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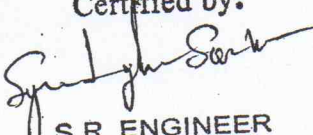
Prepared by:	T.D. Murthy			
Report Date	01-04-2021			
Site	Serene Constructions LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered? If material is not delivered - is delay justified?
150487	18-02-21	Curtain Rod with Brackets	Online purchase	
150497	08-03-21	3 in 1 Register	Admin. to follow up.	
List of requisitions Where PO/WO is prepared and items have not received at site				
150479	03-02-21	LED False Ceiling Lights	Today delivery	
150483	13-02-21	Hob and Chimney	Supplier arranging for material	
150492	22-02-21	Panel doors	Delivered	
150507	22-03-21	Steel Cutting Wheels and Welding Rods	Today delivery	
150510	22-03-21	Cu Multistand wire - 1/18 black	Today delivery	

T.D. Murthy
11/4/21

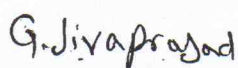
Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Serene constructions llp	Date:	27-03-2021
Site:	Serene farms	Prepared by:	G.siva prasad
Report From / To	20-03-2021 to 27-03-2021	Approved by:	Syed golam sarwar
Report Date	27-03-2021		
List of requisitions numbers missing in the report*:			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date		Item Description
150487	18-02-21	1 to 4	Curtain rods with brackets
150497	08-03-21	1	3 in 1 register
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
150479	03-02-21	1,2	Led false ceiling lights
150483	13-02-21	1 to 2	Hob and chimney
150492	22-02-21	1 to 5	Panel doors
150507	22-03-21	1,2	Steel cutting wheels and welding rods
150510	23-03-21	2	Cu multistand wire 1/18 black
No. of gate passes issued this week:		Nil	From No. To No.
Delivery van site visit on:		24/03/21	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No
Items not ordered but received:			
Other corrections & remarks:			
Details of steel & cement stock			
Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs
1.	8mm	.395	4.74
2.	10mm	.617	7.404
3.	12mm	.89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire		
OPC stock	nil	OPC last weeks stock	nil
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date			

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