

Report Date: 25-05-2017 Time: 6:30 pm

Requisitions follow up. (where material is not fully received)

Requisition No.	Category	Remarks
52106	Ms material	Requisition made P.O raised on 25-05-2017. material likely to come by Friday-26-05-2017
52101	Almarah (MED)	Will reach the site by 26-05-2017
52091	LED lights	For night time work- one broken during transport will be replaced - 26-05-2017
52079	Foam Board	Promotions have to send it, Prasad said he needs your approval for the same
52071	Shahbad Stone	Balance 300 pieces by Friday -26-05-2017

Material requirement (requisitions to be made)

Type of material	Required for	Requisition to be sent by date
Curb stone mould & curb stones	Main road footpath – first get mould from NE send to supplier and then make req at rate of 6" x 16" x 8" cement block. Make estimate.	
Fertilizer & trees	Gyathri town ship trees	
RMC -M 20	For Slab of villa 6and 7 within 2 weeks	
ROBO sand	1000 cft required by Monday	

Deployment of labour – work under progress. (mention all contractors working at site – use separate row for each type of task)

Contractor type	Contractor name	No. of labour working	Desc. of work under progress.
Earthwork/civil	Radha Krishna	8- labours 2- Maisons	Labor gaurter CRS and CC bed, villa no.3 pedestial marking, 2- dept for shed for the welder and sagar road trees watering. East side long road kadi refixing every 15'.

		01-masons	
Centering	Madhusudhan	2 -Masons 1- Labours	Villa No 7 – Pedestal concreting and filling work completed. Villa no 6 – footings and pedestal and filling work completed Villa no 5- footings and pedestal and filling completed. Villa no 4- PCC footings and pedestal completed Villa no 3 - footings done Villa no 2- excavation work in progress
Road work	Malliah	01- Labours	Internal Road work done Sagar road – completed Will commence CC grove cutting from Monday
Centering	Ellesham	03 - Labours 01- Maison	Compound wall columns: Total 59, Completed 34, Balance 15. South side concreting of Footings work completed Villa no 22- done Villa no 30- excavation and trench marking done
Earth work & civil	Anajanilu	2 labours 1 maison	Gayatri Township road – nala work under progress.
Earthwork	Ananth Reddy & Ram Babu	1- electrician	Villa no 48 and 57 earth work Excavation done

Deployment for labour – for new works to be started.

Contractor type	Contractor name	No. of labour required	Labour will be deployed from	Desc. of new work.
Civil		4 masons 6 labours		Labour qtrs. And other civil works, CRS work.

Other issues at site – that require Sohnam's attention.

S. No.	Issue.
1.	Priority of work: a. Madusudhan - Footings / RCC of villa no 2 to 7 – complete Plinth of 5 to 7 by 25-5, footings of 2 to 4 by 25-5-17 b. Ellesh - Footing for villa no 22 and 30 to new contractor - complete PCC by 25-5-17 c. Rambabu – Anant Reddy - Footing for villa no 48 and 57 to new contractor - complete PCC by 25-5-17 d. Compound wall RCC work to be completed by 30-5-17 e. Labour quarters – complete 2 qtrs @ 2 nos per week from 25-5-17

	f. Sagar road tree plantation by – 30-5-17. Make 90 tree guards. g. Nala work at Gyaraathi township - complete by 18-5-17
2.	Other guidelines: a. Bills must be made for work completed every wed and thu. b. Vouchers for sat payment must be made and approved by Friday. c. All payments to contractors and building material suppliers must be made on sat. d. For work not completed estimate work done and pay 80% of amount after deduction of on a/c paid. e. Get ledger statement of on a/c and loans given every thu. Compare before making vouchers / request for payment. f. DO NOT DUSGISE DEPT WORK AS JOB WORK. g. Requisitions must be signed by site in charge / engg every day. h. Material cannot be received at site in absence of engg or admin. i. Originals plans don't move out of site office except for photo copying purpose. j. All original bills labour contractor to be maintained at site. Send scanned copy to HO.

S no.	Date	Task	Remarks.
1.	27.4.17	Raise all RCC columns where no steel put lock set and make it. Raise upto 4 ft above road ffl. – after approval from sohan.	
2.	27.4.17	Floating columns to be done on 2 footings when there is a trunk.	Pedestal done
3.	27.4.17	Make pay-orders for brokers – owners share. – send details and draft receipt to Kavita	
4.	4-5-17	Plot leveling at clubhouse Fill grassy soil in plots nos 67 to 90 Max depth 3 ft below road ffl.	Done and Club house pending
5.	4-5-17	Rcc road cutting center of road and @ of ever 20ft.	Mallaiah to start from Monday
6.	4-5-17	Measure and make plan of all rcc marking columns. Mark distance between columns, distance from north edge of road, distance to south edge of compound wall. Measure both diagonals. Make sketch. Send to Ho by 6 pm on sat 13-5-17. Make 3 A3 size colour prints.	Done
7.	4-5-17	Start creche at site as soon as 4 qtrs are completed	
8.	4-5-17	High mast lights – 2 nos to be fixed. Make one now and second after approval of 1 st one.	One in progress
9.	4-5-17	Estimate of monthly admin cost. Signed by accountant.	

