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

Company:	Modi Realty Mallapur LLP	Date:	19.02.22
Site:	Gulmohar Residency	Prepared by:	A. Janaki
Report From / To	13.01.22Sunday	Approved by:	
Report Date	19.02.22 Saturday		

List of requisitions numbers missing in the report*: Req no :

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	serial no of iteam in Req	Item Description	Reason for not preparing PO/WO
192684	17.01.22	1 to 4	Aluminum screws	Po to be issue
192753	31.01.22	1 to 10	Pvc pipes	Po to be issue
192786	03.02.22	1	SS sink with drain board	Requisition send to Md approval
192790	04.02.22	1	8 gauge GI wire	Po to be issue
192793	05.02.22	1 & 2	Fire safety doors	Requisition send to MD approval
192797	05.02.22	1& 2	Fire safety doors	Requisition send to MD approval
192805	07.02.22	1 to 5	Panel doors	Po to be issue 815

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	Reason for not preparing PO/WO
192517	15.02.22	1 to 12	CPVC pipes	No stock at SSLLP
192640	05.01.22	5&7	Distribution board	By Wednesday will be delivery
192641	05.01.22	1 to 2	M.S stool	By Tuesday will be delivery
192649	06.01.22	1	SS railing	Next week will be delivery
192688	17.01.22	1	FP Isolater	By Wednesday will be delivery
192696	18.01.22	1	Concealed flush tanks	By Saturday will be delivery
192742	27.01.22	1	SS railing	By Wednesday will be delivery
192748	29.01.22	2&3	Templates	By Wednesday will be delivery
192754	31.01.22	1 to 10	Pvc plane y	No stock at SSLLP
192756	31.01.22	1 to 6	Cpvc brass ball valve	Next week will be delivery
192758	09.02.22	1 to 4	M.S grills	By Saturday will be delivery
192759	09.02.22	1 to 4	M.S gills	By Saturday will be delivery
192762	31.01.22	1 to 6	Templates	Next week will be delivery
192763	31.01.22	1	Concealed flush tanks	Next week will be delivery
192764	31.01.22	1	Panel doors	By Wednesday will be delivery
192775	01.02.22	1 to 4	Distribution board	By Tuesday will be delivery
192779	02.02.22	5,7,8	Metal boxes	By Wednesday will be delivery
192798	05.02.22	1 to 3	Fire extinguisher dry type	Next week will be delivery
192802	07.02.22	1 to 4	Templates	Next week will be delivery
192815	09.02.22	1 to 5	Panel doors	Next week will be delivery
192819	09.02.22	1 to 4	Fire alaram hooters	By Saturday will be delivery
192829	12.02.22	1	Panel doors	Next week will be delivery

No of gate passes issued this weak	3	From No.	3425	To No.	3427

..ivery van site visit on :	15.02.22 (Tuesday) 17.02.22(Thursday) & 19.02.22(Saturday)
..ward report (MRN/other) &stock report emailed in pdf format to purchase	Yes
Item not ordered but received	

Detail of steel & cement stock

SI 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	0.395	4.74	0	0		nill
2.	10mm	0.617	7.41	0	0		nill
3.	12mm	0.888	10.6	50	530		nill
4.	16mm	1.580	16.2	61	1000		nill
5.	20mm	2.469	29.6	16	500		nill
6.	25mm	3.86	46.32	20	93		nill
7.	32mm	6.32		Nill	Nill		nill
8.	Binding wire			14	280		nill
OPC stock	250	OPC last weeks stock	100	PPC/PSC stock	150	PPC/PSC last weeks stock	nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Janaki	
Date	19/02/22	19/2/22.	

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!