Prepared by:		T.D. Murthy			
Report Date		24/12/2020			
Site		Serene Constructions LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
150440	08-12-2020	Espo Dark Tiles	No stock at SSLLP, Sarwar informed that, they use alternate tile @site.		
150433	03-12-2020	Cutting plier & Tester	Local purchase by Site only, informed to Sarwar.		
150444	15-12-2020	Modular Kitchen	PO issued, work in process		
List of requisitions Where PO/WO is prepared and items have not received at site					
150414	09/11/20	WC,Wash basin, Half pedastal	Stock at SSLLP, please collect it.		
150424	19/11/20	Al. windows	Monday delivery		
150425	19/11/20	MS Grills	Ready at SSLLP, we will arrange by next week		
150432	03/12/20	10amps MCB	Ready at SSLLP, we will arrange by next week		
150433	03/12/20	Insulation tapes, PVC pipes	Delivered.		
150434	03/12/20	Kadies	Monday delivery		
150440	08/12/20	Tiles	Delivered.		
150441	14/12/20	Janatha paste & Sponges	Delivered.		
150445	16/12/20	CP Material	Ready at SSLLP, we will arrange by next week		
150446	16/12/20	Sanitary material	Ready at SSLLP, we will arrange by next week		
150447	16/12/20	CP Jali & White Cement	Delivered.		
-	19/12/20	Hammering machine	Machine repaired, we will arrange by next week.		
-	19/12/20	Open well submersible pump	Under repaire, we will intimate delivery date.		

T.D. Murthy
24/12/20

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

Company:	Serene construction llp	Date:	19-12-2020
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	12-12-2020 to 19-12-2020	Approved by:	Syed.Golam Sarwar
Report Date	19-12-2020		

List of requisitions numbers mis`ing 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
150440	08-12-20	4	Espo dark tiles	
150433	03-12-20	3,4	Cutting plier,tester	
150444	15-12-20	1 to 3	Modular kitchen	

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
150414	09-11-20	1,2,3,6	Wc,wash basin,half pedestal	Supplier is arranging materials
150424	19-11-20	1 to 10	Aluminum windows	Supplier is arranging materials
150425	19-11-20	1 to 9	MS grills	Supplier is arranging materials
150432	03-12-20	2	10amps mcb	Supplier is arranging materials
150433	03-12-20	1 to 4	Insulation tapes,pvc pipes,cutting plier etc	Supplier is arranging materials
150434	03-12-20	1	Kadies	Supplier is arranging materials
150440	08-12-20	2,	Tiles	Supplier is arranging materials
150441	14-12-20	2,3	Janta paste,sponges	Supplier is arranging materials
150445	16-12-20	1 to 16	Cp material	Supplier is arranging materials
150446	16-12-20	1 to 7	Sanitary material	Supplier is arranging materials
150447	16-12-20	1,2	Cp jali,white cement	Supplier is arranging materials

No. of gate passes issued this week:	2	From No.	1263	To No.	1264
Delivery van site visit on:	18/12/20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	5578	To No	5593	

Items not ordered but received: NIL

Items sent to HO /vendor that are pending for repair: 1.Hammering machine-01 nos
2.open well submersible pump-01nos

Other corrections & remarks: NIL

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	G.Siva prasad	
Date	19-12-20	19-12-20	

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