

Prepared by:		Goushee			
Report Date:		10.07.20			
Site		ESR			
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions Where PO/WO is not prepared 3 working days after requisition					
130106	21.05.20	Bed pillows, bed sheets	Req with MD for approval		
130107	21.05.20	ISMB 200 beam	Req with MD for approval		
130113	02.06.20	Lenovo Laptop Charger	Follow up Suneel Sir		
List of requisitions Where PO/WO is prepared and items have not been received at site					
130103	15.05.20	Flat Files	Promotions to follow up		

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10/07/20