

Admin -Audit - Open PO's – Closure form

Name of the Company		SJK/RJK/HGPL			Name of the project		Greens Towers
Sl No	PO nos	Material Received	MRN Updated	POD Received	ACS Generator	Bill	Remark for closure of PO
1.	20251023017	Nil	No	No	No	NA	Material Not Required
2.	20251021001	Nil	No	No	No	NA	Material Not Required
3.	20251015016	Nil	No	No	No	NA	Material Not Required
4.	20250901055	Nil	No	No	No	NA	Material Not Required
5.	20250901033	Nil	No	No	No	NA	Material Not Required
6.	20250901032	Nil	No	No	No	NA	Material Not Required
7.	20250725035	Nil	No	No	No	NA	Material Not Required
8.	20240207050	Nil	No	No	No	NA	Material Not Required
9.	20250614008	Nil	No	No	No	NA	Material Not Required
10.	20250614011	Nil	No	No	No	NA	Material Not Required
11.	20250614012	Nil	No	No	No	NA	Material Not Required
12.	20250616011	Nil	No	No	No	NA	Material Not Required
13.	20250311041	Nil	No	No	No	NA	Material Not Required
14.	20250617018	Nil	No	No	No	NA	Material Not Required
15.	20240116011	Nil	No	No	No	NA	Material Not Required
16.	20250311042	Nil	No	No	No	NA	Material Not Required
17.	20250619014	Nil	No	No	No	NA	Material Not Required
18.	20251204031	Nil	No	No	No	NA	Material Not Required
19.	20251124027	Nil	No	No	No	NA	Material Not Required

Approved by/ prepared by	Purchase	Admin Audit	Site	Soham
Name		VERIFIED BY 04 FEB 2026 M. MAHESH KUMAR MANAGER-AUDIT	Meenakshi	APPROVED BY 04 FEB 2026 SOHAM MODI
Sign			Meenakshi	
Date				

Notes: 1. This form is to be uploaded in place of MRN & Bills on M-portal before closing the PO. 2. Admin-audit to have a live zoom session with site & purchase to fill this form. 3. Janaki to coordinate preparation of this form