Prepared by:		T.D. Murthy			
Report Date		06-11-2021			
Site		Silver Oak Villas - III			
List of requisit	ions 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?
183652		Epson M20 printer	Online purchase		
183708	22-10-2021	Earthing Plate with Pipe	PO to be issue		
AL I					
		WO is prepared and items have not received at site			
183692	09-10-2021	Electrical wires	Delivered		
183702	19-10-2021	Metal Dust bin	Collect from supplier		
183705	22-10-2021	Plumbing PVC material	Delivered		
183709	26-10-2021	PVC Bends	Delivered		
183710	26-10-2021	PVC Pipes	Next week delivery		

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

Company: Sil		Silver (	Silver Oak Villas part-III Da			Date: 30-10-20			021		
Site: Sil		Silver (	lver Oak Villas part-III		Prepared by:	······································	B.Meenakshi				
Report Fr	om / To	22-10-2 sat)	10-2021 to 30-10-2021(fri to		Approved by:	1	C Purshotha	ım	***************************************		
Report Da		30-10-2	10-2021				······································				
List of red	quisitions nu	mbers mi	ssing in the re	eport*:	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~						
List of rec	quisitions wh	ere PO/V	VO not prepar	ed 3 working	g days after requ	isition:					
Req No	Req No. Req Date		Serial no of Item D		Description			n for not preparing PO/WO#			
18365	183652 01-09-202		01		M20 printer.						
183708 22-10-202			01	Earthing	nlate with nine	3					
List of req	uisitions wh	ere PO/V	VO is prepared	and items ha	ive not been rec	eived at site	heyond th	a land time:	***************************************		
Req No	o. Req Date		Serial no o	f Item	Item Description		ived at site beyond the lead time:  Details of discussion with supplier <sup>5</sup>				
183692 09-10-202		-2021	1-3	Electric yelllow	Electrical wires (1/18 yelllow and 7/20 blue		No stock at SSLLP				
183702	19-10-2021		01		and black )pending Metal dust bin		Stock is available and will be delivered by Monday				
183705	22-10-	-2021	1 to 32	PVC plu	mbing material	Material monday	available	at supplier	deliver b		
183709	33709 26-10-2021		1 to 2	PVC ben	PVC bends pending		available	at supplier	deliver b		
183710	26-10-	2021	1 to 32	PVc pipe	PVc pipes pending		available	at supplier	deliver b		
No. of gate	passes issue	d this we	ek:	Nil/5	From No.	monday Nill	To No	0	Nill		
	an site visit o			22.10.21.	25.10.21.27.10	21.29.10.21	1 1011	0.	14111		
nward rep	ort (MRN/otl	her) & ste	ock report em	ailed in pdf fo	rmat to purchas	e?		Yes/No			
	rdered but re							1007110			
Other corre	ctions & ren	arks:									
Details of s	teel & cemer	nt stock			× × × × × × × × × × × × × × × × × × ×						
I. No	Tor size		/t per mtr	Wt. for 12 n	ntr Stock at s		at site in	Previous stock in Kg			
1.	8mm		.395		.74 -	-					
2.	10mm		.617		104 -	· ·					
3.	12mm		.89		.68 -	_					
4.	16mm		1.58	18	.96 -	-					
5.	20mm		2.47		.64 -	-					
6.	25mm		3.86	46.	.32 -	-	3.7				
7.	32mm		6.32		.84 -	-					
8.	Binding w	ire -	12.22		Nill	Nill		Nill			
PC stock	Nill	1	PC last eeks stock	Nill	PPC/PSC stock	Nill	Nill P		PPC/PSC last Nill weeks stock		
etails			ofect Manager			ficer/Manag		dmin Audit	1		
gn			A	***************************************		Muneletti			***************************************		
gn		1	A 14		MILL	A MANAGEMENT	1				

Notes: 1. \* Send a copy of the missing reportition to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, ashaiya@modiproperties.com and <a href="mailto:raikumam@modiproperties.com">raikumam@modiproperties.com</a> 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 must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!

