Prepared by:		T.D. Murthy			
Report Date		06-01-2022			
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?
156606	14-12-2021	Toys & Story books	Promotions to followup		
156614	28-12-2021	LED bulb Pin Type	PO issued no. 84187		
List of requisitions Where PO/WO is prepared and items have not received at site					
156583	08-11-2021	Extension nipple	Collect from SSLLP		
156604	09-12-2021	CP Materials	Delivered		
156605	07-12-2021	Sanitary Material	Delivered		
156607	17-12-2021	CP Materials	Delivered		
156610	18-12-2021	Country Rose tiles	Collect from SSLLP		
156613	28-12-2021	SS Sink full set	Delivered		

T.D. Murthy
6/1/22

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

Company	Silver Oak Villas LLP	Date	31-12-2021
Site	Silver Oak Villas	Prepared by	Ch Pranavi
Report From / To	24 12 2021 to 01 01 2022(fri to sat)	Approved by	K Purshotham
Report Date	31-12-2021		

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#
156606	14-12-2021	02	Toys & story books	PO to be issued
156614	28-12-2021	01	LED bulbs pin type	PO to be issued 8427

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
156604	09-12-2021	03	CP-wall mixture, washbasin rag bolts, tefflon tape D	Stock is available and will be delivered by Monday
156605	07-12-2021	02	Sanitary- pedastal- 3 nos pending, EWC rag bolts- 3 nos pending D	Stock is available and will be delivered by Monday
156607	17-12-2021	1-15	C.P material D	Stock is available and will be delivered by Monday
156610	18-12-2021	01	Country rose tiles 8548	Stock is available and will be delivered by Wednesday
156613	28-12-2021	03	SS sink full set D	Stock is available and will be delivered by Tuesday

No. of gate passes issued this week:	3/5	From No.	6565	To No.	6567
Delivery van site visit on:1	27-12-2021, 29-12-2021, 30-12-2021				
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	31-12-2021	31-12-2021	

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 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!