

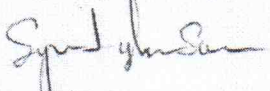
Prepared by:	T.D. Murthy			
Report Date	12/2/2021			
Site	Serene Constructions LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	If material is not delivered - is delay justified?
150479	03/02/21	LED False Ceiling Lights	PO issued - no. 74400	
List of requisitions Where PO/WO is prepared and items have not received at site				
150456	05/01/20	Al. windows	Partly delivered and balance on Saturday - 13/02/2021	
150464	13/01/21	SS Plate	Next week delivery	
150476	02/02/21	PVC Round covers	Delivered.	
150478	02/02/21	Country Almond dado tiles	Delivered.	
-	19/12/20	Open well submersible pump	Next week delivery	
-	23/01/21	Canon printer	Next week delivery	

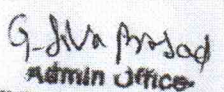
T.D. Murthy
12/2/21.

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

Company:	Serene construction llp	Date:	06-02-2021
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	30-01-2021 to 06-02-2021	Approved by:	Syed.Golam Sarwar
Report Date	06-02-2021		
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
150479	03-02-21	1,2	Led false ceiling lights
			Reason for not preparing PO/WO 20000
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
150456	05-01-21	1 to 9	Aluminum windows
150464	13-01-21	1	SS plate
150476	02-02-21	1	Pvc round covers
150478	02-02-21	1	Country almond dado tiles
			Details of discussion with Supplier Supplier is arranging materials Supplier is arranging materials Supplier is arranging materials Supplier is arranging materials
No. of gate passes issued this week: nil From No. To No.			
Delivery van site visit on: 03/02/2021			
Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes			
DC register Sl. No. during the week	From No.	5674	To No 5688
Items not ordered but received: NIL			
Items sent to HO /vondor that are pending for repair: 1.open well submersible pump-01 nos 2.canon printer-01 nos			
Other corrections & remarks: NIL			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	G.Siva prasad	
Date	06-02-2021	06-02-2021	

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

S.R. ENGINEER
Modi Farm House (Hyd) LLP

Certified by:

G. Siva Prasad
Admin Office
Modi Farm House (Hyd) LLP