

Prepared by:		T.D. Murthy			
Report Date		21-08-2021			
Site		Serene Constructions LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descsription	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		
List of requisitions Where PO/WO is prepared and items have not received at site					
150562	29-07-21	HP Laptop adaptor	Next week delivery		
150567	04-08-21	4 core cables	Next week delivery		
150569	05-08-21	4 way distribution board	Next week delivery		

T.D. Murthy
21/8/21

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

Company:	Serene constructions llp	Date:	14-08-2021
Site:	Serene farms	Prepared by:	G.siva prasad
Report From / To	07-08-2021 to 14-08-2021	Approved by:	Syed golam sarwar
Report Date	14-08-2021		
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
150544	09-06-21	1 to 6	Curtains
150545	09-06-21	1 to 3	Curtain rods
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
150562	29-07-21	1	Hp laptop adapter
150567	04-08-21	1	4-core cables
150569	05-08-21	1	4-way distribution board
No. of gate passes issued this week:		1	From No. 1284 To No. 1284
Delivery van site visit on:		14/08/2021	
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
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
			0 bags
			PPC/PSC last weeks stock
			0bags
Details	Project Manager		Admin Officer/Manager
Sign			Admin Audit
Date	14-08-2021		14-08-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@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 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. Siva Prasad
 Admin Office
 Modi Farm House (Hyd) LLP

Certified by
Syed Golam Sarwar
 Project Manager
 Farm House (Hyd) LLP