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

Company:	Modi Realty Mallapur LLP	Date:	29.01.22
Site:	Gulmohar Residency	Prepared by:	A.Janaki
Report From / To	23.01.22 Sunday	Approved by:	
Report Date	29.01.22 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
192727	24.01.22	1 to 10	PVC pipes	Po to be issue
192735	27.01.22	1 to 10	Aluminium armordcable	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
187195	03.08.21	1and 5	Ms grills	Next week will be delivery
187887	11.11.21	1	Ms l angle	By Thursday will be delivery
187984	04.12.21	1,2	U clamp patti	By Wednesday will be delivery
192517	15.12.21	1 to 12	CPVC pipes	By Thursday will be delivery
192529	15.12.21	1	Panel doors	Next week will be delivery
192658	27.12.21	1 to 5	S.S screws	By Tuesday will be delivery
192567	27.12.21	1,2	PVC rigid pipe	By Thursday will be delivery
192598	28.12.21	1	Armored cable	By Wednesday will be delivery
192599	28.12.21	1	Distribution board	By Tuesday will be delivery
192607	29.12.21	1	Pedestal	By Thursday will be delivery
192619	03.01.22	1 to 3	Hold fast	By Wednesday will be delivery
192627	04.01.22	1 to 5	MS grills	Next will be delivery
192628	04.01.22	1 to 3	Templates	Next will be delivery
192640	05.01.22	5,6,7	Distribution board	By Tuesday will be delivery
192643	05.01.22	1	Distribution board	By Thursday will be delivery
192652	07.01.22	1	FRP round pipes	By Saturday will be delivery
192653	07.01.22	1	PVC rigid pipe	By Tuesday will be delivery
192654	07.01.22	2,3,7,11	MCB 6amps	By Wednesday will be delivery
192658	10.01.22	1,2	Metal box 8 way	By Tuesday will be delivery
192664	10.01.22	1 to 14	Electrical wires	By Tuesday will be delivery
192668	10.01.22	2,5	CPVC Pipes	By Thursday will be delivery
192677	12.01.22	1 and 5	CPVC pipes	By Thursday will be delivery
192698	18.01.22	3,6,7,11,1	MCB amps	By Thursday will be delivery
192712	21.01.22	1	Switches	By Wednesday will be delivery
192714	21.01.22	1 to 7	Panel doors	By Saturday will be delivery
192717	21.01.22	7,8	PVC pipes	By Wednesday will be delivery
192686	17.01.22	1 to 15	Electrical wires	By Wednesday will be delivery

No of gate passes issued this weak		From No.	-	To No.	-
Delivery van site visit on :	25.01.22(Tuesday) 27.01.22 (Thursday) & 29.01.22(Saturday)				

ard 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	38	4006	Nill
4.	16mm	1.580	18.9	380	7182	Nill
5.	20mm	2.469	29.6	35	1036	Nill
6.	25mm	3.86	46.32	Nill	Nill	Nill
7.	32mm	66.67		Nill	Nill	Nill
8.	Binding wire			20 gauge	200	Nill

OPC stock		OPC last weeks stock	300	PPC/PSC stock	160	PPC/PSC last weeks stock	nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Rajesh R.	Janaki	
Date	29/01/22	29/01/22.	

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!