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[illegible]

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

Name of Firm / Company		MPL		Project Name / Location		Mol. Garden place. n/p/pd		54
Sign of Project Manager :		Sign of admin :		Sign of Security :		Sign of admin audit :		

[illegible]

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.