

Annexure - A - Record of material issued to / received from contractors

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Name of Firm / Company		Gv Discovery Leaky		Project Name / Location		Gangopolis	
Sign of Project Manager:		Sign of admin:		Sign of Security:		Sign of admin audit	

S. No.	Date of Issue	Material Description	Qty.	Units	Rate*	Amount*	Issued by #	Issued to #	Tally Dr / Cr V. No.	Sign of Builder	Sign of Contractor	
1)	22/02/22	safety jackets	35	NOS	85/-	2975/-	GvDC	Surasani	 10476	 R. V. V.	 SC	
2)	22/02/22	safety belts	20	NOS	259/-	2590/-	"	"				
3)	22/02/22	safety helmets	40	NOS	45/-	1800/-	"	"				
4)	22/02/22	safety shoes	15	NOS	420/-	6300/-	"	"				
					Total =	13665/-						

1. *Rate and amount are exclusive of GST. 2. Issued by can be Contractor or Builder. Same for issued to. 3. Builders sign must be of project manager or admin officer at site. 4. Write on alternate pages. 5. Start with fresh page at end of week (Friday to Thursday). 6. Check rate with purchase / PO / WO.

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Name of Firm / Company		Project Name / Location									
Gv Discovery center		Gurgaon									
Sign of Project Manager :	Adarsh	Sign of admin :	R. Gupta								
Sign of Security :		Sanyam									
Sign of admin audit :		13/12									
S. No.	Date of Issue	Material Description	Qty.	Units	Rate*	Amount*	Issued by #	Issued to #	Tally Dr / Cr V. No.	Sign of Builder	Sign of Contractor
1)	22/12/22	Safety shoes	10	nos	480/-	4800/-	Gvdc	HLI	304/		
2)	22/12/22	safety jacket	24	nos	85/-	2040/-	"	"	10478		
3)	22/12/22	safety helmet	29	nos	45/-	1305/-	"	"			
4)	22/12/22	safety belts	05	nos	259/-	1295	"	"			
Total:-						8840/-					

Notes : 1. *Rate and amount are exclusive of GST. 2. Issued by can be Contractor or Builder. Same for issued to. 3. Builders sign must be of project manager or admin officer at site. 4. Write on alternate lines. 5. Start with fresh page at end of week (Friday to Thursday). 6. Check rate with purchase / PO / WO.