

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

Company:	MRGV	Date:	19-02-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	12-02-2022 to 18-02-2022	Approved by:	Sarwar
Report Date	19-02-2022		

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#
95039	21-1-2022	1	Laptop Bags	PO not 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
95024	12-01-2022	1,2	Lights	Partly received from the supplier
95032	17-01-2022	1,2	UPVC Windows	Spoken with supplier, will get material by next week.
95033	17-01-2022	1,2	UPVC Sliding doors	Spoken with supplier, will get material by next week.
95036	18-01-2021	4	Safety shoes(Female)	Partly received from SSSLP.
95041	24-01-2022	1	Welspun carpet Tiles	Delay with supplier
95057	05-02-2022	5,9,12,	PVC External	Partly received from SSSLP.
95061	09-02-2022	1-17	Electrical Conducting	Material is ready at SSSLP, will get within three working days

No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	14 th 16 th 18 th				
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					
OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		19-02-2022		19-02-2022		

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