

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

Company:	Modi reality pocharam LLP	Date:	19.06.2021
Site:	Nilgiri heights	Prepared by:	P.sneha
Report From / To	13-06-21 to 19-06-21	Approved by:	G.Vijay raj
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 <sup>#</sup>
181574	07.05.2021	1	Battery vehicle	Send for MD's approval
181576	10.05.2021	1	oximeter	Send for MD's approval
181577	11.05.2021	1	laptop	Send for MD's 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 <sup>s</sup>
181595	14:06:2021	1	Notice board	Ready to suppliers
181598	18:6:2021	1	Stainary items	Ready to suppliers

No. of gate passes issued this week:-

Nil /	From No.	-	To No.	-
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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				
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	70 bags	PPC/PSC last weeks stock	-
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	19.06.2021			19.06.2021			

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajikumarn@modiproperties.com](mailto:rajikumarn@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 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!

**APPROVED BY**  
  
**19 JUN 2021**  
**G. VIJAY RAJ**  
**NILGIRI HEIGHTS**

**Certified by:**  
  
**Admin. Officer**  
**East Side Residency**