

Subject: Symbols and their meaning.

Keywords: Symbols.

Sl. No.	Symbol	Meaning in QC report	Meaning in suppliers/contractors reconciliation and for purchase/procurement	Meaning for other divisions
1.	✓	Correct or minor mistake	Tick mark approve/ok /data in order	Tick mark approve/ok /data in order
2.	×	Minor mistake requires correction	Not approved	Not approved
3.	× ×	Major mistake needs correction	Mistake – needs correction	Mistake – needs correction
4.	× × ×	Major mistake cannot be corrected	-	-
5.	□	-	Make miscellaneous bills/penalty voucher and close account	-
6.	△	-	Reconcile ledger with third party	Reconcile ledger with third party
7.	☆	-	Excess paid – amount to be recovered	Excess paid – amount to be recovered
8.	○	-	Work under progress	Work under progress
9.	#	-	Adjust debit/credit balance with other projects	Adjust debit/credit balance with other projects
10.	?	Further information required	Further information required	Further information required
11.	TBD	To be discussed	To be discussed	To be discussed
12.	*, *1, *2,	See note or see note 1 or see note 2,	See note or see note 1 or see note 2,	See note or see note 1 or see note 2,
13.	NA	Not applicable	Not applicable	Not applicable
14.	Info!	Information not available	Information not available	Information not available
15.	Bills!	-	Original/certified bill required from vendor and/or bill to be prepared/ approved.	Original/certified bill required from vendor and/or bill to be prepared/ approved.