

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

Company:	MRGV	Date:	28.08.2021			
Site:	BRGV	Prepared by:	Pushpalatha			
Report From / To	21.08.2021 to 27.08.2021	Approved by:	Madhu			
Report Date	28.08.2021					
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO ^o		
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		
94873	25-08-2021	1,2	Cocunut Brooms, Hand Glouses	Material Ready at SSSLP, we will get materia on Monday.		
94872	24-08-2021	1,2	Anchor Set chemical, Roof chemical	Material Ready at SSSLP, we will get material on Monday.		
94869	24-08-2021	1,2	Labour jackets, Male labour helmets	Material Ready at SSSLP, we will get material on Tuesday.		
94867	23-08-2021	1	Interlocking Cement blocks	Spoken with supplier, we will get material on Tuesday.		
94866	23-08-2021	1	MS Square pipe	Toady we sent purchase vehicle to get material from supplier.		
94865	21-08-2021	1	Rod cutting blades	Material ready with supplier , Toady we sent purchase vehicle to get material		
94863	17.08.2021	01	Rain Coats	Spoken with supplier, we will get on Monday.		
94850	22.07.2021	01	Shabad stone	By next week we are reciving material from supplier		
94848	20.07.2021	01	MS L angle brackets, SS Screws	Spoken with supplier, will get material on Monday.		
No. of gate passes issued this week:		Nil	From No.	- To No. -		
Delivery van site visit on:		24 th 26 th 27 th				
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						
Date	28.08.2021			28.08.2021		