



| Company:                                                                        |              | Modi farm house(hyd)/llp  |                          | Date:                           | 20-11-2021                             |
|---------------------------------------------------------------------------------|--------------|---------------------------|--------------------------|---------------------------------|----------------------------------------|
| Site:                                                                           |              | Serene farms              |                          | Prepared by:                    | G.Siva prasad                          |
| Report From / To                                                                |              | 14-11-21 to 21-11-21      |                          | Approved by:                    | Syed golam sarwar                      |
| Report Date                                                                     |              | 20-11-2021                |                          |                                 |                                        |
| 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* |                                        |
|                                                                                 |              |                           |                          |                                 |                                        |
|                                                                                 |              |                           |                          |                                 |                                        |
|                                                                                 |              |                           |                          |                                 |                                        |
|                                                                                 |              |                           |                          |                                 |                                        |
|                                                                                 |              |                           |                          |                                 |                                        |
|                                                                                 |              |                           |                          |                                 |                                        |
|                                                                                 |              |                           |                          |                                 |                                        |
|                                                                                 |              |                           |                          |                                 |                                        |
| Reg No.                                                                         | Reg Date     | Serial no of item In Req. | Housekeeping materials   | Supplier is arranging materials |                                        |
| 150599                                                                          | 01-11-21     | 1 to 8                    |                          |                                 |                                        |
| No. of gate passes issued this week:                                            |              |                           |                          |                                 |                                        |
|                                                                                 |              | Nil                       | From No.                 | To No.                          |                                        |
| Delivery van site visit on:                                                     |              |                           |                          |                                 |                                        |
| 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. -             | Wt. for 12 mtr rod – kgs | Stock at site Kgs               | Stock at site in 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                                                                   | nil          |                           |                          |                                 |                                        |
| Admin Officer/Manager                                                           |              |                           |                          |                                 |                                        |
| Admin Audit                                                                     |              |                           |                          |                                 |                                        |
| Date                                                                            |              |                           |                          |                                 |                                        |
| Sign                                                                            |              |                           |                          |                                 |                                        |
| Details                                                                         |              |                           |                          |                                 |                                        |
| Project Manager                                                                 |              |                           |                          |                                 |                                        |
| 20-11-2021                                                                      |              |                           |                          |                                 |                                        |
| 20-11-2021                                                                      |              |                           |                          |                                 |                                        |

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

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