Prepared by:		T.D. Murthy			· · · · · · · · · · · · · · · · · · ·
Report Date		13/03/2021			
Site		Modi Farm House HYD LLP			
ist of requisit	ions Where PO/		quisition:		
No No	Date Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered is delay justified?
150468	20-01-2021	SS Boards	Hold by M.D.	denvereu:	is delay justified?
150477	02-02-2021		Delivered		
150496	22-02-2021	CC Cameras	Online purchase		
ist of requisit	ions Where PO/	WO is prepared and items have not receiv	ved at site		
Nil	Nil	Nil	Nil		
				-	
i	<u>i</u> .	***************************************			

7. D. Muley

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

Company:	IVIOUI	Farm House(Hyd)LL	D	Date:	06.00	2 2001	
Site:	Seren	Serene farms		Prepared by:	06-03-2021		
Report From	n/ 27-02	27-02-2021 to 06-03-2021		Approved by:	Syed	va prasad .Golam Sa	rwar
Report Date	06-03	-2021					
List of requ	isitions numb	ers missing in the ren	ort. NIII				
List of requi	isitions where	PO/WO not prepared	3 working	days after requisiti	ions:		
Req No.	Req Date	Serial No of item in I		n Description	Reason for not preparing		
150468	20-1-21	Req			PO/WO		
3 30-485		1		Ss boards			
150477	02-02-21	1		Bicycle			
150496	22-02-21	1		Cc camera			
List of requis	sitions where	PO/WO is prepared of	nd itama ha				
List of requis Req No.	Reg Date	PO/WO is prepared a	nd items hav	ve not been receive	ed at site	beyond th	e lead tim
List of requis Req No.	Req Date	PO/WO is prepared a Serial no of item in Req.	nd items had	ve not been receive n Description	ed at site Detai	beyond the	ssion with
List of requis	Req Date	and or regitt III	nd items hav	ve not been receive n Description	ed at site Detai	ls of discu	ssion with
		Req.	nd items ha	ve not been receive n Description	Detai	ls of discu	ssion with
OC register S	l. No. during	Req.	Item	Description	Detai	ls of discu Supplie	ssion with
OC register S	l. No. during	Req.	From No.	ve not been received a Description	Detai	ls of discu	ssion with
OC register S tems not order	l. No. during ered but recei	the week	From No.	Description	Detai	ls of discu Supplie	ssion with
OC register S tems not orders sent to the correction	l. No. during	the week	From No.	Description	Detai	ls of discu Supplie	ssion with
OC register S tems not orders sent to other corrective tails	l. No. during ered but recei HO /vendor thons & remark	Req. the week ved: NIL nat are pending for representations	From No.	NIL	Detai	Is of discu Supplie	NIL
OC register S tems not orders sent to the correction	l. No. during ered but recei HO /vendor thous & remark Projections	the week	From No.	Description	Detai	ls of discu Supplie	NIL

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

Synd Jun Son

B.R. ENGINEER

Modi Farm House (Hyd) LLF

G. Jiva propad

Admin Uffice.

Modi Farm House (Hyd) LLP