Prepared by:		T.D. Murthy			
Report Date		19-03-2022			
Site		Nilgiri Heights			
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?
181857	15-02-2022	MI Video Cameras	Online purchase		
181858	15-02-2022	Base saddle and screws	Cancelled		
181869	28-02-2022	Diesel Cans	Online purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
181872	01-03-2022	Rod Cutting blades	Delivered		
181882	10-03-2022	FRP Pipes	Delivered		

T.D. Murthy
19/3/22

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

Company:	Modi reality pocharam LLP	Date:	12-03-2022
Site:	Nilgiri heights	Prepared by:	S.Sharvani
Report From / To	06-03-2022 to 12-03-22	Approved by:	G.Vijay raj
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#
181857	15.02.22	1-4	MI video cameras	Online purchase
181858	15.02.22	2	Base saddle clamps	PO to be issued
181869	28.02.22	1	Diesel cans	Online purchase

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$
181872	01.03.22	1	Rod cutting blades	Ready with supplier
181882	10.03.22	1	FRP pipes	Ready with supplier

No. of gate passes issued this week:-	-	From No.	-	To No.	-
Delivery van site visit on:	08.03.2022 &10.03.22				
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	-	-	-
2.	10mm	.617	7.404	160	1184.61	888.48
3.	12mm	.89	10.68	336	3588.48	-
4.	16mm	1.58	18.96	100	1896.00	-
5.	20mm	2.47	29.64	58	1719.12	-
6.	25mm	3.86	46.32	60	2779.20	-
7.	32mm	6.32	75.84	-	-	-
8.	Binding wire			42	1050	-

OPC stock	90	OPC last weeks stock	100	PPC/PSC stock	30	PPC/PSC last weeks stock	75

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 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!