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

Company:	Modi Realty Mallapur LLP	Date:	11.12.2021
Site:	Gulmohar Residency	Prepared by:	A. Janaki
Report From / To	05.12.2021 Sunday	Approved by:	
Report Date	11.12.2021 Saturday		

List of requisitions numbers missing in the report*: Req no :

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	serial no of iteam in Req	Item Description	Reason for not preparing PO/WO

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	Reason for not preparing PO/WO
187195	15.08.21	1 to5	M.S grills	By Wednesday will be delivery
187196	15.08.21	1 to 4	UPVC windows	By Wednesday will be delivery
187197	03.08.21	1	UPVC sliding window	Next week will be delivery
187479	30.09.21	1 &2	Modular kitchen	Next week will be delivery
187821	31.10.21	1 to 6	Templates	By Wednesday will be delivery
187855	07.11.21	1 to 3	MS round pipe	By Wednesday will be delivery
187914	19.11.21	1	PVC pipe	By Wednesday will be delivery
187926	20.11.21	1 to 6	Templates	By Wednesday will be delivery
187976	3.12.21	1	Anchor blot	By Tuesday will be delivery
187984	06.12.21	1&2	U clamp patti	Next week will be delivery
187967	04.12.21	1 to 3	WPC Door frames	By Wednesday will be delivery

No of gate passes issued this weak	Nill	From No.	-	To No.	-

Delivery van site visit on :	07.12.21 (Tuesday) 09.12.21 (Thursday) & 11.12.21(Saturday)
Inward report (MRN/other) &stock report emailed in pdf format to purchase	Yes

Item not ordered but received

Detail of steel & cement stock

SI 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	0.395	4.74	250	1185	nill
2.	10mm	0.617	7.41	150	1111	nill
3.	12mm	0.888	10.6	25	265	nill
4.	16mm	1.580	162	Nill	Nill	nill
5.	20mm	2.469	29.6	30	888	nill
6.	25mm	3 86	46.32	Nill	Nill	nill
7.	32mm	6.32		Nill	Nill	nill
8.	Binding wire			8	80	nill

OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	50	PPC/PSC last weeks stock	nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[illegible]	Janaki	[illegible]
Date	11/12/2[illegible]		

Notes: 1. • Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajkumarn@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 & 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!