

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

Company:	M C Modi Educational Trust	Date:	31-01-2026
Site:	MCMET	Prepared by:	S.Shravya
Report From / To	24.01.26 to 31.01.26	Approved by:	Sai K umar
Report Date	31-01-2026		

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.
20260113009	13-01-26	1	Railing stain less steel-900Hmm	PO Under 2 <sup>nd</sup> level approval
20260122002	22-01-26	1	Floor tiles vitrified-600x600mm	PO Under 2 <sup>nd</sup> level approval
20260123004	23-01-26	1 & 2	Flase ceiling pla-gyp & Grid false ceiling	Po not done
20260124002	24-01-26	1 & 2	Tea cup & Tea flask	Local purchase

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
2026122014	24-01-26	1	BM-RCC-Round manhole-600D cover & 700Dmm frame	Material will delivery by 04.02.26
20260112001	13-01-26	1	Door flush door with laminate	Under production
20260121004	27-01-26	1	Door flush door with laminate	Under production
20260128018	28-01-26	1 & 2	CPVC Solution & CPVC coupling	Material will delivery by 02.02.26
2026012312	28-01-26	1	Copper cable Red-FRLS-2corex1.5sqm	Material will delivery by next week
20251223021	28-01-26	1	Pump stater panel	Advance payment pending

No. of gate passes issued this week:	No	From No.	To No.
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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	10	PPC/PSC last weeks stock	15
Details	Prepared by			Project Manager			
Sign	S.Shravya			Sai kumar			