Prepared by:		T.D. Murthy			
Report Date		10-02-2022			
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		
156616	07-01-2022	Capacitor 3 phase	PO to be issue		
List of requisitions Where PO/WO is prepared and items have not received at site					
156619	12-01-2021	Acrylic Sheet	Collect from supplier		
156621	01-02-2022	Sanitary - Concealed Flush Tank	collect from SSLLP		

T.D. Murthy
10/2/22

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

Company:	Silver Oak Villas LLP	Date:	05-02-2022
Site:	Silver Oak Villas	Prepared by:	Ch.Pranavi
Report From / To	28-1-2022 to 05.02.2022(fri to sat)	Approved by:	K Purshotham
Report Date	05-02-2022		

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
156616	07-01-2022	1	Capacitor bank 3 phase	

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$
156619	12-01-2022	1	Acralic sheet	Material available at supplier and will be deliverd by Monday
156621	01-02-2022	01	Sanitary - conceled flush tank	No stock at supplier – SSCLP

No. of gate passes issued this week:	02/ 6	From No.	6577	To No.	6578
Delivery van site visit on:1	31-01-2022, 02-02-2022, 04-02-2022, 05-02-2022				
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	-		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		Pranavi. Ch	
Date	05-02-2022	05-02-2022	

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

Prepared by:		T.D. Murthy			
Report Date		10-02-2022			
Site		Modi Housing PVT LTD			
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?
185128	29-01-2022	Paper bundle	Cancelled		
List of requisitions Where PO/WO is prepared and items have not received at site					
185094	06-01-2022	50sq.mm Armor cable	Delivered		
185119	19-01-2022	2' Tube light	Delivered		
185127	29-01-2022	Binding wire	Delivered		

T.D. Murthy
10/2/22

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

Company:	MHPLSOV	Date:	05-02-2022
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi
Report From / To	28-1-2022 to 05.02.2022(fri to sat)	Approved by:	K Purshotham
Report Date	05-02-2022		

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#
185128	29-01-2022	01	Paper bundle	

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$
185094	06-01-2022	1-27	50 sqmm armor cable	Material available at supplier and will be deliverd by Tuesday
185119	19-01-2022	01	2' tube lights	Material available at supplier and will be delivered by Monday
185127	29-01-2022	01	Binding wire	Material available at supplier and will be deliverd by Tuesday

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil	
Delivery van site visit on:1	31-01-2022, 02-02-2022, 04-02-2022, 05-02-2022					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
sItems 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	45	213.3	
2.	10mm	.617	7.404	nill	nill	
3.	12mm	.89	10.68	36	384	
4.	16mm	1.58	18.96	25	474	
5.	20mm	2.47	29.64	15	445	
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	03	PPC/PSC last weeks stock	121

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi.Ch	
Date	05-02-2022	05-02-2022	

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