Prepared by:		T.D. Murthy			
Report Date		03-01-2022			
Site		Silver Oak Villas LLP			
List of requisitions 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?
156564	18-09-2021	Al. windows	PO issued		
156606	14-12-2021	Toys & Story books	Promotions to followup		
156610	18-12-2021	Country Rose tiles	PO issued		
List of requisitions Where PO/WO is prepared and items have not received at site					
156583	08-11-2021	Extension nipple	Collect from SSLLP		
156584	08-11-2021	Sanitary Material	Delivered		
156600	20-11-2021	Stop cock, waste pipe, health faucet	Collect from SSLLP		
156604	09-12-2021	CP Materials	Delivered		
156605	07-12-2021	Sanitary Material	Delivered		
156607	17-12-2021	CP Materials	Collect from SSLLP		
156608	17-12-2021	Sanitary Material	Delivered		

T.D. Murthy
3/1/2022

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

Company:	Silver Oak Villas LLP	Date:	25-12-2021
Site	Silver Oak Villas	Prepared by	Ch.Pranavi
Report From / To	17.12.2021 to 25.12.2021(fri to sat)	Approved by:	K Purshotham
Report Date	25-12-2021		

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#
156564	18-09-2021	1-5	Al. Windows	PO to be issued
156606	14-12-2021	02	Toys & story books	PO to be issued
156610	18-12-2021	01	Country rose tiles	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$
156583	08-11-2021	01	Extension nipple	Stock is available and will be delivered by Monday
156584	08-11-2021	1 to 4	Sanitary material	At present there is no stock at ssllp.
156600	20-11-2021	03	Stop cock, waste pipe, health faucet	Stock is available and will be delivered by Monday
156604	09-12-2021	1- 17	C.P material	At present there is no stock at ssllp.
156605	07-12-2021	04	Sanitary material	At present there is no stock at ssllp.
156607	17-12-2021	1-15	C.P material	At present there is no stock at ssllp.
156608	17-12-2021	05	Sanitary material	At present there is no stock at ssllp.

No. of gate passes issued this week:	5/ 5	From No.	6560	To No.	6564
Delivery van site visit on:1	20-12-2021, 21-12-2021, 23-12-2021,24-12-2021.				
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. - 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	-		Nill	Nill	Nill

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

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	Pranavi. Ch.	
Date	25-12-2021	25-12-2021	

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