

Prepared by:	Asha Jyothi						
Report Date	17-05-24						
Site	BRGV						
List of requisitions Where PO/WO not prepared 3 working days after requisition:							
Requisition No	Requisition Date	Serial no of item in req	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?	
20230914047	14-09-2023	1	Electric bike-OLA	MD sir conformation pending	✓	✓	
List of requisitions Where PO/WO is prepared and items have not received at site							
PO No	PO Date	Serial no of item in PO	Material Description	Purchase Officer - Remarks			
20240413002	13-04-2024	1,2	FRP Manhole set	Delivery of material on Monday			
20240508042	08-05-2024	1	UPVC Windows	Under production			
20240510001	10-05-2024	1	Gull Trap	Delivery of material on Monday			
20240511005	11-05-2024	1	Cutting Blade	Delivery on tomorrow			

APPROVED
17 MAY 2024
MINISH PARIKH
MANAGER PRO