Intl Memo no. 912/106 **/**A**-** Construction Date: 12.07.2021

Subject: Keeping track of department, job work and hire charges.

All sites are required to make a running excel sheet, draft format is attached herein, with details about weekly payments related to:

1. Total departmental payment including all types of contractors.
2. Total job work payments including all types of contractors.
3. Total hire charges for all kinds of equipment – wherein payment is being made by no. of hours/days of use.
4. Total job work charges for all kinds of equipment – wherein payment is being made in lumpsum or by measurement.

Hard copy of the report to be sent attested by project manager to Ashaiya and accounts along with vouchers every week.

Report must start from 1st week of each calendar year to the last week of each calendar year. However, for 2021 report may start from 1st week of July i.e., 2nd of July. .

Soham Modi.