Prepared by:		T.D. Murthy		······	
Report Date		12/2/2021			
Site		Modi Farm House HYD LLP			
List of requisit	ions Where PO	WO not prepared 3 working days after re			
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material	If material is not delivered
150468	20-01-2021	SS Boards		delivered?	is delay justified?
150477	02-02-2021	Bicycle	Hold by M.D.  Local purchase by Raghu - Delivery by		
List of requisiti	ons Where DO/	WO is a second of the second o		y ivionday	
150473	13-01-2021	WO is prepared and items have not receiv Bottle Green sheets	ed at site		
	15-01-2021	Dotte Circu 20000	We will arrange shortly		
				<u> </u>	
·····	·····				
<u> </u>					

T.D. Mucey 12/2921.

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

Company:	Mod	i Farm House(Hyd)L	In	Date:	1050			
Site:	Serei	ie farms	mp		06-01-2021			
Report From	n/ 30-0	30-01-2021 to 06-02-2021		Prepared by:	G.Siva prasad			
То		1 2021 10 00-02-2021		Approved by:	Syed.Golam Sarwar			
Report Date	06-02	2-2021						
List of requ	sitions numb	ers missing in the ron	NORTH NIII					
List of requi	sitions where	PO/WO not prepare	d 3 working	days after requisiti	ions:			
Reg No.					OIIO,			
	Req Date	Serial No of item i	in Iter	Item Description		Reason for not preparing PO/WO		
150468	20-1-21	1		Ss boards		FU/W	0	
150477	02-02-21	1		Bicycle				
List of requir	sitions where	PO/WO is prepared.	and its and 1					
Reg No.	Req Date	Serial no of item in	ed at site	d at site beyond the lead time				
*		Req.	u Iten	Item Description		Details of discussion with		
150473	27-01-21		Bo	Bottle green ms sheets		Supplier Supplier		
						Supplier is arranging materials		
			delenan					
OC register S	l. No. during	the week	From No.	NIL		To No	N. 17.7	
tems not ord	ered but rece	ived: NIL				10100	NIL	
tems sent to	HO/vendor t	hat are pending for re	epair: NII					
Julei correct	ons & remar	ks: NIL	F					
Details	Proje	ect Manager	Admin Officer/Manager		Admin Audit			
***************************************		~			Admin A	Audit		
Sign Date	Syed	.Golam Sarwar		G.Siva prasad				

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkunara@modiproperties.com on every Saturday. 3. Admin office-s 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 Sertified by:

Admin Office | lodi Farm House (Hyd) LL