

Prepared by:		Keerthi			
Report Date:		17/9/20			
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					
130127	20/8/2020	Steel lunch plates	Local purchase by Raghu contact with him		
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		