Prepared by:		T.D. Murthy			
Report Date		06-11-2021			
Site	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Modi Housing PVT LTD			
List of requisit	ions Where PO	/WO not prepared 3 working days after req			
Requisition	Requisition		uisition:		
No	Date	Material Descscription	Purchase Officer - Remarks	Material	If material is not delivered
185051	21-10-2021	Binding wire		delivered?	is delay justified?
		Diliding wife	PO issued no. 82023.		is delay justified:
W. C. C.					
ist of requisiti	ons Where PO/	WO is prepared and items have not receive			
185014	08-07-2021	Curb stone			
		Curo stone	Hold by site Eng site not ready		

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

Company:		MHPLSOV	LSOV		ate:		30-10-2021			
Site: Silve			er Oak Villas part-III		Prepared by:		B.Meenakshi			
	eport From / To 22-10-2021 to 30-10-2021 sat)			Approved by:		P	K Purshotham			
Report Date		0-10-2021			***************************************					***************************************
List of requi	sitions num	ers missing in the r	eport*:	· ·						
List of requi	sitions wher	e PO/WO not prepa	red 3 working	g days	after requisi	tion:	***************************************	****************		***************************************
Req No.	Req I	Date Serial no item in Re	of Iten	Description		Reason for not preparing PO/WO*			O/WO"	
185051	21-10-2	1	Binding	Binding wire					***************************************	······································
List of requi	sitions wher	e PO/WO is prepare	ed and items h	ave no	t been receiv	ed at site	beyond	the l	ead time:	
Req No.	Req I	Date Serial no item in Re	of Iten	Item Descr		Details of discussion with supplier		upplier <sup>s</sup>		
185014	0807-	21 1		Curb stone		Holding for a while site not ready				
No. of gate passes issued this week:			Nil/5		rom No.	Nill To No		No.	Nill	
Delivery var			22.10.2	1,25.10	0.21,27.10.2	1,29.10.2		-	······································	
Inward repo	n (MRN/oth	er) & stock report e	mailed in pdf	format	to purchase	?		***************************************	Yes / No	
Items not or	dered but rea	eived:		***************************************						
Other correc				***************************************		***************************************	***************************************	***************************************		***************************************
Details of st	eel & cemen	t stock			***************************************		***************************************		·····	
SI. No	Tor size	Wt per mtr kgs	Wt. for 12 rod – kgs	mtr	Stock at sit		Stock at site in		Previous stock in K	
1.	8mm	.39	5	4.74	101	480		***************************************		***************************************
2.	10mm	.61	7	7.404	266	197	n			***************************************
3.	12mm	.8:	9	10.68	86	920				***************************************
4.	16mm	1.5	8	18.96	132	250	)	***************************************		
5.	100						1840			***************************************
	20mm	2.4	7	29.64	62	184	)			
6.	25mm	3.8		29.64 16.32	62	184	)		······	***************************************
7.	25mm 32mm	3.86 6.32	6 4	******************	-		J			
7. 8.	25mm 32mm Binding w	3.80 6.33 ire -	6 4	16.32	62 - - Nill	-	)		Nill	
7. 8. OPC stock	25mm 32mm	3.86 6.32	6 4	16.32	- Nill PPC/PSC	-			Nill PC/PSC last	40
7. 8. OPC stock	25mm 32mm Binding w	3.80 6.32 ire - OPC last weeks stock	Nill	16.32	- Nill PPC/PSC stock	- Nill 0		W	PC/PSC last eeks stock	40
7. 8. OPC stock	25mm 32mm Binding w	3.80 6.32 ire - OPC last	Nill	16.32	- Nill PPC/PSC	- Nill 0		W	PC/PSC last	40

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, ashaiya@modiproperties.com and raikumam@modiproperties.com 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 & 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!