Prepared by:		T.D. Murthy			
Report Date		03-07-2021			
Site		Modi Farm House HYD LLP			
List of requis	itions Where PC	0/WO not prepared 3 working days after re			
No	Date	Material Desceription	Purchase Officer - Remarks	Material	If material is not delivered
Nil	Nil	Nil	Nil	delivered?	is delay justified?
			IVII	Nil	Nil
List of requisi	tions Where PO	/WO is prepared and items have not receiv			
Nil	Nil	Nil	ed at site		
			Nil		
			A		

T.D. Muece

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

Company: M		Mod	li farm house(hy	vd)lln	Det				
0.1		Sere	ne farms		Date:	26-06-2021			
Report From / To 19		19-0	0.00000		Prepared by:	G.siva	G.siva prasad		
Report Date 26		26-0	6-06-2021		Approved by:	Syed g	Syed golam sarwar		
List of re	quisitions n	umhers	missing in the	*					
List of re	quisitions w	here PC	D/WO not man	report:					
Req N	0. R	eq Date	Sl. Of	ared 3 working	lays after requisi	tion:			
	req re. Req I		requisitio	I	Item Description		Reason for not preparing PO/V		
					2870				
List of red	uisitions w	here PO	/WO is not	1 11					
Reg No	Re	q Date	Seriel Seriel	ed and items have	not been receiv	ed at site beyor	nd the lead	time:	
red Ho R		eq Date Serial no of item in Req				De	Details of discussion with supplier ^s		
No. of gate	passes issu	ed this v	week:	Nil					
Delivery van site visit on:		on:			From No.		To No.		
nward repo	ort (MRN/o	ther) &	stock report em	nailed in pdf forn		18/09/21			
ems not or	dered but r	eceived		aned in pur form	lat to purchase?		Y	es / No	
ther corre	ctions & rei	narke							
etails of st	eel & ceme	nt ctool	,	1	- Walter 1977				
l. No	Tor size	III SLOCK							
1.	8mm		Wt per mtr kgs	Wt. for 12 mtr rod – kgs	- no of rods	Stock at site Kgs	in Pre	Previous stock in Kgs	
2.	10mm		.395	4.74	1 -	-			
3.			.617	7.404	-	-			
4.	12mm		.89	10.68	-	-			
and the same of th	16mm		1.58	18.96	-	-			
5.	20mm		2.47	29.64	The state of the s	-		<u>*</u> ,	
6.	25mm		3.86	46.32			-	1	
7.	32mm		6.32	75.84			, -		
8.	Binding v	vire							
PC stock	nil		OPC last weeks stock	nil	PPC/PSC	Nil	PPC/PS		
tails			Project Manager		stock Admin Officer/Manager		weeks stock		
n			Januage		Admin Office	r/Manager	Admin A	Audit	
te		2	6-06-2021		26.06.222				
s: 1. * Send	a conv of the r	nissing ra	Quisitions to Durch		26-06-2021				

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@nodiproperties.com and raikumam@modiproperties.com 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 & Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, 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!



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

Compan	y.	Modi farm house(h	vd)lln	Date:				
Site: Se		OHOU - C-		20-00-2				
Report From / To 19		0.06.2021+-26.06.2021		Prepared by: G.siva				
Report Date 26		5-06-2021		Approved by:	proved by: Syed go		olam sarwar	
List of re	equisitions num	here missing in the	*****					
List of re	auisitions whe	re PO/WO not man	report :					
Req N	lo. Req I	Date Sl. Of	PO/WO not prepared 3 working days after requisition:					
	Nog I	requisition	1 1	Item Description		Reason for not preparing PO/WO		
List of red	Tuisitions when	PO/WO:						
Reg No	Pag D	e PO/WO is prepare	ed and items have	not been receive	ed at site beyon	nd the lead time:		
red M	. Req L	PO/WO is prepared and items have te Serial no of Ite		em Description		Details of discussion in the		
		item in Re	eq.			Details of discussion with supplier ^s		
						all a		
N 0							+ _A	
No. of gate	passes issued	this week:	Nil	From No.		m > -		
Delivery va	an site visit on:					To No.		
Inward rep	ort (MRN/othe	r) & stock report en	nailed in ndf form	ant to mumah 0	18/09/21			
Items not o	rdered but rece	ived:	m par form	iat to purchase?		Yes / No		
Other corre	ctions & remar	ks.		- L				
Details of s	teel & cement :	stock	4					
Sl. No	Tor size				hle.			
1.	8mm	Wt per mtr kgs	Wt. for 12 mtr rod – kgs	Stock at site no of rods	Stock at site	at site in Previous stock in		
2.		.395	4.74	1 -	-			
3.	10mm	.617	7.404	1 -	-			
	12mm	.89	10.68	3 -	-			
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		13.04	-	-	-		
PC stock	nil	OPC last weeks stock	nil	PPC/PSC	Nil	PPC/PSC last	nil	
etails			Project Manager		stock we		veeks stock	
ign	*.	1 Toject Wallage	I	Admin Officer	r/Manager	Admin Audit		
ate		26-06-2021		-				
es: 1. * Send a copy of the missing		zerusitions to Durch		26-06-2021				

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashaiya@modiproperties.com</u> and <u>raikumam@modiproperties.com</u> 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 & Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for 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!

