

Prepared by:		Keerthi			
Report Date:		06.08.2020			
Site		ESR			
Requisition No	Requisition Date	Material Descsription	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	Cancelled		
130107	21.05.20	ISMB 200 beam	Cancelled		
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		