Annexure - A

Approval for department labour/job work

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Sl. No. |  |
| Site: |  | Total Amount: |  |
|  | | | |
| 1. Description of work: |  | | |
|  | | | |
| Work at unit/block no.: |  | | |
| Contractor name: |  | Work type: | □ Dept. □ Job work |
| No. of labour required. | Mason: | Male helper: | Female helper: |
| From date: |  | To date: |  |
| Guideline rate/amount: |  | Negotiated amount: |  |
|  | | | |
| 2. Description of work: |  | | |
|  | | | |
| Work at unit/block no.: |  | | |
| Contractor name: |  | Work type: | □ Dept. □ Job work |
| No. of labour required. | Mason: | Male helper: | Female helper: |
| From date: |  | To date: |  |
| Guideline rate/amount: |  | Negotiated amount: |  |
|  | | | |
| 3. Desc. of equipment hire: |  | | |
|  | | | |
| Work at unit/block no.: |  | | |
| Contractor name: |  | Hire type: | □ Hire □ Job work |
| No. of hours per day: |  | No. of days: |  |
| From date: |  | To date: |  |
| Guideline rate/amount: |  | Negotiated amount: |  |
|  | | | |
| 4. Desc. of equipment hire: |  | | |
|  | | | |
| Work at unit/block no.: |  | | |
| Contractor name: |  | Hire type: | □ Hire □ Job work |
| No. of hours per day: |  | No. of days: |  |
| From date: |  | To date: |  |
| Guideline rate/amount: |  | Negotiated amount: |  |
|  | | | |
| Approved by: | Engineer | Project Manager | Partner/MD |
| Sign: |  |  |  |
| Date: |  |  |  |

Notes: 1. Original copy to be attached to weekly voucher. 2. Approval can be taken by email, whatsapp or viber. 3. For department work/ equipment hire enter total value of department work in ‘guideline rate/amount’. 4. For job work enter guideline rates/amount and negotiated amount.