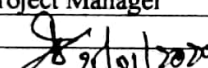
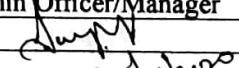


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	25.01.2020			
Site:	Silver Oak Villas	Prepared by:	R Sanjay Kumar			
Report From / To	01.04.19 to 25.01.2020	Approved by:	K Purshotham			
Report Date	25.01.2020					
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		
155190	20.11.19	1	Diesel Cans			
155198	21.11.19	1	Diesel Barrel			
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		
155239	11.12.19	3	Ultra Sprinkler HL Tiles	Supplier is arranging for material		
155244	13.12.19	1 to 3	Tiles 50 % Balance	Supplier is arranging for material		
155248	14.12.19	1	GI Chain	Supplier is arranging for material		
155265	19.12.19	1 to 3	Tiles 50 % Balance	Supplier is arranging for material		
155281	27.12.19	49	PVC Material water tanks	Supplier is arranging for material		
155289	31.12.19	1 to 33	PVC Material 50 Balance%	Supplier is arranging for material		
155295	31.12.19	1	Urinal sensors and concealed fluush tank	Supplier is arranging for material		
155330	18.01.20	1	SS Sink 08 Nos Balance	Supplier is arranging for material		
No. of gate passes issued this week:		05	From No.	13490	To No.	13493
Delivery van site visit on:		25.01.2020 17.00 hrs				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No		
DC register Sl. No. during the week	From No.	12221	To No.	12551		
Items not ordered but received:		Nil				
Items sent to HO /vendor that are pending for repair:						
Other corrections & remarks: Nil						
Details		Project Manager	Admin Officer/Manager	Admin Audit		
Sign						
Date		25/01/2020	25/01/2020			

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