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

Company:	Modi Realty Mallapur LLP	Date:	22.01.22
Site:	Gulmohar Residency	Prepared by:	M.Deepa
Report From / To	23.01.22 Sunday	Approved by:	
Report Date	22.01.22 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
192684	17.01.22	1 to 4	Aluminium screws	Po to be issue
192698	18.01.22	1	40 amps isolator	Po to be issue
192699	18.01.22	1	Roff chemical	Po to be issue
192705	18.01.22	1	Graflaks texture exterior	Po to be issue
192707	19.01.22	1	Safety labour helments	Po to be issue

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
187887	11.11.21	1	Ms l angle	By Wednesday will be delivery
192548	17.12.21	1 ,2	Rod cutting blades	By Thursday will be delivery
192568	27.1.21	1to 8	Ms l angle	By Thursday will be delivery
192567	27.12.21	1	Pvc rigid pipe	By Thursday will be delivery
192570	27.12.21	1	Sintex tank	By Thursday will be delivery
192598	28.12.21	1	3 core armored table	By Wednesday will be delivery
192599	28.12.21	1	Distribution board	By Tuesday will be delivery
192602	28.12.21	1	Mastic pads	By Thursday will be delivery
192619	03.01.22	1 to 3	carpentry	By Thursday will be delivery
192627	04.0122	1 to 4	Ms grills	By Tuesday will be delivery
192628	04.01.22	1 to 3	templates	By Thursday will be delivery
192641	05.01.22	1	Ms stand	By next weak will be delivery
192656	10.01.22	1 to 3	Door frames	By Wednesday will be delivery
192664	10.01.22	1 to 15	Electrical wires	Bu Thursday will be delivery
192667`	10.01.22	1 to 15	Cpvc pipe	By Tuesday will be delivery
192682	17.01.22	1	4 core cable	By Thursday will be delivery
192683	17.01.22	1	4 core cable	By Thursday will be delivery
192686	17.01.22	1	Electrical wires	By Tuesday will be delivery
192688	17.01.22	1to 3	Armode cable	By next weak will be delivery
192691	17.01.22	1 to 8	Electrical slab pipes	By Tuesday will be delivery
192693	17.01.22	1	Covering blocks	By Tuesday will be delivery
192696	18.01.22	1	Concealed flush tank	By Thursday will be delivery

No of gate passes issued this weak	From No.	3416	To No.	3416	

Delivery van site visit on :	18.01.22(Tuesday) 20.01.22 (Thursday) & 22.01.22(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		nill		nill
2.	10mm	0.617	7.41	135	1000		nill
3.	12mm	0.888	10.6	135	1440		nill
4.	16mm	1.580	18.9	176	3340		nill
5.	20mm	2.469	29.6	67	2000		nill
6.	25mm	3.86	46.32	nill	nill		nill
7.	32mm	66.67		nill	nill		nill
8.	Binding wire			20 guage	200		nill
OPC stock		OPC last weeks stock	50	PPC/PSC stock	20	PPC/PSC last weeks stock	nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	for G. [illegible]	[illegible]	
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!