Prepared by:	K Mounika			
Report Date	26/10/2023			
Site	Nilgiri Estates			
List of requis	itions Where PO/	WO not prepared 3 working days after requisition	on:	
Requisition	Requisition	Motorial Decemention	Purchase Officer - Remarks	Material
No	Date	Material Descscription		delivered?
Nil	Nil	Nil	Nil	
1				
	itions Where PO/	WO is prepared and items have not received at s	site	
Nil	Nil	Nil	Nil	

If material is not delivered -
is delay justified?

Prepared by:	K Mounika				
Report Date	26/10/2023				
Site	Serene Construc	tion LLP			
List of requisitions W	here PO/WO not	prepared 3 workir	ng 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		
List of requisitions W	here PO/WO is p	repared and items	have not received at site		
Nil	Nil	Nil	Nil		

Prepared by:	K Mounika				
Report Date	26/10/2023				
Site	MHPL				
List of requisitions Wh	ere PO/WO not j	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		
List of requisitions Wh	ere PO/WO is pr	epared and items have not received at site			
PO NO.	PO Date	Material Descscription	Purchase Officer - Remarks		
20231006042	07.10.2023	UPS	Follow up with supplier		
20231018019	18.10.2023	Aluminium Armored cable	Follow up with supplier		

Prepared by:	K Mounika				
Report Date	26/10/2023				
Site	MHPL				
List of requisitions Wh	ere PO/WO not p	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		
List of requisitions Wh	ere PO/WO is pr	epared and items have not received at site			
PO NO.	PO Date	Material Descscription	Purchase Officer - Remarks		
20231006042	07.10.2023	UPS	Follow up with supplier		
20231018019	18.10.2023	Aluminium Armored cable	Follow up with supplier		
20231018023	18.10.2023	Sim based router	Collect from SSLLP		

Prepared by:	K Mounika			
Report Date	26/10/2023			
Site	SOV-III			
List of requisitions	Where PO/WO	not prepared 3 working days after requisition:		
Requisition No	Requisition Date	Material Descscription	Purchase officer remarks	Materied delivred
20231005036	05.10.2023	Surface cleaner cream,CIF power & shine MYK laticrete	Online purchase	
20230901039	01.10.2023	TV Unit	Waiting for MD`sapproval	
20230401015	01.07.2023	Mirror with Frame	Waiting for MD`sapproval	
List of requisitions	Where PO/WO	is prepared and items have not received at site		
PO NO.	PO Date	Item discription	Purchase officer remarks	Materied delivred
20231011030	11.10.2023	Bentonite powder	Follow up with supplier	
20231011033	11.10.2023	Tan Brown granite	Collect from SSLLP	
20231006039	06.10.2023	Pillar cock & Short body	Collect from SSLLP	
20231006040	06.10.2023	Pillar cock & Short body	Collect from SSLLP	
20231019019	19.10.2023	Mirror with Frame	Follow up with supplier	
20231018020	18.10.2023	Furniture -Fixtures Rug & Curtains	Material delivered	

If material is not	
delivered - is delay	
justified?	
justifieu?	
If material is not	
delivered - is delay	
justified?	
justified?	