

Prepared by:		T.D. Murthy			
Report Date		19-03-2022			
Site		Modi Housing PVT LTD			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descsription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
185153	07-03-2022	Hexagonal Pole with Arm	PO issued no. 86434 - Contact supplier		
List of requisitions Where PO/WO is prepared and items have not received at site					
Nil	Nil	Nil	Nil		

T.D. Murthy
19/3/22

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

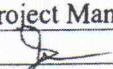
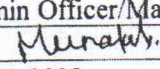
Company:	MHPLSOV	Date:	12-03-2022
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	04-03-2022 to 12.03.2022(fri to sat)	Approved by:	K Purshotham
Report Date	12-03-2022		
List of requisitions numbers missing in the report*:			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Serial no of item in Req	Item Description
185153	07-03-2022	1	Hexagonal pole with arms
Reason for not preparing PO/WO#			
86434			
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 ^s			
No. of gate passes issued this week:		Nil	From No.
Delivery van site visit on: 1		07-03-22, 09-03-22, 11-03-22	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?		Nil	To No.
		Nil	Nil
Items not ordered but received:		Yes	
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	-	Nil
Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
647	1800		
1179	8,730		
184	858		
173	950		
110	1250		
-	-		
-	-		
Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil
PPC/PSC stock	520	PPC/PSC last weeks stock	50
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	12-03-2022	12-03-2022	

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

Prepared by:	T.D. Murthy				
Report Date	19-03-2022				
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
19/3/22

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

Company:	Silver Oak welfare association	Date:	12-03-2022
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	04-03-2022 to 12.03.2022 (fri to sat)	Approved by:	K Purshotham
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
191013	02-12-2021	01 to 03	Cue sticks, chalks, stick tips
			Reason for not preparing PO/WO
			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 ^s
No. of gate passes issued this week:	Nil	From No.	Nil
Delivery van site visit on:	07-03-22, 09-03-22, 11-03-22	To No.	Nil
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	-	Nil
OPC stock	Nil	OPC last weeks stock	Nil
			PPC/PSC stock
			Nil
			PPC/PSC last weeks stock
			Nil
Details	Project Manager		Admin Officer/Manager
Sign			
Date	12-03-2022		12-03-2022
			Admin Audit

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 his 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!