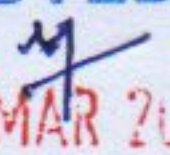
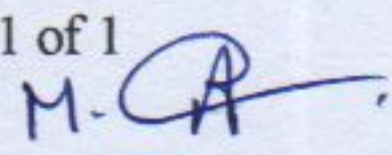


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	ESR,Annojiguda LLP	Date:	21.03.2020			
Site:	East Side residency	Prepared by:	M.Aswini			
Report From / To	14.03.2020 to 21.03.2020	Approved by:	Vijay Raj			
Report Date	21.03.2020					
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#		
130074	12.02.2020	1,2,3	Pillows, Bedsheets	At MDs Cabin		
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\$		
130085	06.03.2020	1,2	Flat files,Consultant Comment Book	By Monday		
130087	06.03.2020	1,2	MS Gate(East side Arch gate),MS Gate(North side Arch gate),	By Monday		
130090	10.03.2020	1,2,3,	,Breath Analyser	By Monday		
130091	13.03.2020	1	ISMB 200 Beams	By Monday		
Gate pass issued in this week		-	From no	Nil	to	Nil
Delivery van site visit on:		16 th ,18 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
DC register Sl. No. during the week	From No.	Nil	To No.	Nil		
Items not ordered but received: Nil						
Items sent to HO /vendor that are pending for repair: Nil						
Other corrections & remarks: Nil						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	G. Vijay Raj		M. Aswini			
Date	21.03.2020		21.03.2020			

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

APPROVED BY

21 MAR 2020
G. VIJAY RAJ
East Side Residency

Certified by:
 Page 1 of 1

Admin. Officer
East Side Residency