

Prepared by:	K Mounika				
Report Date	01.02.2024				
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?
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 iustified?
20240110036	10.01.2024	MS Flat patti	Follow up with supplier		
20240117021	17.01.2024	HDPE Pipe	Material delivered		
20240119032	18.01.2024	UPVC Windows	Hold by site		
20240119031	18.01.2024	cp wash basin & Pedastal	Next week delivery		
20240119026	18.01.2024	Consumbles -Bombay brooms	Part material delivered		