Prepared by:		T.D. Murthy			
Report Date		17-02-2022		100000000000000000000000000000000000000	
Site		Silver Oak Villas LLP			
List of requisit	ions Where PO	/WO not prepared 3 working days after requisition:			
Requisition	Requisition				
No	Date	Material Descscription	Purchase Officer - Remarks	Material	If material is not delivered -
156606	14-12-2021	Toys & Story books	D	delivered?	is delay justified?
156616	07-01-2022	Capacitor 3 phase	Promotions to followup		
			PO to be issue		
List of requisiti	ions Where PO/	WO is prepared and items have not received at site			
156619	12-01-2021	Acrylic Sheet			
156621	01-02-2022	Sanitary - Concealed Flush Tank	Collect from supplier		
		Santaly - Concealed Flush Tank	collect from SSLLP		

T.D. Menny

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

Campi	and designation of the contract of the contrac	-	THE STATE OF THE S			on by site Kep	ort or	parena	isc div	rision	
			ilver Oak Villas LLP		Da	Date:		12-02-2022			
		Antonio politicos: - Estimatos - Los	ilver Oak Villas		Pre	Prepared by:		Ch.Pranavi			
sat		04-02- sat)	-02-2022 to12.02.2022(fri to		Ap	Approved by:		K Purshotham			
			2-2022								
List of requ	uisitions nu	mbers m	nissing in the r	eport*							
List of requ	uisitions wh	ere PO/	WO not prepar	red 3 working	day	s after requisi	tion:				
Req No	Rec	Date	Serial no o	of Iter	Item Description		Reason for not preparing PO/WO*				
156606	14-1	2-2021	02		0		DO to be insued				
156616			1		Toys & story books		PO to be issued				
				Capacitor bank 3 phase and items have not been received		1		1.1			
Reg No.	Page	Data	Seriel Series	and items ha	ive n	of been receiv	ed at si	te beyo	nd the	e lead time:	
	Req Date		Serial no o	1-	Item Description		Details of discussion with suppliers				
156619	619 12-01-2022		1	Acralic s	Acralic sheet		Material available at supplier and will be deliverd by Monday				
156621	01-02-2022		01	Sanitary	Sanitary - conceled flush		No stock at supplier				
156621 01-02-2022		-2022	01		EWC commode		Present material is not avaliable at supplier at material will be delivered within two days				
No. of gate passes issued this week:			veek:	05/ 6	T	From No.	6579 To N		-		
Delivery va				07-02-20	22, 9	0-02-2022, 11-	02-202	2			
Inward repo	ort (MRN/or	ther) & s	tock report em	ailed in pdf fo	rmat	to purchase?	T			Yes / No	
Items not or				-							
Other correc	and the second second second second second	a management of the same of the same									
Details of st	Action where well constructions were										
SI No	Tor size		Wt per mtr	Wt. for 12 n rod – kgs	Wt. for 12 mtr			Stock at site in Kgs		Previous stock in Kgs	
1.	8mm		.395	-	.74	- no of rods	-				
2.	10mm		.617	And the second s	104		1.				
3.	12mm		89		68	-	1.				
4.	16mm		1.58		-	-	+				
5.	20mm		2.47		64	_	1.				
6.	25mm	-	3.86	46.	-		-				
7.	32mm		6.32	75.	-	_	-				
8.	Binding v	vire -	0.52	13.		Nill	Nill			Nill	
PC stock	PC stock Nill OPC last			Nill		PPC/PSC stock	Nill	^		PC/PSC last	Nill
			Weeks stock								
etails		P	Project Manager		-	Admin Officer/Manager Admin Audit					
gn		-			+	Lian	aui	. Ch			
ate		12	2-02-2022			12-02-2022					

Notes: 1.* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties com</u>, <u>askaiya@modiproperties com</u> and <u>rankumarn@modiproperties com</u> 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 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!