

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

Company:	MCMET	Date:	19.06.2021			
Site:	Manilal Modi Memorial Hospital	Prepared by:	Pushpalatha			
Report From / To	12.06.2021 to 18.06.2021	Approved by:	Madhu.T			
Report Date	19.06.2021					
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#		
162108	03.06.2021	01	Syntex Tanks (500 ltrs)	PO not issue		
162121	04.06.2021	01	POP Screws	PO not issue		
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 ^s		
162102	27.04.2021	01	Templets	Ready at SSLLP, Sending vehicle on Monday to get Material.		
162116	04.06.2021	01	Vertified tiles 2'x2'	Material is ready at GMR, Sending vehicle to GMR on Monday.		
162118	04.06.2021	01	Fan PVC Round sheets	Partly received from supplier, on requirement will get material.		
162122	04.06.2021	01	Panel doors	Ready at SSLLP, Sending vehicle on Monday to get Material.		
162124	04.06.2021	01	Cement	Spoken with supplier, Will get within three days		
162128	05.06.2021	01	Blue Sheets	Partly received from supplier, on requirement will get material.		
No. of gate passes issued this week:		Nil	From No.	-	To No.	-
Delivery van site visit on:		13 th 15 th 18 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
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					
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager			Admin-Officer/Manager		Admin Audit
Sign						
Date	14.06.2021			14.06.2021		

19.06.2021
 T. MADHU
 PROJECT MANAGER P.G.V.