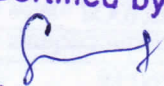


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Mehta & Modi Realty kowkur LLP	Date:	03-10-2020
Site:	GHT	Prepared by:	N.SHRAVYA
Report From / To	27-09-2020 to 03-09-2020	Approved by:	A.SURESH
Report Date	03-09-2020		
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
140276	10-09-2020	1	Electrical Grouting machine
140288	26-09-2020	1-2	Grouting machine [hand pump]
			Reason for not preparing PO/WO#
			PO not prepared
			PO not prepared
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
140283	21-09-2020	1-6	Walker single
140285	23-09-2020	1	Thandoor Stone
			Details of discussion with supplier ^s
			PO No. 70768 Sup:Datri Enterprises will deliver the material in 15 days
			PO No. 70722 Sup:Rajadhani Tiles will deliver the material within two days.
			- To No. -
No. of gate passes issued this week:			28-09-2020
Delivery van site visit on:			Yes
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			To No. 10500
DC register Sl. No. during the week		From No. 10497	
Items not ordered but received: NIL			
Items sent to HO /vondor that are pending for repair:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	03-10-2020	03-10-2020	

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

N. Shravya
 Asst. Engineer
 MEHTA & MODI REALTY KOWKUR LLP

APPROVED BY
03 OCT 2020
A. SURESH
 PROJECT MANAGER

[Handwritten signature]

APPROVED BY
03 OCT 2020
A. SURESH
PROJECT MANAGER