.00
7.	32mm	6.32	75.84	0.00	0.00	0.00	0.00
8.	Binding wire	-		0.00	0.00	0.00	0.00
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock	

Details	Prepared by	Project Manager	
Sign			
Date			

Notes: 1. For missing SKUs send email to procurement@modiproperties.in and post on purchase construction viber group. 2. Send this report to purchase@modiproperties.com, janaki@modiproperties.com and audit@modiproperties.com on every Saturday. 3. PM shall not leave the site without sending this report. 4. Site engineers to call suppliers for status of delivery. DO NOT CALL PURCHASE. 5. Purchase to send reply to this report before next Saturday. 6. Zoom meeting to be held with purchase coordinator, site and purchase division once a week to discuss this report.