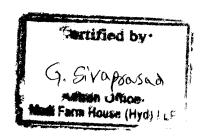
Prepared by:		T.D. Murthy			
Report Date		29-05-2021			
Site		Serene Constructions LLP			
List of requisit	ions Where PO/	WO not prepared 3 working days after requisition:			
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
150521	21-04-2021	Telescopic Poles for Street Light	Estimate to be prepare		
150523	23-04-2021	Sanitizers	PO to be issue		
List of requisitions Where PO/WO is prepared and items have not received at site					
150514	31-03-21	Tanbrown Granite	Delivered		
150518	19-04-21	CP Materials	Delivered		
150524	26-04-21	PPC Cement	Part delivered, balance next week		
150527			Monday delivery		
150533	10-05-21	PVC Pipes & Round covers	Next week delivery		

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

Company: Serer		Serene	ne constructions llp		Date	e: 22-05-2021			1994		
			ne farms			epared by:		G.siva prasad			
			5-2021 to 22-05-2021					Syed golam sarwar			
			-2021 to 22 to 2021		7.100	toved by.		yeu golain	Sai vi	vai	
List of requi	sitions nur		nissing in the rep	ort*·							
List of requi	sitions wh	ere PO/	WO not prepare	d 3 workin	g days	after requisition	n·				
Req No.	Reg	Date	Sl. Of Iter					on for not preparing PO/WO#			
•	1		requisition		100111	- 2 40011ption		reason for not preparing 1 0/ WO			
150521	21-0	)4-21	1	Telesc	Telescopic poles for street light		ght				
150523			2	sanitiz	ers	rs					
List of requi	sitions wh	ere PO/	WO is prepared	and items h	ave no	t been received	at site	beyond th	ne lea	ad time:	
Req No.	Req Date		Serial no of Item		Description		Details of discussion with supplier <sup>\$</sup>				
			item in Req.					- Title of discussion with supplier			
150514	31-03-21		2	Tan brown		granite		Sup	Supplier is arranging materials		
150518	19-0	)4-21	10		Cp extension nipple			Supplier is arranging materials			
				_							
150524	26-0		1 Ppc ceme		ment	Sur			oplier is arranging materials		
150527	26-0		1	Ms rou	Ms round pipe			Supplier is arranging materials			
150533 10-05-		5-21	1,2	Pvc pi	Pvc pipes and round covers			Supplier is arranging materials			
No. of gate p			week:	Nil		From No.		- To No			-
Delivery van site visit on:		on:					0	09/05/21			
Inward repor	rt (MRN/o	ther) &	stock report emailed in pdf format			to purchase?	purchase? Yes / No				
Items not ord						1		····			
Other correc											
Details of ste	el & ceme	nt stocl	ζ								
Sl. No	Tor size		Wt per mtr	Wt. for 12	mtr	Stock at site	Stoc	Stock at site in		Previous stock in Kgs	
			kgs	rod – kgs		- no of rods	Kgs				
1.	8mm		.395		4.74	- Residue Residue		,5			
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							$\neg$		
OPC stock	nil		OPC last	nil		PPC/PSC 7 b		pags PF		C/PSC last	12 bags
			weeks stock			stock		<i>-</i>		eks stock	0-50
Details			Project Manager			Admin Officer/Manager		ager	Admin Audit		
Sign											
Date			22-05-2021			22-05-2021					
Notes: 1 * Send a conv of the missing		miccina	requisitions to Burchago immediately 2 Com-			1.11	1 0				

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>, <a href="mailto:ashaiya@modiproperties.com">ashaiya@modiproperties.com</a>, ashaiya@modiproperties.com</a> and <a href="mailto:raikumarn@modiproperties.com">raikumarn@modiproperties.com</a>, on every Saturday. 3. Admin offices shall not leave the site without ompleting 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 eachable, 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:

G. Siva Prasad

S.R. ENGINEER

Modi Farm House (Hyd) LLP