

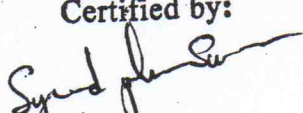
Prepared by:		T.D. Murthy		
Report Date		23/03/2021		
Site		Serene Constructions LLP		
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered? If material is not delivered - is delay justified?
150487	18/02/21	Curtain Rod with Brackets	Online purchase	
150497	08/03/21	3 in 1 Register	Next week delivery	
150506	16/06/21	Cement	PO issued no. 75825	
List of requisitions Where PO/WO is prepared and items have not received at site				
150479	03/02/21	LED False Ceiling Lights	Partly delivered, balance to be receive by next week	
150483	13/02/21	Hob and Chimney	Next week delivery	
150492	22/02/21	Panel doors	Next week delivery	
150500	11/03/21	Urban wood Light tiles	Supplier arranging for material	

T.D. Murthy
23/3/21.

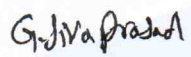
Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Serene construction llp	Date:	20-03-2021	
Site:	Serene farms	Prepared by:	G.Siva prasad	
Report From / To	13-03-2021 to 20-03-2021	Approved by:	Syed.Golam Sarwar	
Report Date	20-03-2021			
List of requisitions numbers missing 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
150487	18-02-21	1 to 4	Curtain rods with brackets	Online purchase
150497	08-03-21	1	3 in 1 register	
150506	16-06-21	1	Cement	
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	Details of discussion with Supplier
150479	03-02-21	1,2	Led false ceiling lights	Supplier is arranging materials
150483	13-02-21	1 to 2	Hob and chimney	Supplier is arranging materials
150492	22-02-21	1 to 5	Panel doors	Supplier is arranging materials
150500	11-03-21	1	Urban wood light Tiles	Supplier is arranging materials
No. of gate passes issued this week:		1	From No.	1275 To No. 1275
Delivery van site visit on:		18/03/2021		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week		From No.	5743	To no. 5754
Items not ordered but received: NIL				
Items sent to HO /vendor that are pending for repair: 1.pressure booster pump				
Other corrections & remarks: masonite doors received in place of wpc door shutters				
Details	Project Manager		Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar		G.Siva prasad	
Date	20-03-2021		20-03-2021	

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

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Certified by:

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