

Annex B – Work Completion Report

Company	RJK	Name of contractor		k venkatesh	Sl. No. site bills reg.			
Project/site	GREENS	Nature of work	civil	Dt. site bills reg.				
Block no.		Work done from date		M-codex bill ID.				
WO no.		Work done to date		WO issued ?	no			
WO date		Contractor bill no.		GST bill required?	no			
Sl. No.	Unit/Floor no	Details of work		Qty	Units	Rate ID	Rate	Amount
1	2nd floor	Old male toilet area		285.00	Sft	WP103	22.00	6,270
2	old toilets	Old male toilets		348.00	Sft	WP103	22.00	7,656
3		Old female toilets		348.00	Sft	WP103	22.00	7,656
4								0
5								0
6								0
7								0
8								0
9								0
10								0
Total								21,582
Total amount including taxes for work done								21,582

Remarks:

Approved by project manager

Sign:

Date:

Approved by QS team

Sign:

Date:

Approved by Director/E&D team

Sign:

Date:

Notes: 1. This sheet replaces installation report and advice for credit to contractors. 2. This work form must be typed. 3. Use this form even if work order is not issued. 4. Attach measurement and estimate sheets only if required. i.e., details cannot be entered. 5. For bill amount less than 10k any QS team member may sign and in place of director sign of respective E&D member to be used. 6. For bill amount more than 10k any QS team member may sign and in place of director sign of respective E&D member to be used. 7. For bill amount more than 10k any QS team member may sign and in place of director sign of respective E&D member to be used. 8. Entry of rate ID is mandatory. 9. This sheet must be sent within 2 working days of work completion (even if without contractors bill). 10. Contractors to send scanned copy of bill to site and QS by email. 11. Contractors must submit original bills at HO (can be sent by courier).

APPROVED BY
18 DEC 2025

Company Name:

1

Sign:

Work start date:

Work end date:

Date :

B

S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total
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1	Water proofing work
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2nd floor for old wash rooms	Old male toilet area

west side

East side

Old male toilets

Old female toilets

Approved by:

Company Name:		RJK						
Project:		GREENS TOWERS						
Work Description:		Civil work						
Prepared By		SAIKRISHNA						
Date:		16-12-2025						
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1	Water proofing work							
	2nd floor for old wash room west side	Old male toilet area	285.00	Sft	22	6,270		
	East side	Old male toilets	348.00	Sft	22	7,656		
		Old female toilets	348.00	Sft	22	7,656		
						Total	21,582	