

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

Company:	MRGV	Date:	31.07.2021
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	24.07.2021 to 30.07.2021	Approved by:	Madhu.T
Report Date	31.07.2021		

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*
94845	14.07.2021	01	Laptop Bags	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
94838	06.07.2021	01	Lenovo Laptop	Spoken with suncel sir, by next week we receiving laptop
94842	12.07.2021	01	Water Bottles	Partly received from sslp, remaining we are receiveing on Monday
94846	20.07.2021	01	Templets	Material is ready at SSLLP, will get within three days
94848	20.07.2021	01	MS L angle brackts, SS Screws	Spoken with supplier, will get material by next week
94849	20.07.2021	01	MS L angle	Spoken with supplier, on Monday we are sending vehicle to get the material
94850	22.07.2021	01	Shabad stone	Sending vehicle on Monday to get the material
94853	28.07.2021	01	Markers	Today we are receiving markers from SSLLP

No. of gate passes issued this week:

Nil

From No.

-

To No.

-

Delivery van site visit on:

24th 27th 28th 30th

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	322	1506	
2.	10mm	.617	7.404	68	503	
3.	12mm	.89	10.68	301	3208	
4.	16mm	1.58	18.96	110	2085	
5.	20mm	2.47	29.64	17	503	
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire			175	175	
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	<i>Sahy</i>			<i>Pushpalatha</i>		
Date	31.07.2021			31.07.2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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

31 JUL 2021
T. MADHU
PROJECT MANAGER B.R.G.V