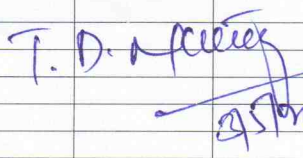


Prepared by:	T.D. Murthy			
Report Date	03-05-2021			
Site	Silver Oak Villas - III			
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Descsription	Purchase Officer - Remarks	Material delivered? If material is not delivered - is delay justified?
183589	21-04-2021	Landline Telephone	Online purchase	-
183590	22-04-2021	Biometric Machine	Req. missing, please send again	-
List of requisitions Where PO/WO is prepared and items have not received at site				
183563	30-03-2021	WPC Door frames	Partly delivered, Balance on Monday	
183575	10-04-2021	Recron 2bags	This week delivery	
183582	15-04-2021	Tandoor Stones	This week delivery	
				

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

Company:	Silver Oak Villas part-III	Date:	24-04-2021
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	16-04-21 to 24-04-21(fri to sat)	Approved by:	K Purshotham
Report Date	24-04-2021		

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	Serial no of item in Req	Item Description	Reason for not preparing PO/WO#
183589	21-04-2021	1	Landline Telephone	
183590	22-04-2021	1	Biometric Machine	

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*
183563	30-03-2021	1 to 5	WPC door frames	Stock available at SSLLP delivery by Monday
183575	10-04-2021	1 to 2	Recron 2 bags pending	Stock available at SSLLP delivery by Monday
183582	15-04-2021	1	Tandoor stone	Stock ready with supplier delivery by Monday

No. of gate passes issued this week:	Nil / 5	From No.	Nil	To No.	Nil
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Delivery van site visit on: 17.04.21, 19.4.21, 22.04.21, 23.04.21

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	Stock at site - no of rods	Stock at site in Kgs	Previous stock in 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	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	200	PPC/PSC last weeks stock 110
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	24-04-2021		24-04-2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com, rajkanam@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. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/initials. 8. #Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material. 9. Purchase to send 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!