

Prepared by:	T.D. Murthy				
Report Date	30-10-2021				
Site	Serene Constructions LLP				
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
150579	30-08-2021	Acrylic Board	Promotions to follow-up		
150583	30-08-2021	Curtains	Online purchase		
150584	30-08-2021	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	Cancelled, Please send new requisition.		
150596	18-10-21	Submersible Pump	Next week delivery		

T.D. Murthy
 30/10/21.

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

Company:	Serene constructions llp	Date:	23-10-2021
Site:	Serene farms	Prepared by:	G.Siva prasad
Report From / To	16-10-2021 to 23-10-2021	Approved by:	Syed golam sarwar
Report Date	23-10-2021		

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	Reason for not preparing PO/WO ^o
150579	30-08-21	1	Acrylic board	
150583	30-08-21	1 to 6	Curtains	
150584	30-08-21	1 to 3	Curtain rods with brackets	

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
150562	29-07-21	1	Hp laptop adapter	Supplier is arranging materials
150596	18-10-21	1	Submersible pump	Supplier is arranging materials

Cancelled
↓
Call Sup.
last week

No. of gate passes issued this week: 3 From No. 1295 To No. 1297-

Delivery van site visit on: 21/10/2021

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	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	nil	OPC last weeks stock	nil	PPC/PSC stock	0 bags	PPC/PSC last weeks stock
						0bags

Details
Sign Project Manager Admin Officer/Manager Admin Audit
Date 23-10-2021 23-10-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaya@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 MIDs 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) I L O