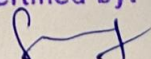


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Mehta & Modi Realty kowkur LLP		Date:	30-01-2021	
Site:	GHT		Prepared by:	N.SHRAVYA	
Report From / To	24-01-2021 to 30-01-2021		Approved by:	A.SURESH	
Report Date	30-01-2021				
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	Reason for not preparing PO/WO#	
140394	25-01-2021	1-2	False Ceiling Lights	PO to be issue.	
140396	25-01-2021	1-2	PVC Dark brown false ceiling	PO to be issue.	
140397	27-0-2021	1	Cement	PO to be issue.	
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 ⁵	
140362	06-01-2021	1-2	Nylon Safety net	PO No. 73926. Arthi Enterprises, We will get it from them on Monday.	
140363	06-01-2021	1-2	MS Powder coated sheet	PO No. 73815 Sup: Swathi buildtech PVT LTD, we will get it from them on Wednesday.	
140378	20-01-2021	1	Roots Sweeping Machine	PO No. 73968, Sup: Roots Multiclean, We will get it from them on Monday.	
140390	20-01-2021	1-2	Rod Cutting blades	PO No.74034 Sup:Shiv shakthi machine tools, We will get it by Tuesday.	
140391	21-01-2021	1	Bio-Metric machine charger	PO No.74186 Sup: Interactive data systems, they will deliver battery on Monday.	
No. of gate passes issued this week:			0	From No.	To
Delivery van site visit on:			25/01,27/01,29/01 & 30/01/2021		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week		From No.	10602	To No.	10618
Items not ordered but received:		NIL			
Items sent to HO /vendor that are pending for repair:					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign					
Date	30-01-2021		30-01-2021		

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!

APPROVED BY
30 JAN 2021
A. SURESH
PROJECT MANAGER

Certified by:

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