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

Company:	MRGV	Date:	12-03-2022
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	05-03-2022 to 11-03-2022	Approved by:	Sarwar
Report Date	12-03-2022		

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#**
95063	11-02-2022	1	Callisto- AC CTY00034 Tiles	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**
95039	21-1-2022	1	Laptop Bags	Material is ready at SSLLP, Will get within three working days
95068	25-02-2022	1	Wifi router	Spoken with Suneel sir, Will get roter by next week.
95073	04-03-2022	1	Cutting wheels	Spoken with supplier, Material is ready, will get within three working days.
95075	04-03-2022	1-5	Stationery	Material is ready at SSLLP, will get by Monday.
95078	07-03-2022	1	Flat Files	Spoken with prasad, Files are in priniting progress

No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	08^{th} 09^{th} 10^{th} 11^{th}				
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	Syed yahya Sarwar	Pushpalatha	
Date	13-03-2022	13-03-2022	

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