Prepared by:		T.D. Murthy			
Report Date		03-07-2021			
Site		Serene Constructions LLP			
List of requisitions 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?
150544	09-06-2021	Curtains	Online purchase		
150545	09-06-2021	Curtain Rods	Online purchase		
150546	10-06-2021	Ceiling Fans	Cancelled		
150548	22-06-2021	False Ceiling Lights	PO issued no. 78121		
List of requisitions Where PO/WO is prepared and items have not received at site					
150514	31-03-21	Tanbrown Granite	Cancelled		
150521	21-04-21	Telescopic poles for street lights	Cancelled and send new requisition		
150527	26-04-21	MS Round pipes	Delivered		
150540	02-06-21	Rubberized waterproof tapes	Next week delivery		
150541	02-06-21	Road blockers	Next week delivery		
150542	03-06-21	Ext. Nipple and Waste pipe	Next week delivery		

T.D. Murthy
3/7/21.

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

Company:	Serene constructions llp	Date:	19-06-2021
Site:	Serene farms	Prepared by:	G.siva prasad
Report From / To	12-06-2021 to 19-06-2021	Approved by:	Syed golam sarwar
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	Sl. Of requisition	Item Description	Reason for not preparing PO/WO#
150544	09-06-21	1 to 6	Curtains	Online purchase
150545	09-06-21	1 to 3	Curtain rods	Online purchase
150546	10-06-21	1	Ceiling fans	
150548	22-06-21	1	False ceiling lights	

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$
150514	31-03-21	2	Tan brown granite	Supplier is arranging materials
150521	21-04-21	1	Telescopic poles for street light	Supplier is arranging materials
150527	26-04-21	1	Ms round pipe	Supplier is arranging materials
150540	02-06-21	1	Rubberized waterproof tape	Supplier is arranging materials
150541	02-06-21	1	Road blocker	Supplier is arranging materials
150542	03-06-21	15,16,18	Extension nipples,waste pipe	Supplier is arranging materials

No. of gate passes issued this week:	1	From No.	1278	To No.	1278
Delivery van site visit on:	18/06/21				
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					

OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	14 bags	PPC/PSC last weeks stock	15 bags

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	26-06-2021	26-06-2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@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 & 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 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:
G.Sivaprasad
Admin Office
Modi Farm House (Hyd) LLP