

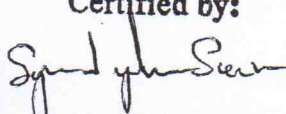
Prepared by:	T.D. Murthy			
Report Date	18/02/2021			
Site	Serene Constructions LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered? If material is not delivered - is delay justified?
Nil	Nil	Nil	Nil	
List of requisitions Where PO/WO is prepared and items have not received at site				
150456	05/01/20	Al. windows	Delivered.	
150464	13/01/21	SS Plate	Next week delivery	
150479	03/02/21	LED False Ceiling Lights	Partly delivered, balance to be receive by next week	
150481	11/02/21	Tiles	Partly delivered, balance to be receive by next week	
150482	11/02/21	SS Sink	Partly delivered, balance to be receive by next week	
-	19/12/20	Open well submersible pump	Next week delivery	

T.D. Murthy
18/2/21.

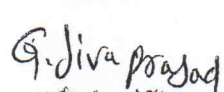
Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Serene construction llp	Date:	13-02-2021
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	06-02-2021 to 13-02-2021	Approved by:	Syed.Golam Sarwar
Report Date	13-02-2021		
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
			Reason for not preparing PO/WO
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
150479	03-02-21	1,2	Led false ceiling lights
150481	11-02-21	1 to 5	Tiles
150482	11-02-21	1	Ss sink
No. of gate passes issued this week:		1	From No. 1270 To No. 1270
Delivery van site visit on:		10/02/2021	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	5659	To No 5698
Items not ordered but received: NIL			
Items sent to HO /vendor that are pending for repair:1.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	13-02-2021	13-02-2021	

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

Page 1 of 1

Certified by:

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