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

Company:	Modi Realty Mallapur LLP	Date:	26.02.22
Site:	Gulmohar Residency	Prepared by:	A.Janaki
Report From / To	20.02.22 Sunday	Approved by:	
Report Date	26.02.22Saturday		

List of requisitions numbers missing in the report*: Req no : 192865

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
192871	22.02.22	2	Fire safety doors	Quotation to be receive
192872	22.02.22	2	Fire safety doors	Quotation to be receive
192873	22.02.22	1	Fire safety doors	Quotation to be receive
192874	22.02.22	1	Rain water line MS pipe(150mm) B-block	Requisition send to MD approval
192875	22.02.22	1 to 8	Steel	Requisition send to MD approval
192876	22.02.22	1 to 8	Steel	Requisition send to MD approval

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
192619	03.01.22	3	Wood screws	By Wednesday will be delivery
192628	04.01.22	1&3	Templates	By Saturday will be delivery
192640	05.01.22	5,6,7	Distribution board	By Thursday will be delivery
192748	29.01.22	2&3	Templates	By Saturday will be delivery
192759	29.01.22	1 to 4	Grills	Next week will be delivery
192762	31.01.22	1 to 3	Templates	By Wednesday will be delivery
192763	31.01.22	1	Flush tanks	Next week will be delivery
192764	31.01.22	1	Panel doors	No stock at SSLLP
192829	12.02.22	1	Panel doors	No stock at SSLLP
192765	31.01.22	1	Panel doors	No stock at SSLLP
192766	31.01.22	4	Templates	By Thursday will be delivery
192778	02.02.22	1&2	PVC pipes	next weak will be delivery
192779	02.02.22	7,8	Metal boxes	By Wednesday will be delivery
192789	04.02.22	1 to 4	Earth pipes	By Thursday will be delivery
192810	08.02.22	1	Safety nets	No stock at SSLLP
192815	09.02.22	1 to 5	Panel doors	By Thursday will be delivery
192825	10.02.22	1	Pedastal	By Tuesday will be delivery
192828	11.02.22	1	MS round pipe	next weak will be delivery
192833	14.02.22	1	Flush tanks	By Saturday will be delivery
192835	14.02.22	1 to 10	PVC pipes	By Wednesday day will be delivery
192838	14.02.22	1 to 14	Electrical wires	By Thursday will be delivery
192757	31.01.22	1	Flush tanks	Next week will be delivery
192775	01.02.22	2&4	Copper plates	By Saturday will be delivery
192868	21.02.22	1 to 12	PVC pipes	By Wednesday will be delivery
192846	16.02.22	1 to 14	Electrical wires	By Tuesday will be delivery
192862	21.02.22	1 to 3	PVC pipes	By Tuesday will be delivery

No of gate passes issued this weak		From No.	3428	To No.	3429

Delivery van site visit on :	22.02.22(Tuesday) 24.02.22(Thursday) & 26.02.22(Saturday)				
Inward 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		nill	
2.	10mm	0.617	7.41	100	741	50
3.	12mm	0.888	10.6	50	530	20
4.	16mm	1.580	18.9	75	1417.5	nill
5.	20mm	2.469	29.6	30	888	nill
6.	25mm	3.86	46.32	nill	nill	nill
7.	32mm	66.67		nill	nill	nill
8.	Binding wire			20 guage	200	

OPC stock		OPC last weeks stock	120	PPC/PSC stock	70	PPC/PSC last weeks stock	50

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Janaki	
Date	26/02/22	26/2/22	

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!