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

Silver Oak Villas	Company: Silve			r Oak Villas LLP			Date:			12-02-2022				
Report From To Satt Sa										Ch.Pranavi				
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 156606 14-12-2021 02 Toys & story books 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 156619 12-01-2022 1 Acralic sheet Material available at supplier and will be delivered by Monday 156619 10-02-2022 01 Sanitary - conceled flush tank 156621 01-02-2022 01 Sanitary - conceled flush tank 156621 01-02-2022 01 EWC commode Present material is not available at supplier and material available at supplier and material will be delivered within two days No. of gate passes issued this week: 05/ From No. 6579 To No. 6583 Delivery van site visit on: 1 07-02-2022, 9-02-2022, 11-02-2022 Unward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No Ilmward report (MRN/other) & stock report emailed in pdf format to purchase? Details of steel & cement stock SI No Tor size Wt per mtr wt. for 12 mtr rod - kgs - no of rods Kgs 1. 8mm 3.95 4.74	Report From / To 04-02									K Purshotham				
List of requisitions where PO/WO not prepared 3 working days after requisition: Req No.	Report Date			2-2022										
List of requisitions where PO/WO not prepared 3 working days after requisition: Req No.	List of requi	sitions num	bers mi	issing in the rep	ort*:									
Req No. Req Date Serial no of item in Req 156606 14-12-2021 02 Toys & story books PO to be issued	List of requi	sitions whe	re PO/V	VO not prepare	d 3 working	g days	after requisiti	on:					DO 4110#	
156606				Serial no of	Ite	m Des	scription							
156616 07-01-2022	156606	14-12-	-2021		Toys	& st	ory books	PO t	o be issu	ied				
Req No.	156616	156616 07-01-2022		1 Capacite		or bar	or bank 3 phase							
Req No.	List of requi	sitions whe	re PO/V	VO is prepared	and items h	ave no	ot been receive	d at s	ite beyor	nd th	ie le	ad time:		
156619 12-01-2022	Req No. Req Date		Date	Serial no of I		em Description		Details of discussion with supplier						
Stock at site in content of steel & cement stock Sl. No	156619	12-01-2022												
No. of gate passes issued this week: 05/ From No. 6579 To No. 6583	156621	01-02-2	2022	01			nceled flush							
Delivery van site visit on:1	156621 01-02-2022		2022	01	EWC co	ommo	de	Present material is not avaliable at supplier and material will be delivered within two days						
Name	No. of gate passes issued this			/eek:			From No.	657	79	Γο Νο.			6583	
Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No	Delivery van	site visit o	n:1		07-02-2	022, 9	9-02-2022, 11-	02-20	22					
Contails of steel & cement stock St. No	Inward report (MRN/other)		ner) & s	stock report emailed in pdf fo										
Details of steel & cement stock St. No														
Details of steel & cement stock Sl. No														
Sl. No														
kgs					er mtr Wt. for 12		Stock at site					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 PPC/PSC Nill PPC/PSC last weeks stock Nill Details Project Manager Admin Officer/Manager Admin Audit	31. 140	TOI SIZE			rod – kgs		no of rods		Kgs					
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 PPC/PSC last weeks stock Nill OPC stock Nill Project Manager Admin Officer/Manager Admin Audit	1	8mm		.395			-	-						
3. 12mm .89 .10.68 - -		10mm		.617			-	-						
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7. 32mm 6.32 75.84 Nill Nill Nill Nill Nill OPC stock Nill OPC last weeks stock Stock Stock OPC stock OPC last Nill OPC last weeks stock Stock OPC last weeks stock OPC last Nill OPC last weeks stock weeks stock OPC last Nill OPC last Nill OPC last Nill OPC last Nill OPC last weeks stock OPC last OPC last OPC last Nill OPC last		25mm		3.86			-	<u> -</u>			\perp			
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weeks stock stock weeks stock Details Project Manager Admin Officer/Manager Admin Audit Sign 12-02-2022	OPC stock			OPC last	Nill			Nil	11				Nill	
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Sign (12-02-2022) 12-02-2022	Details]	Project Manager										
12-02-2022	Sign						Frau	100	م ک ، او	•				
Date 12-02-2022 Integral Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and	Date		1	12-02-2022		2.0	12-02-2022	ahaaa	madingana	rtion	om	achaira@media	roportion com and	

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