

Prepared by:		T.D. Murthy			
Report Date		19-01-2022			
Site		Silver Oak Villas LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	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	Delivered		
List of requisitions Where PO/WO is prepared and items have not received at site					
156583	08-11-2021	Extension nipple	Collect from SSLLP		
156603	26-11-2021	MI CC Cameras	Collect from SSLLP		
156605	07-12-2021	Sanitary Material	Delivered		
156607	17-12-2021	CP Materials	Collect from SSLLP		
156608	17-12-2021	Sanitary Material - Pedastal 08 nos pending	Delivered		
156610	18-12-2021	Country Rose tiles	Collect from SSLLP		
156615	29-12-2021	CP Nipple & EWC Rag bolts	Delivered		

T.D. Murthy
19/1/22

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

Company:	Silver Oak Villas LLP	Date:	08-01-2022			
Site:	Silver Oak Villas	Prepared by:	Ch.Pranavi			
Report From / To	31-12-2021 to 08.01.2022(fri to sat)	Approved by:	K Purshotham			
Report Date	08-01-2022					
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		
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		
156583	08-11-2021	01	Extension nipple	Stock is available and will be delivered by Monday		
156603	26-11-2021	01	MI CC cameras	Supplier didn't receive the payment check		
156605	07-12-2021	02	Sanitary- pedestal- 3 nos pending, EWC rag bolts- 3 nos pending	Stock is available and will be delivered by Monday		
156607	17-12-2021	02	CP- stock cock 1/2"- 20 nos pending & PVC waste pipe- 12 nos pending	Stock is available and will be delivered by Monday		
156608	17-12-2021	01	Sanitary- pedestral- 08 nos pending	Stock is available and will be delivered by Monday		
156610	18-12-2021	01	Country rose tiles	Stock is available and will be delivered by Wednesday		
156615	29-12-2021	02	CP- nipple & EWC rag bolts	Stock is available and will be delivered by Monday		
No. of gate passes issued this week:		6/6	From No.	6568	To No.	6573
Delivery van site visit on:		03-01-2022, 05-01-2022, 06-01-2022, 07-01-2022				
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	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	08-01-2022			08-01-2022		

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