Prepared by:	K Mounika				
Report Date	04.01.2024				
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	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 delivred	If material is not delivered - is delay iustified?
20231127012	27.11.2023	Wash basin	Collect from SSLLP		
20231204029	04.12.2023	Wash basin	Collect from SSLLP		
20231201036	01.12.2023	Wardrobe	Follow up with supplier		
20231218030	18.12.2023	mortice lock,cylindrical lock,ss hinges,doorstopper	Part Material delivered		
20231218028	18.12.2023	panel doors	Material delivered		
20231218029	18.12.2023	panel doors	Material delivered		
20231227047	27.12.2023	ms gate	Collect from SSLLP		
20231227048	27.12.2023	ms railing	Collect from SSLLP		