	T.D. Murthy			
	30-10-2021			
	Modi Farm House HYD LLP			
ions Where PO/	WO not prepared 3 working days after re	equisition:		
Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered is delay justified?
11-10-2021	Biometric Battery	Online purchase		To dotaly justified.
ons Where PO/	WO is prepared and items have not recei	ved at site		
Nil	Nil	Nil		
			197 =	A P
	Requisition Date 11-10-2021 ons Where PO/	Modi Farm House HYD LLP ions Where PO/WO not prepared 3 working days after re Requisition Date 11-10-2021 Biometric Battery	30-10-2021 Modi Farm House HYD LLP ions Where PO/WO not prepared 3 working days after requisition: Requisition Date Material Descscription Purchase Officer - Remarks 11-10-2021 Biometric Battery Online purchase	30-10-2021 Modi Farm House HYD LLP ions Where PO/WO not prepared 3 working days after requisition: Requisition Date Material Descscription Purchase Officer - Remarks Material delivered? 11-10-2021 Biometric Battery Online purchase

T.D. Municy soloin

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

Company:		Modi farm house(hyd	di farm house(hyd)llp Date: 23-10-2021						
Site:		Serene farms	ene farms Pr		G.Siv	G.Siva prasad			
Report From / To 16-10-2021 to 23-10-202				proved by:		Syed golam sarwar			
Report Date 23-10-2021									
List of requ	uisitions nun	bers missing in the re	port:						
List of requ	uisitions whe	re PO/WO not prepar	ed 3 working day	s after requisiti	on:				
Req No.	. Req	Date SI. Of requisition	lten	em Description Rea		Reason 1	son for not preparing PO/WO#		
150594	11-0	9-21 1	Bio	ometric battery					
List of rea	licitions who	re PO/WO is provide							
Req No.	Req	re PO/WO is prepared Date Serial no o	and items have f	ot been received	at site bey	ond the I	ead time:		
Red No.		item in Req				Details of discussion with supplier ⁵			
								5	
No. of gate passes issued this week: Delivery van site visit on:		Nil	From No.	om No. To		1			
Inward repo	ort (MRN/otl	ner) & stock report em	ailed in pdf form	at to purchase?	00/09/	21	Yes / No		
	rdered but re						103/140		
	ctions & rem				***************************************			***************************************	
	teel & cemer			***************************************					
SI. No	Tor size	Wt per mtr	Wt. for 12 mtr rod – kgs	Stock at site - no of rods	Stock at s Kgs	Stock at site in Previous stock		ock 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 w	ire					***************************************	***************************************	
OPC stock	nil	OPC last weeks stock	nil	PPC/PSC stock	Nil		C/PSC last eks stock	nil	
Details		Project Manage	Project Manager		Admin Officer/Manager		Admin Audit		
Sign			***************************************			Au	min Addit		
Date		23-10-2021	23-10-2021		23-10-2021				
			1 20 10 2021		25-10-2021		CARLES CONTRACTOR		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashaiya@modiproperties.com</u> and <u>raikumarn@modiproperties.com</u> on every Saturday. 3. Admin offices shall not leave the site without ompleting 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. 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!

Page I of I

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