

Prepared by:	Bhavani				
Report Date	25-09-2021				
Site	Head Office				
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
183138	17-08-2021	Cassette AC	PO Issued.PO no:80081		
183196	24-09-2021	Grout	PO Issued.PO no:80951		
183193	20-09-2021	SS Name Plates	Po to be issue		
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
183194	22-09-2021	Aluminium Windows	Manufacturing Is Under Progress		
183200	23-09-2021	Steel Grey Granite	Cutting Under Progress		