

Prepared by:		Keerthi Ch			
Report Date:		16-10-20			
Site		AGH			
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					
165005	21-5-20	Ms telescopic pole material	Hold by MD		
165099	21-8-20	Swimming pool equipment	Estimate with MD for approval		
165119	9-9-20	Dc register	Admin to follow up		
165128	29-9-20	Electrical material	PO to be issue		
165146	29-9-20	External paint	PO to be issue		
165149	6-10-20	Wire brush	PO to be issue		
List of requisitions Where PO/WO is prepared and items have not been received at site					
52963	1-5-20	Batoom Tiles	Collect from SSLP		
165014	3-6-20	Gulmohar trees	Delivered		
165077	31-7-20	Al windows	Delivered		
165087	11-8-20	MS gate & railing	Delivered on 16-10-20		
165108	1-9-20	Wires	Delivered by next week		
165107	29-8-20	Glass mosaic tiles	Delivered by next week		
165112	4-9-20	MS sofa	Delivered by next week		
165124	12-9-20	Electrical material	Delivered on 16-10-20		
165125	15-9-20	Grills	Delivered by next week		
165133	22-09-20	MYK arment	Delivered by next week		
165136	23-09-20	Gate light	Delivered by next week		
165143	28-09-20	Red oxide	Delivered on 16-10-20		
165148	3-10-20	Pavers&Parking tiles	Work in progress		
165153	6-10-20	EWC material	Delivered on 16-10-20		
165154	7-10-20	Steel	Delivered		
165155	7-10-20	Altek	Delivered by next week		
165156	9-10-20	Paint material	Delivered on 16-10-20		