

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

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

OUTWARD - GATE PASS

No.: 2284

Date:	09/12/2020	Time:	11:50
Company:	Kudanku & Modi Housing		
Project/site:	Bloomdale Shumaret		
Destination:	Vista Homes Kushaiguda		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
10351	Trigo	TS10UR 8387	S.K./2434
	Material Description	Quantity	Units
1.	Cubes 6393	03	NOI
2.	Cubes 6394	03	"
3.	Cubes 6395	03	"
4.	Cubes 6396	03	"
5.	Cubes 6397	03	"
6.	Cubes 6398	03	"
7.	Cubes 6399	03	"
8.	Cubes 6400	03	"
9.	Cubes 6401	03	"
10.	Cubes 6402	03	"
	Total	30	NOI
Charges/refund		Purpose for transfer	
☐ No charge		☐ Return to supplier for exchange	
☐ For refund from supplier		☐ Return to supplier for refund	
☐ Transfer to other site/project		☐ On loan to be returned	
☒ Transfer to other site/project		Cost of material to be collected: ☐ Collect 100% cost - new material ☐ Collect 60% cost - old material ☐ No charges to be collected - value deemed to be nil.	
☐ Transfer to another phase of firm/company/project		☒ No charges to be collected	
☐ No charge		☐ for repairs & service	
☐ Other:		Details:	
Other details (to be filled by Admin - audit)			
☐ Material received by inward no. _____ & date _____			
Details of credit note from supplier - date _____ & Amount Rs. _____/-			
Return of material - inward no. _____ & date _____			
GST bills to be raised ☐ Yes ☐ No GST bill no. _____, Amount _____ date _____			
NA			
☐ Material received by inward no. _____ & date _____			
Remarks: Cubes sent to Vista Homes for testing purpose			
Gate pass approved by:	Project manager	Admin in-charge	Security
Sign:	G. Prasad		N.M.
Received by other site on:	Inward No.	Admin sign:	Security sign.
Approved by	Project accountant	Accounts manager	Admin - Audit
Sign:			M D

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.