

| Prepared by:                                                                     | S.Jaysudha       |                                 |                                              |                                  |                                                       |
|----------------------------------------------------------------------------------|------------------|---------------------------------|----------------------------------------------|----------------------------------|-------------------------------------------------------|
| Report Date                                                                      | 04.01.2024       |                                 |                                              |                                  |                                                       |
| Site                                                                             | Dr. NRK          |                                 |                                              |                                  |                                                       |
|                                                                                  |                  |                                 |                                              |                                  |                                                       |
| List of requisitions Where PO/WO not prepared 3 working days after requisition:  |                  |                                 |                                              |                                  |                                                       |
| Requisition No                                                                   | Requisition Date | Material Descrption             | Purchase Officer - Remarks                   | Material delivered?<br>Delivered | If material is not delivered -<br>is delay justified? |
|                                                                                  |                  |                                 |                                              |                                  |                                                       |
| 20230901009                                                                      | 01.09.2023       | Equip: Effulent treatment plant | Under discussion                             |                                  |                                                       |
| 20230901010                                                                      | 01.09.2023       | Equip: Sewage treatment plant   | Under discussion                             |                                  |                                                       |
| 20231209009                                                                      | 09.12.2023       | Manhole set RCC with 4 holes    | Size not available in market we are checking |                                  |                                                       |
| 20231212001                                                                      | 12.12.2023       | Lap top bags                    | online purchase.                             |                                  |                                                       |
|                                                                                  |                  |                                 |                                              |                                  |                                                       |
| List of requisitions Where PO/WO is prepared and items have not received at site |                  |                                 |                                              |                                  |                                                       |
| Po.No.                                                                           | Po.date          | Item Description                | Purchase Officer - Remarks                   |                                  |                                                       |
|                                                                                  |                  |                                 |                                              |                                  |                                                       |
| 20231106006                                                                      | 06.11.2023       | Puf saddle                      | Delivery by saturday                         |                                  |                                                       |
| 20231218062                                                                      | 18.12.2023       | MS Flanges                      | Delivery by saturday                         |                                  |                                                       |
| 20231227046                                                                      | 27.12.2023       | Tube lights,sockest,switches    | Material delivered                           |                                  |                                                       |
|                                                                                  |                  |                                 |                                              |                                  |                                                       |
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