Prepared by:		T.D. Murthy			
Report Date		11-03-2022			
Site		Silver Oak Welfare Association			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
191013	02-12-2021	Cue sticks, chalks, stick tips	Online purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
Nil	Nil	Nil	Nil		

T.D. Murthy

11/3/22

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

Company:	Silver Oak welfare association	Date:	05-03-2022
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	26-02-2022 to05.03.2022(fri to sat)	Approved by:	K Purshotham
Report Date	05-03-2022		
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#
191013	02-12-2021	01 to 03	Cue sticks, chalks, stick tips	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	Details of discussion with supplier$

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	25-02-22,28-02-2022,03-03-22,04-03-22				
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	Nill	OPC last weeks stock	Nill	Nill	Nill	Nill
Details				PPC/PSC stock	Nill	PPC/PSC last weeks stock Nill
Sign		Project Manager		Admin Officer/Manager		Admin Audit
Date		05-03-2022		05-03-2022		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and 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!

Prepared by:		T.D. Murthy			
Report Date		11-03-2022			
Site		Modi Housing PVT LTD			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
Nil	Nil	Nil	Nil	Nil	Nil
List of requisitions Where PO/WO is prepared and items have not received at site					
Nil	Nil	Nil	Nil		

T.D. Murthy
11/3/22

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

Company:	MHPLSOV		
Site:	Silver Oak Villas part-III	Date:	05-03-2022
Report From / To	26-02-2022 to05.03.2022(fri to sat)	Prepared by:	B.Meenakshi
		Approved by:	K Purshotham
Report Date	05-03-2022		

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#

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$

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:1	25-02-22,28-02-2022,03-03-22,04-03-22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes
sItems 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	647	1800		
2.	10mm	.617	7.404	1179	8,730		
3.	12mm	.89	10.68	184	858		
4.	16mm	1.58	18.96	173	950		
5.	20mm	2.47	29.64	110	1250		
6.	25mm	3.86	46.32	-	-		
7.	32mm	6.32	75.84	-	-		
8.	Binding wire	-		-	-		
OPC stock	Nill	OPC last weeks stock	Nill	Nill	Nill	Nill	
				PPC/PSC stock	50	PPC/PSC last weeks stock	170
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		05-03-2022		05-03-2022			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and 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!