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|---------------------------------------------------------------------------------------|------------------|-----------------------|----------------------------|---------------------|----------------------------------------------------|
| Prepared by:                                                                          |                  | Keerthi               |                            |                     |                                                    |
| Report Date:                                                                          |                  | 3/9/2020              |                            |                     |                                                    |
| 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     |                  |                       |                            |                     |                                                    |
| 130124                                                                                | 14/8/2020        | MI cameras            | PO 70079                   |                     |                                                    |
| 130127                                                                                | 20/8/2020        | Steel lunch plates    | Po to be issue             |                     |                                                    |
| List of requisitions Where PO/WO is prepared and items have not been received at site |                  |                       |                            |                     |                                                    |
| 130103                                                                                | 15.05.20         | Flat Files            | Collect it from SSLLP      |                     |                                                    |
|                                                                                       |                  |                       |                            |                     |                                                    |