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

Company:	Modi Realty Mallapur LLP	Date:	25.12.2021
Site:	Gulmohar Residency	Prepared by:	M.Deepa
Report From / To	26.12.2021 Sunday	Approved by:	
Report Date	25.12.2021 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
192505	08.12.21	1	Booster pump	Requisition sent to MD'S approva
192506	08.12.21	1	Asbestos sheet	Local purchase
192523	14.12.21	1	Led rope light	Po to be issue
192529	15.12.21	1	Panel doors	Po to be issue
192554	20.12.21	1	Vitrified tiles	Requisition sent to MD'S approval
192555	21.12.21	1	Wpc main door frame	Requisition sent to MD'S approval

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
187936	20.11.21	1, 9	Panel doors	Thursday will be delivery
187887	11.11.21	1	Ms l angle	By Wednesday will be delivery
187924	18.11.21	1 to 4	Templates	By Wednesday will be delivery
187937	19.11.21	1 to 4	Templates	By Wednesday will be delivery
187989	06.12.21	1 to 4	Templates	By Wednesday will be delivery
187975	02.12.21	1 to 2	Frp pipes	By Wednesday will be delivery
192508	09.12.21	1	Luppam	By Saturday will be delivery
192511	10.12.21	1 to 4	Templates 6'x4'	No stock at SSLLP
192517	15.12.21	1 to 13	Cpvc pipes	By next will be delivery
192527	15.12.21	1 to 4	Templates	By next weak will be delivery
192530	18.12.21	1 to 8	Electrical wires	By Wednesday will be delivery
192538	16.12.21	1 to 3	Templates	By Thursday will be delivery
192540	16.12.21	1	Luppam	By Thursday will be delivery
192548	17.12.21	1 ,2	Rod cutting blades	No stock at SSLLP
192552	20.12.21	1 to 13	Electrical wires	By Thursday will be delivery
				By Tuesday will be delivery

No of gate passes issued this weak	01	From No.	3410	To No.	3410
Delivery van site visit on :	21.12.21 (Tuesday) 23.12.21 (Thursday) & 25.12.21(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	219	1040	nill
2.	10mm	0.617	7.41	80	600	nill
3.	12mm	0.888	10.6	48	500	nill
4.	16mm	1.580	18.9	26	500	nill
5.	20mm	2.469	29.6	33	1000	nill
6.	25mm	3.86	46.32		nil	nill
7.	32mm	66.67		nill	nill	nill
8.	Binding wire			20 guage	200	nill

OPC stock	60	OPC last weeks stock	200	PPC/PSC stock	350	PPC/PSC last weeks stock	nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Deepa	
Date			

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!