

Prepared by:	K Mounika				
Report Date	10.01.2024				
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`approval		
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	Material delivered		
20231204029	04.12.2023	Wash basin	Material delivered		
20231201036	01.12.2023	Wardrobe	Follow up with supplier		
20231229030	29.12.2023	PVC Overhead tanks	Material delivered		
20231229032	29.12.2023	Anchor bolts	Follow up with supplier		
2023122028	29.12.2023	conducting bends	Material delivered		
20231227047	27.12.2023	ms gate	Collect from SLLP		
20231227048	27.12.2023	ms railing	Collect from SLLP		
20240104003	04.01.2024				