

OUTWARD - GATE PASS

No. **3743**

Date:	08/02/2022	Time:	16:05
Company:	Mehla & Modi Realty Kowker LLP		
Project/site:	Greenwood Heights		
Destination:	Gandhinagar Enclave		
Outward No.	Vehicle type	Vehicle No	Vehicle driver
919	Jeep	TS10UB3123	Suresh
	Material Description	Quantity	Units
1	Nescafe Coffee (Machine)	01	NO
2.			
3			
4			
5			
6.			
7			
8.			
9			
10.			
	Total	01	
Charges/refund	Purpose for transfer	Other details (to be filled by Admin audit)	
☐ No charge	☒ Return to supplier for exchange	☐ Material received by inward no. _____ & date _____	
☐ For refund from supplier	☐ Return to supplier for refund	Details of credit note from supplier date _____ & Amount Rs. _____/-	
☐ Transfer to other site/project	☐ On loan to be returned	Return of material - inward no. _____ & date _____	
☐ Transfer to other site/project	Cost of material to be collected: ☐ Collect 100% cost - new material ☐ Collect 60% cost - old material ☐ No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. _____, Amount _____ date _____	
☐ Transfer to another phase of firm/company/project	☐ No charges to be collected	NA	
☐ No charge	☒ for repairs & service	☐ Material received by inward no. _____ & date _____	
☐ Other	Details:	Details:	
Remarks: For repairs & service purposes			
Gate pass approved by:	Project manager	Admin in-charge	Security
Sign: A. Suresh			
Received by other site on:	Inward No.	Admin sign:	Security sign.
Approved by	Project accountant	Accounts manager	Admin - Audit
Sign:			MD

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

OUTWARD - GATE PASS

No. 3744

Date:	11/07/2022	Time:	11:50
Company:	Mehla & Modi Realty Kowloon 11P		
Project/site:	Greenwood Heights		
Destination:	Stay engineering work		
Outward No.	Vehicle type	Vehicle No	Vehicle driver
100	Tata AC	AP10W5559	Jaisai
	Material Description	Quantity	Units
1	Jaw Crusher	01	No's
2.			
3			
4			
5			
6.			
7			
8.			
9			
10.			
	Total	01	No's
Charges/refund		Purpose for transfer	
☐ No charge		☐ Return to supplier for exchange	
☐ For refund from supplier		☐ Return to supplier for refund	
☐ Transfer to other site/project		☐ On loan to be returned	
☐ Transfer to other site/project		Cost of material to be collected: ☐ Collect 100% cost - new material ☐ Collect 60% cost - old material ☐ No charges to be collected - value deemed to be nil.	
☐ Transfer to another phase of firm/company/project		☐ No charges to be collected	
☐ No charge		☒ For repairs & service	
☐ Other		Details:	
Remarks: For Repair & Service		Other details (to be filled by Admin audit)	
Gate pass approved by:		☐ Material received by inward no. _____ & date _____	
Sign: A. Suresh		Details of credit note from supplier date _____ & Amount Rs. _____/-	
Received by other site on:		Return of material - inward no. _____ & date _____	
Inward No.		GST bills to be raised ☐ Yes ☐ No GST bill no. _____, Amount _____ date _____	
Admin sign:		NA	
Security sign:		☐ Material received by inward no. _____ & date _____	
Approved by		Details:	
Project accountant		Details:	
Accounts manager			
Admin - Audit			
MD			
Sign:			

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.

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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	12-02-2022
Site:	Greenwood Heights	Prepared by:	A Suresh
Report From / To	06-02-2022 To 11-02-2022	Approved by:	A.Suresh
Report Date	12-02-2022		

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 [#]
141113	14-01-2022	1	Breath analyser	PO to be issue
141178	08-02-2022	1-2	Safety net	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	Details of discussion with supplier ^s
140717	13-08-2021	1	Powder coated grills	PO No. 79763, Under Fabrication.
141167	01-02-2022	1-2	Large tile	Po no 85292 we will get it from SSLLP By Monday
141166	02-02-2022	1	Vitrified tile	Po no 85204 we will get it from SSLLP By Tuesday
14162	02-02-2022	1	Vitrified tile	Po no 85296 we will get it from SSLLP By Monday
141153	29-01-2022	1-4	Upvc windows	Po no 85156 we will get it by supplier Tues day
141137	21-01-2022	1	Concealed tank	Po no:84794. We will get it from SSLLP by Monday.
140858	02-11-2022	1	lifts	Po no 82674 we will get it material by 15 th Feb
141161	01-02-2022	1-5	Country vanilla tile	Po no 85202 we will get it SSLLP By Monday

No. of gate passes issued this week:	2	From No.	3743	To No.	3744
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Delivery van site visit on:

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes

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	Nil	Nil	Nil
2.	10mm	.617	7.404	Nil	Nil	Nil
3.	12mm	.89	10.68	Nil	Nil	Nil
4.	16mm	1.58	18.96	Nil	Nil	Nil
5.	20mm	2.47	29.64	Nil	Nil	Nil
6.	25mm	3.86	46.32	Nil	Nil	Nil
7.	32mm	6.32	75.84	Nil	Nil	Nil
8.	Binding wire			Nil	Nil	Nil
OPC stock		OPC last weeks stock		PPC/PSC stock	-	PPC/PSC last weeks stock
Details	Project Manager	Admin Officer/Manager	Admin Audit			
Sign	A.Suresh	K.Sneha				
Date	12-02-2022	12-02-2022				

12 FEB 2022
A. SURESH
PROJECT MANAGER

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