10.	4-5-17	Fill back of 2 to 7. Upto rooting ht fill with good mohhrum. After that any earth.	5, 6 and 7 filling done rest in progress
11.	4-5-17	1 ¼" hdpe pipe from villa no 1 to villa no 15 for curing.	Work in progress
12.	11-5-17	Put up list of phone numbers of staff related to AGH on notice board.	List updated and put on notice board
13.	11-5-17	Impose fine on Vijay as follows: Rs 500 for not updating reg no 52084 after receipt of material Rs. 500 if 2 old panel doors are not received at site by 12-5-17	
14.	11-5-17	Get details of ferrous sulphate cement.	
15.	11-5-17	Get soil testing done at villa no 57, 2, 34 & 25 + Club house. Make pits 2 pits per plot upto depth of 1.2 m. Size 2 m x 2m. Use approx. footing locations. Excavate upto depth of 2.5 mtrs in consultation with Geo Engg. Rate finalized 2.5k per pit.	
16.	11-5-17	Make 3 copies of plans in flat files with plastic cover: a. All plans related to layout and common amenities, labor qtrs. Etc. b. Villa type A1 c. Villa type A2 REMOVE CANCELLED DRAWINGS!!!	File cancelled
17.	11-5-17	Curb stone mould get from sob or check which site has it. Bring to AGH- send to Venugopal.	
18.	11-5-17 revised on 25-5-17	Note on accounts: a. Make estimate of work done by G Venketesh – 10K paid. Check if bills were made. b. Make bill of Khaja Khan, V Srinivas, Venkat Swamy, Kanta Rao, c. T Saidulu, V Venketesh, Balu Niak – check on a/c vs JB d. K Swapna – material payment vs on a/c check. e. On account paid to several contractors. Check why payment was made. Make bills where work is done. a. Sens bills / vouchers for balance 20% payment to granite suppliers.	
19.	25-5-17	Ask Prababhar/ Haribabu of purchase to explain why 2300 sft of tandoor stones were delivered to NE in place of AGH. If explanation is not satisfactory then responsible person to be fined Rs. 500 and suspended for one day. Reg 52071	
20.	25-5-17	Other tasks:	D

		a. Gift deeds of Sujay. b. HFC legal clearance. c. Admin overhead cost estimate per month. d. Huzoomnagar site	
21.	25-5-17	Take back of all computers. Give Kirtis laptop to site enggs.	
22.	25-5-17	Karan to sit with Nagalaxmi and list of all drawings issued till date. (s no, date of drawing, date of mds approval, drawing for villa type, drawing type, drawing description, in force / cancelled). By 27-5-17	
23.	25-5-17	Const related: a. Raise manhole near clubhouse b. Compound wall RCC works on all sides.	
24.	25-5-17	Plot -remarking: a. Mark all plots with ½ size kaddis. 12" to 24" inside ground. Mark all 4 sides of plot. b. Start with plot No. 1. Consider exactly 12 m from north site on CC main road c. Thereafter the mark plot nos 28, 29, 54, 55, 73, 74, 85, 86 and road face of club house considering 9 / 12 m roads. Consider exactly 12 m from north site on CC main road. d. Send plan to Soham for approval for further marking. e. If these match then mark 2 to 7, 27 to 22, 30 to 35, 53 to 48, 56 to 61 72 to 71, 75 to 76, 84 to 83, 87 to 88 and road face of 92 and 91. f. Again send plan to Soham for approval for further marking. g. Then mark 9, 21, 36, 47, 62, 70, 77, 82, 89. h. Again send plan to Soham for approval for further marking. i. Then mark 10 to 15, 20 to 16, 37 to 41, 46 to 42, 63 to 66, 69 to 67, 78 to 79, 81 to 80 & 90.	

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

Company:		Modi Reality Mithyaguda LLP		Date:	22.05.2017
Site:		AVR Gulmohar homes		Prepared by:	A. Vijay Baaskar
Report From / To		16.05.2017 to 22.05.2017		Approved by:	G. Rambabu
Report Date		22.05.2017			
List of requisitions numbers missing in the report:					
List of requisitions where PO/WO not prepared 3 working days after requisition:					
Reg No.	Reg Date	Item Description	Remarks		
52079	02.05.17	Foam board	As per requisition		
52104	17.5.17	Led lights Phillips	As per requisition		
List of requisitions where items have not been received at site beyond the lead time:					
Reg No.	Reg Date	Serial no of Item in Reg.	Item Description	Details of quantity not received	
52071	22.04.17	1	Shabad stone	As PO 2432 sft. received quantity 1240 Sft.	
52091	06.05.17	1	Led lights	As per requisition	
52100	16.5.17	1	Plastic chairs	As per requisition	
52101	16.5.17	1	Almarah	As per requisition	
52103	17.5.17	1	3 phase motor starter	As per requisition	
Details of pending installation beyond due date of modular kitchen, furniture & soft furnishings:					
Reg No	Flat/ Villa No	Installation due date	Item	Remarks	
No. of gate passes issued this week:	NIL		From No.	To No.	
Delivery van site visit on: 17.5.17 and 19.5.17					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					
NIL					
Items not ordered but received: Nil					
Other corrections & remarks:					

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. * Details of furniture not received to be given in the previous section. 3. Send this report to H/O by email on every Saturday. 4. Admin offices shall not leave the site without completing this report. 5. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 6. Mention PO & MRN no. on DCs / bills.