

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

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Name of Firm / Company		BRGV - MRGV		Project Name / Location		BRGV	
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
6	17/12/2022	Safety Jacket	50	No's							
		Helmets labour Male	50	No's							
		Helmets labour Female	20	No's							
7	24/01/2023	Helmets labour Male	30	No's							
		Helmets labour Female	20	No's							
		Safety Jacket Orange	50	No's							
		Safety Jacket yellow	10	No's							
		Shoe Male. 06 No's	15	No's							
		Shoe Male. 08 No's	15	No's							
		Shoe Male. 07 No's	15	No's							
		Shoe Female 07 No's	10	No's							

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