

[illegible]

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

Company:	Silver Oak Villas LLP	Date	26-02-2022
Site	Silver Oak Villas	Prepared by	Ch Pranavi
Report From / To	18-02-2022 to 26-02-2022 (fri to sat)	Approved by	K Purshotham
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
156606	14-12-2021	02	Toys & story books
			Reason for not preparing PO/WO ⁸
			PO to be issued
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
156616	07-01-2022	1	Capacitor bank 3 phase
			Material available at supplier and will be delivered by Monday
156621	01-02-2022	01	Sanitary - concealed flush tank
			Stock not available at supplier
156621	01-02-2022	01	EWC commode
			Stock not available at supplier
156622	22-02-2022	01	SS name plates
			Material available at supplier and will be delivered by Monday
No. of gate passes issued this week:		7/7	From No. 6584 To No. 6591
Delivery van site visit on 1		19-02-2022, 21-02-2022, 23-02-2022, 25-02-2022	
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
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	Nil	OPC last weeks stock	Nil
			PPC/PSC stock
			Nil
			PPC/PSC last weeks stock
			Nil
Details		Project Manager	
Sign		Admin Officer/Manager	
Date		26-02-2022	
		Pranavi Ch.	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumar@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 received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not 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!