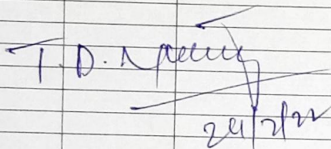


Prepared by:	T.D. Murthy			
Report Date	24-02-2022			
Site	Nilgiri Heights			
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	If material is not delivered - is delay justified?
181857	15-02-2022	MI Video Cameras	Online purchase	
181858	15-02-2022	Electrical material	PO issued no. 85726/75728	
List of requisitions Where PO/WO is prepared and items have not received at site				
181775	08-12-2021	FRP Pipes	Cancelled req. for balance material and send new req. for site requirement.	
181808	02-01-2022	UPVC Windows	Contact supplier	
181855	11-01-2022	Nylon Cricket net	Collect from SLLP	
181856	12-01-2022	MS Sheet	Contact supplier	
181861	15-02-2022	Surface Mounted Lights	Delivered	
				

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

Company:	Modi reality pocharam LLP	Date:	19-02-2022
Site:	Nilgiri heights	Prepared by:	S.Sharvani
Report From / To	13-02-2022 to 19-02-22	Approved by:	G.Vijay raj
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 ⁸
181857	15.02.22	1-4	MI video cameras	PO to be issued
181858	15.02.22	1-5	Electrical material	PO to be issued -85726, 85728.

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 ⁵
181775	08.12.21	1	FRP Pipes	No stock at SSSLP
181808	02.01.22	1-7	UPVC windows	Monday i.e 21.02.22 delivery
181855	11.02.22	1-2	Nylon cricket net	No stock at SSSLP
181856	12.02.22	1	MS sheets	Monday delivery
181861	15.02.22	1	Surface mounted lights	Monday delivery

No. of gate passes issued this week:-

Delivery van site visit on:	17.02.22-18.02.22
	From No. - To No. -

Inward report (MRN/other) & stock report emailed in pdf format to purchase?

Yes

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	240	1138	1777.5
2.	10mm	.617	7.404	180	1333	-
3.	12mm	.89	10.68	-	-	1121.4
4.	16mm	1.58	18.96	73	1384	2275.2
5.	20mm	2.47	29.64	6	178	2904.7
6.	25mm	3.86	46.32	46	21311	2779.2
7.	32mm	6.32	75.84	-	-	-
8.	Binding wire			40 bundles	400	600
OPC stock	55	OPC last weeks stock	80	PPC/PSC stock	294	PPC/PSC last weeks stock 306
Details	Project Manager			Admin Officer/Manager		
Sign				Admin Audit		
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, ashaiva@modiproperties.com and rajikumarn@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 & 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!