

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

Name of Firm / Company		Project Name / Location	
Dr. A.R.K. Biotech. Pvt. Ltd.		Alextopolis	
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
01	01/02/24	PPC Cement	10	Bags	2437.5	2437.5	Sourinjay	Vernaq	10443		✓
02	02/02/24	" "	10	"	"	"	"	"	10443		✓
03	03/02/24	" "	11	"	"	2681.25	"	"	10443		✓
04	05/02/24	" "	10	"	"	2437.5	"	"	10443		✓
05	06/02/24	" "	10	"	"	2437.5	"	"	10443		✓
06	07/02/24	" "	10	"	"	2437.5	"	"	10443		✓
		Total:-	61	X 2437.5 =		14,863.75					82

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.

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

Name of Firm / Company		Project Name / Location	
Dr. M. K. Bishnoi		Nertanalis	
Sign of Project Manager :	Sign of admin :	Sign of Security :	Sign of admin audit :
			

[illegible]

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.

