

Prepared by:	B.Sadhana					
Report Date	19.08.2023 to 26.08.2023					
Site	GHT					
List of requisitions Where PO/WO not prepared 3 working days after requisition:						
Requisition No	Requisition Date	serial no	Material Descsription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
20230823069	23-08-2023	1 to 3	Hardware material	PO Done		
List of requisitions Where PO/WO is prepared and items have not received at site						
Req no:	Req Date	Serial no of item req	Item Description			
142234	03-10-2022	1	8 passengers lift	Material not delivered , Payment to issue		
20230802056	02.08.2023	1,2	Utility tiles	Collect from SLLP - GMR		
20230812006	12.08.2023	1 to 3	Electrical wires	Delivered		
20230817037	17.08.2023	1	Copper cloudy tile	Collect from SLLP - GMR		
20230819090	19.08.2023	1	Ball valve	Delivered		
20230821065	21.08.2023	1,2	Hardware material	Collect from Supplier		
20230821036	21.08.2023	1	Cutting blade	Delivered		
20230822055	22.08.2023	1 to 3	Hardware material	Collect from Supplier		
20230823090	23.08.2023	1	Rubber Gasket Sheet	Delivered		