Prepared by:		T.D. Murthy			······································
Report Date		18/03/2021			
Site		Modi Farm House HYD LLP			
List of requisit	ions Where PO/	: WO not prepared 3 working days after re	i		
No No	Requisition  Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered is delay justified?
150468	20-01-2021		Hold by M.D.		is delay justified:
150496	22-02-2021	CC Cameras	Online purchase		
150499	10-03-2021	House Keeping material	Today delivery		
150499	10-03-2021	WO is prepared and items have not receive House Keeping material	red at site		
e e					
l	i				

T. D. Muies

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

Company:	Modi	Farm House(Hy	d)LLp	D	ate:	13-0	2 2021	
Site: Se		erene farms			epared by:	13-03-2021 G.Siva prasad		
Report From	m/ 06-03	06-03-2021 to 13-03-2021			pproved by:	Syed.Golam Sarwar		ırwar
Report Date	13-03	13-03-2021						
List of requ	isitions numb	ers missing in the	report: NI					
List of requ	isitions where	PO/WO not prep	pared 3 wor	king day	s after requisit	ions:		
Req No. Req Date		Serial No of item in Req		Item Description		Reason for not preparing		
150468	20-1-21	1		Ss boards		4	PO/W	0
150496 22-02-21		. 1		Cc camera		Online purchase		
List of requi	sitions where	PO/WO is prepar	red and iten	s have n	ot been receive	ad at site	1	
List of requi	sitions where Req Date	PO/WO is prepar Serial no of ite Req.	red and iten	ns have n	ot been receive	ed at site	ils of discu	ission with
List of requirements Req No.	sitions where Req Date	PO/WO is prepar Serial no of ite Req. 1 to 7	red and iten	Item De	keeping	Deta	ils of discu Suppli plier is arra	ission with er anging for
150499	10-03-21	Req.	red and iten	House	keeping	Deta	ils of discu Suppli	ission with er anging for
150499 OC register S	10-03-21	Req. 1 to 7	on in	House materi	keeping al	Deta	ils of discu Suppli Olier is arra materia	assion with er anging for als
150499 OC register Stems not ord	10-03-21 Sl. No. during lered but recei	Req. 1 to 7  the week ved: NIL	From	House materi	keeping	Deta	ils of discu Suppli plier is arra	ission with er anging for
150499 OC register Stems not ord	10-03-21 Sl. No. during lered but recei HO /vendor ti	Req.  I to 7  the week  ved: NIL hat are pending for	From	House materi	keeping al	Deta	ils of discu Suppli Olier is arra materia	assion with er anging for als
DC register Stems not ord tems sent to other correct.	10-03-21 Sl. No. during lered but recei	Req.  I to 7  the week  ved: NIL hat are pending for	From	House materi	keeping al	Deta	ils of discu Suppli Olier is arra materia	assion with er anging for als
DC register Stems not ord rems sent to other correct retails	Il. No. during lered but recei HO /vendor ti ions & remark	the week ved: NIL hat are pending for services: NIL ct Manager	From	House materi	keeping al NIL	Supp	ils of discu Suppli plier is arra materia	assion with er anging for als
DC register Stems not ord tems sent to other correct.	Il. No. during lered but recei HO /vendor ti ions & remark	Req.  I to 7  the week  ved: NIL hat are pending for	From	House materi	keeping al	Supp	ils of discu Suppli Olier is arra materia	assion with er anging for als

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, ashaiya@modiproperties.com and <a href="mailto:raikumari@modiproperties.com">raikumari@modiproperties.com</a> 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!

S.R. ENGINEER

Modi Farm House (Hyd) LLP

Certified by:

G-Siva projed

Admin Uffice.

Modi Farm House (Hyd) ILP