

Company:	Modi Realty Miryalaguda LLP	Date:	28-08-2021			
Site:	AVR Gulmohar Homes	Prepared by:	Zakir			
Report From / To	21-08-2021 to 28-08-2021	Approved by:				
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		
165446	20-08-2021	1	Cement bags	PO to be issue		
165447	21-08-2021	1	Tendur Stone	PO to be issue		
165450	24-08-2021	1 to 22	CP materials	PO to be issue		
165451		1 to 5	Sanitary materials	PO to be 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		
165383	05-06-2021	3	S.C.Grigio	90% material received at site		
165411	03-07-2021	1	Villa no.70 tiles	70% received ; remaining will delivered by next week		
165413	14-07-2021	1 to 10	Panel doors clubhouse	Ready to supplies		
165412	03-07-2021	1	Villa no.60 tiles	Ready to supplies		
165423	26-07-2021	1.23 &5	Z angle templates	Ready to supplies		
165426	26-07-2021	1 to 5	Gate	Ready to supplies		
165427	26-07-2021	1 to3	Villa no.18 tiles	Ready to supplies		
165431	26-07-2021	1 & 3	Window grills	Ready to supplies		
165437	28-07-2021	1 to 03	SS screws	Ready to supplies		
165439	21-08-2021	1	Vitrified tiles	Ready to supplies		
165440	17-08-2021	10 & 38	CPVC materials	Ready to supplies		
165442	18-08-2021	1	SS Screws	Ready to supplies		
165443	18-08-2021	1	Earth Grey Light	Ready to supplies		
165445	20-08-2021	1 to 04	Plants	Ready to supplies		
165448	23-08-2021	1	CC TV camera	Ready to supplies		
165449	23-08-2021	2	LED bulb	Ready to supplies		
No. of gate passes issued this week:		Have	From No.	1435	To No.	1438
Delivery van last site visit on:		27-08-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl.No. during the week		From No.	14826	To No.	14835	
Items not ordered but received:						
Other corrections & remarks: We have send 2.5HP Submersible pump for repairing purpose to SVR pump service center 2.2 HP submissible pump, 3 cutting machine and 4. Drilling machine for repairing purpose						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date						

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