

Reply to remarks on requisition by site report.

Prepared by: Hari babu

Date: 19.07.17

Site: Mod Road, Miryalguda T.D.

Requisition		Material Description		Purchase Material Remarks		Material released or delay	If material is not released
No	Date	Material	Quantity	Remarks	Remarks		
52132	27.06.17	Medical		Delivery today			
52134	29.06.17	Office purchase		Quote sent MD → <i>Devi, d. p. m. 24/07/2017</i>			
52128	23.06.17	Curb stone		Searching in Miryalguda			
52152	07.07.17	PVC		Delivery today			
52129	27.06.17	Stone		Delivery today			
52135	29.06.17	Carpentry		Delivery today			
52138	03.07.17	Cement solid blocks		Supplier will send ✓			
52140	04.07.17	Solid blocks		Supplier will send ✓			
52141	05.07.17	Visiting cards		Promotion to follow-up → <i>24/07/2017</i>			
52143	05.07.17	ID card		Promotion to follow-up → <i>24/07/2017</i>			
52144	05.07.17	Stamps		Admin to follow-up			
52148	06.07.17	Equipment		Delivery on 21.07.17			
52151	07.07.17	Form board		Promotion to follow-up			

Kamesh/ehla
19/07/2017

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

Company:	Modi Realty Miryalaguda LLP	Date:	15.07.2017
Site:	AVR Gulmohar Homes	Prepared by:	A. Vijay Ramswar
Report From To:	11.07.2017 to 15.07.2017	Approved by:	G. Ramrathu
Report Date:	15.07.2017		

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	Sr no	Item Description	Remarks
52128	23.6.17	Sr no 1	Curio stone	As per requisition
52132	27.6.17	Sr no 4	Electrical	As per requisition
52134	29.6.17	Sr no 1	Coffee machine	Handed over details to Pushkar Singh
52152	7.7.17	Sr no 1	PVC	As per requisition

List of requisitions where 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 item received
52129	23.6.17	Sr no 1	Stone	As per requisition
52135	29.6.17	Sr no 1	Carpentry	As per requisition
52138	3.7.17	Sr no 1	Cement solid blocks	As per requisition
52140	4.7.17	Sr no 1	Solid blocks	Received 2.7.17
52141	8.7.17	Sr no 1	visiting cards	As per requisition
52143	8.7.17	Sr no 1	Id card	As per requisition
52144	8.7.17	Sr no 1	Stamps	As per requisition
52148	6.7.17	Sr no 1	Equipment	As per requisition
52151	7.7.17	Sr no 1	Foam board	As per requisition

Details of pending installation beyond due date of modular kitchen, furniture & other items:

Req No	Flat/Villa No	Installation due date	Item

No. of gate passes issued this week:

NIL From No.

Delivery van site visit on:

12.07.17 and 14.7.17

Inward report (AIRN) other & stock

report emailed in pdf format to purchase?

Items not ordered but received: Nil

Other correction & remarks:

Notes: 1. Send a copy of the missing requisitions to Anil Singh immediately. 2. Details of missing requisitions to be sent to section 3. Send a copy of the missing requisitions to Anil Singh immediately. 4. Admin offices shall not leave the site. 5. Inward numbers are to enter on the Requisition entry showing the items not received on a daily basis. 6. Main

Signature
Date