

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

Company	Modi reality pocharam LLP		Date	10.07.2021		
Site	Nilgiri heights		Prepared by:	P sneha		
Report From / To	04-07-21 to 10-07-21		Approved by	G Vijay raj		
Report Date	10-07-2021					
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*		
181574	07.05.2021	1	Two wheeler	Estimation for MD's sir approval		
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*		
181598	18.6.21	1	Ring binder file	Stock not available at sslip		
181601	25.6.21	1	Plastic chair	Delivery on 12.7.21		
181595	14.6.21	1	Notice board	Delivery on 12.7.21		
181611	7.7.21	1	Laptop bags	Delivery on 12.7.21		
No. of gate passes issued this week:-			Nil /	From No.	To No	
Delivery van site visit on:						
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	850	37978	
2.	10mm	.617	7.404	180	1332	
3.	12mm	.89	10.68	310	3303	
4.	16mm	1.58	18.96	470	8910	
5.	20mm	2.47	29.64	270	7997	
6.	25mm	3.86	46.32	80	3704	
7.	32mm	6.32	75.84			
8.	Binding wire			700	700	
OPC stock	-	OPC last weeks stock	-	PPC/PSC stock	70 bags	PPC/PSC last weeks stock
Details			Project Manager	Admin Officer/Manager		Admin Audit
Sign				10.07.2021		
Date			10.07.2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashan@modiproperties.com and rajikumam@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 DC's / 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 MD's approval/inst. 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!

APPROVED BY

G. VIJAY RAJ
NILGIRI HEIGHTS

Certified by:

Admin Officer
NILGIRI HEIGHTS