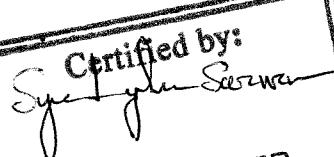
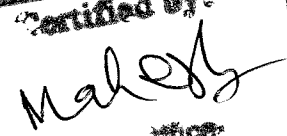


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Serene construction llp	Date:	29-08-2020
Site:	Serene farm	Prepared by:	M Mahesh
Report From / To	24-08-2020 to 29-08-2020	Approved by:	Syed.Golam Sarwar
Report Date	29-08-2020		
List of requisitions numbers mis'ing in the report: NIL			
List of requisitions where PO/WO not prepared 3 working days after requisitions: 02			
Req No.	Req Date	Serial No of item in Req	Item Description
			Reason for not preparing PO/WO
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
150328	12-08-20	1 to 9	Sliding windows
150331	21-08-20	3,4,,7,8,10,,14,18, 24,25	CPVC Material
150332	21-08-20	1 TO 13	CP Fittings
150333	21-08-20	4 to 9	CP Sanitary
150334	21-08-20	3,5,6&14	Eco drain Maxterial
150335	21-08-20	1-4 and 6-8, 14&15	PVC Rigid pipe
150336	21-08-20	1,2	Bombay nails
150337	21-08-20	1-4 and 5-9	Panel doors & Hardware locks
No. of gate passes issued this week:		01	Form No. 1152 To No. 1152
Delivery van site visit on:		19-8-2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	5330	To No. 5337
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	Syed.Golam Sarwar	M.Mahesh	
Date	29-08-2020	29-08-2020	

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

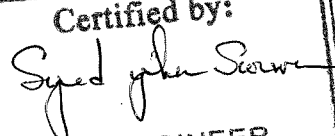
Certified by:

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

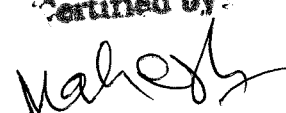
Certified by:

Admin Office
 Modi Farm House (Hyd) LLP

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

Company:	Modi Farm House(Hyd)LLp	Date:	29-08-2020	
Site:	Serene farms	Prepared by:	M Mahesh	
Report From / To	24-8-20 to 29-08-20	Approved by:	Syed.Golam Sarwar	
Report Date	29-08-2020			
List of requisitions numbers missing in the report: NIL				
List of requisitions where PO/WO not prepared 3 working days after requisitions:				
Req No.	Req Date	Serial No of item in Req	Item Description	Reason for not preparing PO/WO
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
NIL	NIL	NIL	NIL	NIL
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	Syed.Golam Sarwar	M.Mahesh		
Date	29-08-2020	29-08-2020		

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 office-s 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!

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