

**Construction Division - Material Requirement – Site Report**

Company:	MRGV	Date:	24-01-2026
Site:	BRGV	Prepared by:	S.Shravya
Report From / To	19-01-26 to 24-01-26	Approved by:	Sai kumar
Report Date	24-01-2026		
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
20251212001	15-12-25	1 TO 3	UPVC-sliding with mesh-1.2x1.2m,sliding without mesh-0.9x0.9m,ventilator top hng-0.6x0.6m
			Material under production
20260113001	13-01-26	1 to 3	Dust pan,floor cleaner,buckets
			Delivery by 27.01.26
No. of gate passes issued this week:			
Delivery van site visit on:		From No.	To No.
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
2.	10mm	.617	7.404
3.	12mm	.89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire	-	
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
OPC stock	Nill	OPC last weeks stock	Nill
			PPC/PSC stock
			00
			PPC/PSC last weeks stock
			00
Details		Prepared by	Project Manager
Sign		S.Shravya	Sai kumar
Date		24-01-2026	24-01-2026

Notes: 1. For missing SKUs send email to [procurement@modiproperties.in](mailto:procurement@modiproperties.in) and post on purchase construction viber group. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [janaki@modiproperties.com](mailto:janaki@modiproperties.com) and [audit@modiproperties.com](mailto: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.