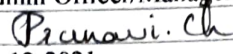


Remarks from site on the 'Requisition by Site Report' of purchase division

Company	Silver Oak Villas part-III	Date	11-12-2021				
Site	Silver Oak Villas part-III	Prepared by	Ch Pranavi				
Report From / To	03.12.2021 to 11.12.2021(fri to sat)	Approved by	K Purshotham				
Report Date	11-12-2021						
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	Serial no of item in Req	Item Description	Reason for not preparing PO/WO*			
183746	22-11-21	1	Blowers	PO to be issued			
183755	24-11-2021	02	Edo drain pipe material	PO to be issued			
183772	07-12-2021	07	Electrical conducting - internal	PO to be issued			
183773	07-12-2021	01	PPC cement				
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			
183725	05-11-12	01	CPVC ball valve	Material available at supplier deliver by Monday			
183734	10-11-2021	1,2	CPVC reducer, Concealed stop cock	Material available at supplier deliver by Tuesday			
183740	19-11-21	1 to 4	Malashyan brown HL tiles	No stock at supplier			
183749	23-11-2021	01	PVC-single socket pipe-10 nos pending	Material available at supplier deliver by Tuesday			
183758	26-11-2021	01	Roff stone chemical (powder)-10 nos pending	Material available at supplier deliver by monday			
183761	29-11-2021	01	Araldite-8 nos pending	Material available at supplier deliver by monday			
183763	23-11-2021	02	CPVC union-1 1/4 and ball cock brass -10 nos pending	Material available at supplier deliver by Tuesday			
183767	07-12-2021	1-12	Electrical wires	Material available at supplier deliver by monday			
183771	07-12-2021	07	Bombay nails, red oxide, fishers etc.,	Material available at supplier deliver by monday			
No. of gate passes issued this week:			Nil / 5	From No.	Nil	To No.	Nil
Delivery van site visit on:1			04-12-2021, 6-12-2021, 8-12-2021, 10-12-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes	
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	-		Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock	Nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	11-12-2021	11-12-2021	

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

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

Company:	MHPL SOV		Date	11-12-2021		
Site:	Silver Oak Villas part-III		Prepared by	Ch Pranavi		
Report From / To	03-12-2021 to 11-12-2021 (fri to sat)		Approved by	K Purshotham		
Report Date	11-12-2021					
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	Serial no of item in Req	Item Description	Reason for not preparing PO/WO*		
185060	10-11-21	1	Memory card	PO to be issued		
185083	06-12-2021	07	Edo drain pipe material	PO to be issued		
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 ⁵		
185053	28-10-21	3	Pad locks	Stock not available		
185075	30-11-2021	1	Curb stone	Material delivery by Wednesday		
185081	04-12-2021	06	Sintex box	Material delivery by Monday		
185082	06-12-2021	06	Aluminium armor cable	Material delivery by Monday		
No. of gate passes issued this week:			Nil	From No.	Nil To No.	
Delivery van site visit on 1			04-12-2021, 6-12-2021, 8-12-2021, 10-12-2021			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
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	45	213.3	
2.	10mm	.617	7.404	nill	nill	
3.	12mm	.89	10.68	36	384	
4.	16mm	1.58	18.96	25	474	
5.	20mm	2.47	29.64	15	445	
6.	25mm	3.86	46.32	-	-	
7.	32mm	6.32	75.84	-	-	
8.	Binding wire	-				
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	28	PPC/PSC last weeks stock 55
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	11-12-2021			11-12-2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaya@modiproperties.com and rajumam@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 MIs 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!