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

Company:	MRGV	Date:	26-02-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	19-02-2022 to 25-02-2022	Approved by:	Sarwar
Report Date	26-02-2022		

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
95066	22-02-2022	1	Drilling Machine	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	Delay With Supplier .
95033	17-01-2022	1,2	UPVC Sliding doors	Delay With Supplier
95036	18-01-2021	4	Safety shoes(Female)	Partly received from SSLLP.
95061	09-02-2022	1-17	Electrical Conducting	Partly received from SSLLP
95065	22-02-2022	1-12	Stationery	Material is ready at SSLLP, We will get within three working days

No. of gate passes issued this week:	NIL	From No.		To No.
Delivery van site visit on:	221st 23rd 25th			
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		2 B FEB 2022	Pushpalatha		
Date		26-02-2022	26-02-2022		

APPROVED BY
O. SOBANBABU
Asst. Project Manager (B.R.G.V.)

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 officer 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