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

Company:	Modi Realty Mallapur LLP	Date:	05.02.22
Site:	Gulmohar Residency	Prepared by:	A. Janaki
Report From / To	30.01.22Sunday	Approved by:	
Report Date	05.02.22 Saturday		

List of requisitions numbers missing in the report*: Req no : 192761,192762,192763,192764,192765,192766,192753,192760,192759,192758,192754,192755,192756,192757.

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	Aluminum screws	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	M.S L angle	By Saturday will be delivery
192529	15.12.21	1	Panel doors	By Wednesday will be delivery
192568	27.12.21	1 to 5	S.S screws	By Tuesday will be delivery
192567	27.12.21	1 &2	PVC rigid pipe	Next week will be delivery
192599	28.12.21	1	Distribution board	By Wednesday will be delivery
192607	29.12.21	1	Pedastal	By Saturday will be delivery
192619	03.01.22	1 to 3	Hold fast	By Wednesday will be delivery
192628	04.01.22	1 to 3	Templates	By Wednesday will be delivery
192640	05.01.22	5&7	Distribution board	By Tuesday will be delivery
192663	10.01.22	2&3	Templates	By Tuesday will be delivery
192683	17.01.22	1	4 core armoured cable	By Saturday will be delivery
192688	17.01.22	1	FP Isolator	By Wednesday will be delivery
192695	18.01.22	1	Luppam	Next week will be delivery
192652	07.01.22	1	FRP round pipes	Next week will be delivery
192707	19.01.22	1	Labour helmet male	By Wednesday will be delivery
192712	21.01.22	1	Switch	By Tuesday will be delivery
192714	21.01.22	1 to 7	Panel doors	By Wednesday will be delivery
192716	21.01.2	1 to 11	PVC pipes	By Wednesday will be delivery
192696	18.01.22	1	Flush tank	Next week will be delivery
192730	24.01.22	1	MS L angle	Next week will be delivery
192739	27.01.22	1 to 15	16 amps MCB	By Tuesday will be delivery
192749	29.01.22	2	CP jali	By Wednesday will be delivery
192777	02.02.22	1 to 8	Recron	No stock at SSLLP.
192700	18.01.22	1	MS sections	Supplier didn't received po
192702	18.01.22	1 to 5	S.S screws	By Tuesday will be delivery

No of gate passes issued this weak	3	From No.	3417	To No.	3419
Delivery van site visit on :	01.02.22 (Tuesday) 03.02.22(Thursday) & 05.02.22(Saturday)				
Inward report (MRN/other) &stock report emailed in pdf format to purchase				Yes	

ı 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	0	0	nill
2.	10mm	0.617	7.41	0	0	nill
3.	12mm	0.888	10.6	95	1015	nill
4.	16mm	1.580	16.2	61	1000	nill
5.	20mm	2.469	29.6	16	500	nill
6.	25mm	3.86	46.32	41	1900	nill
7.	32mm	6.32		Nill	Nill	nill
8.	Binding wire			14	280	nill

OPC stock	200	OPC last weeks stock	100	PPC/PSC stock	180	PPC/PSC last weeks stock	nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature] 05 FEB 2022	Janaki	
Date	05/02/22	05/02/22.	

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!