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|----------------------------------------------------------------------------------|------------------|------------------------------------------|--------------------------|--------------------|----------------------------------------------------|
| Prepared by:                                                                     | K Mounika        |                                          |                          |                    |                                                    |
| Report Date                                                                      | 28/12/2023       |                                          |                          |                    |                                                    |
| Site                                                                             | SOV-III          |                                          |                          |                    |                                                    |
|                                                                                  |                  |                                          |                          |                    |                                                    |
| List of requisitions Where PO/WO not prepared 3 working days after requisition:  |                  |                                          |                          |                    |                                                    |
| Requisition No                                                                   | Requisition Date | Material Descsription                    | Purchase officer remarks | Materied delivred  | If material is not delivered - is delay justified? |
| 20231019012                                                                      | 19.10.2023       | TV Unit                                  | 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 | Material delivered | If material is not delivered - is delay justified? |
| 20231011033                                                                      | 11.10.2023       | Tan brown granite                        | material delivered       |                    |                                                    |
| 20231127013                                                                      | 27.11.2023       | Wash basin                               | Collect from SSLLP       |                    |                                                    |
| 20231127012                                                                      | 27.11.2023       | Wash basin                               | Collect from SSLLP       |                    |                                                    |
| 20231127006                                                                      | 27.11.2023       | Wash basin                               | Collect from SSLLP       |                    |                                                    |
| 20231201036                                                                      | 01.12.2023       | Wardrobe                                 | Next week delivery       |                    |                                                    |
| 20231215033                                                                      | 15.12.2023       | CCTV Cameras                             | Next week delivery       |                    |                                                    |
| 20231218026                                                                      | 18.12.2023       | Zangles                                  | material delivered       |                    |                                                    |
| 20231218032                                                                      | 18.12.2023       | WPC Door frames                          | material delivered       |                    |                                                    |
| 20231218030                                                                      | 18.12.2023       | Mortice lock,cylindrical locks,ss hinges | Collect from SSLLP       |                    |                                                    |
| 20231218028                                                                      | 18.12.2023       | Panel doors                              | Collect from SSLLP       |                    |                                                    |
| 20231218029                                                                      | 18.12.2023       | Panel doors                              | Collect from SSLLP       |                    |                                                    |
| 20231219027                                                                      | 19.12.2023       | SS Railing                               | Work completed           |                    |                                                    |
| 20231219028                                                                      | 19.12.2023       | SS Railing                               | Work completed           |                    |                                                    |
|                                                                                  |                  |                                          |                          |                    |                                                    |
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