

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

Report From	21-10-2021 To 27-10-2021	Date:	30-10-2021
Report Date	30-10-2021	Prepared by:	Chand Mohammad

of requisites as numbers missing in the report:

of requisitions where PO/WO not prepared 3 working days after requisition:		
2020-21	2019-20	2018-19

[illegible]

List of requisitions where PO/ WO is prepared and items have not been received at site beyond the lead time:

[illegible]

No. of gate passes issued this week:	Nil / 5	From No.	-	To No.	-
Delivery van site visit on:	29-10-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				

is not order but received:

Other correction & remarks:

...all of stock in the right stock

Sl. No.	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	10mm	3.95	4.74	-	-	-
2	12mm	5.17	7.404	-	-	-
3	16mm	8.9	10.68	-	-	-
4	20mm	15.8	18.96	-	-	-
5	25mm	24.7	29.64	-	-	-
6	28mm	3.86	46.32	-	-	-
7	32mm	6.32	75.84	-	-	-
8	Binding wire	-	-	-	-	-
OPC stock		OPC last weeks stock		PPC/PSC stock	03	PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		<i>for C. Ahamed</i>				
Date		30-10-2021				

1. Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modipranchitkshs.edu on every Saturday. 3. Admin officers shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the bills not received on a daily basis. 5. Mention PO & MRR no. on DCs / bills. 6. Report to be signed by Admin manager. 7. For technical details from site, For negotiations/quotations, Local purchase. For MDs approval of purchase. 8. Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not started, Etc., can delay. Delay by purchase assistant, Supplier arranging for material. 9. Purchase to send this report to WO as for WO is the responsibility of engineers at site. Purchase to write 'NA' in repl. to this report. 10. Admin officers may follow-up - DO NOT CALL PURCHASE!