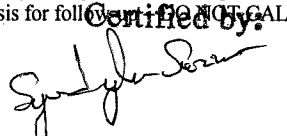
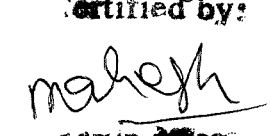


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Serene construction llp	Date:	16-05-2020			
Site:	Serene farm	Prepared by:	M Mahesh			
Report From / To	11-05-2020 to 16-05-2020	Approved by:	Syed.Golam Sarwar			
Report Date	16-05-2020					
List of requisitions numbers missing in the report* :						
List of requisitions where PO/WO not prepared 3 working days after requisition: NIL						
Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO		
150220	05-05-20	1	4 Core Armored Cable	Supplier arranging for materials		
150231	13-05-20	1	Black Powder Coated MS Grills	Supplier arranging for materials		
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		
150168	3-02-20	1 to 10	Alumium Sliding Windows	Supplier arranging for materials		
150183	17-02-20	1	MS.Plates	Supplier Arranging for Materials		
150217	17-03-20	1	Steel Cutting Blades	Supplier arranging for materials		
150221	21-03-20	1	Service Wire	Supplier arranging for materials		
150223	21-03-20	1	PVC 1.5mm Pipe	Supplier arranging for materials		
150229	07-05-20	1	Tan Brown Granite	Partial Material Only Received		
150233	13-05-20	3&4	Internal Beading	Supplier arranging for materials		
150235	14-05-20	1 to 5	Cleanign Materials	Supplier arranging for materials		
150236	14-05-20	1 to 5	Printing & Stationery Items	Supplier arranging for materials		
No. of gate passes issued this week:		Nil	Form No.	Nil	To No.	Nil
Delivery van site visit on:		14-05-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
DC register Sl. No. during the week		From No.	5017	To No	5044	
Items not ordered but received:						
Items sent to HO /vendor that are pending for repair: NIL						
Other corrections & remarks:						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	Syed.Golam Sarwar		M.Mahesh			
Date	16-05-2020		16-05-2020			

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 - 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. 11. Admin officers/managers must call all suppliers on a daily basis for follow up. **DO NOT CALL PURCHASE!**

Certified by:

S.R. ENGINEER
 Modi Farm House (Hyd) LLP

Certified by:

Admin Officer
 Modi Farm House (Hyd) LLP