

ADMIN-AUDIT / PURCHASE DIVISION  
Advice for Credit to Supplier - Manual

Date:	19/11/25	Prepared by	V. RAVI	Serial no.	
Supplier name	Hi-Tech Power Enterprise			HO inward no.	
Firm/Company	MRM CP	Project	G.M.R	HO received date	
PO/WO date		PO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	234	17.11.25	350,727-00	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.				<input type="checkbox"/> Yes	<input type="checkbox"/> No

Amount A - Bills total (Excluding Transport & Hamali Charges):

350,727-00

Proof of delivery by way of:  DCs/bill  Steel report  RMC pour report  Solid block report  Installation report

MRN nos.:	Proof of delivery matches MRN	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Amount B - Other Credits : Transportation charges

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Amount C - Other Debits :

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Amount D (D=A+B-C) - Amount to be credited to the supplier:

350,727-00

Amount E - PO / WO value:

560,500-00

Amount F - Difference (A - E):

209,773-00

Quantity received as per PO / WO	<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received
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Close PO / WO	<input type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input checked="" type="checkbox"/> Other
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Payment - due date	20/11/25
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Remarks:	PO is not made. Additional approval taken for this work. (copy enclosed). Note: Kavaka Rao Sir know this work.
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AD  
19/11/25

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		19/11/25			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.



## Agreement for excavation of cable trench for laying of HT cables from Substation to GV1 & NRK Site

This agreement is made and entered on 18-03-2024 between Hi Tech Enterprises hereinafter referred to as the "Contractor," and M/s Crescentia labs Pvt Ltd, Dr. NRK Biotech Pvt Ltd, hereinafter referred to as the "Client," regarding the excavation of trench for laying of HT cable from Substation to GV1 & NRK sites.

### Scope of Work:

The Contractor agrees to excavate a trench for laying of HT cable from the Substation to the designated site as per the specifications.

Road cuttings and excavation near the entrance of neighbours gate and at main road.

Laying of hume pipes wherever it is necessary, Hume pipes shall be provided by Client.

Back filling with dust and gravel along the trench, dust shall be provided by Client.

Laying of shabad stone along the trench, shabad stone shall be provided by Client.

Above works shall be completed within 20 days from the commencement date mentioned in this agreement.

### Terms and Conditions:

The total amount fixed for completing the above works is INR 9,50,000/- (Nine Lakhs Fifty Thousand Rupees) only.

In the event of failure to complete the above work within the stipulated 20 days, a penalty of INR 5000/- (Five Thousand Rupees) will be deducted for every three days of delay.

The payment shall be made as follows:

50% of the total amount shall be paid as an advance upon signing this agreement.

The remaining 50% shall be paid upon the successful completion of the excavation work.

Contractor shall provide all necessary assistance, permissions, and approvals required for the execution of the excavation work.

Contractor shall ensure that the excavation work is carried out in accordance with all safety standards and regulations.

The Client reserves the right to inspect the progress of the excavation work at any time during the agreed-upon period.

Commencement Date: 19-03-2024

NRK - Not Paid, (INR. 500,000/-)

Completion Date: 10-03-2024 (Excluding Sundays)

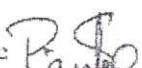
GVone - Already paid

### Penalties:

Rs 1000/-  
(per day) 10 days

In case of delay beyond the completion date, the penalty of INR 5000/- (Five Thousand Rupees) will be applicable for every three days of delay.

### Signatures:

Contractor's Signature 

Client's Signature

Contractor's Name P. Sandeep

Client's Name

Date 18/03/2024

Date

		Request for payment		
Division	S&T			Request for payment
Pay to	H. M. G. Bank Branch			Request for payment
Towards	Contra item			Request for payment
Amount	₹ 2000/-			Request for payment
Payment from company				Request for payment
Project	G.T. A.T.			Request for payment
Type of payment	<input checked="" type="checkbox"/> Advance <input type="checkbox"/> Part Payment <input type="checkbox"/> Balance Payment <input type="checkbox"/> Full Payment			Request for payment
Payment mode	<input checked="" type="checkbox"/> PDC <input type="checkbox"/> Transfer <input type="checkbox"/> Other			Request for payment
Payment to be divided (attach statement)	<input type="checkbox"/> Cheque <input type="checkbox"/> Paid <input type="checkbox"/> RTGS			Request for payment
PO/WO no.				Request for payment
Remarks/ Desc.	Commission Fined for late delivery of work PAID AS ADVANCE FOR INSTALLATION OF MONO Phase meter			Request for payment
Requested by:	Approved by:	Sign	Date	Request for payment
S. A. R.			18/3/20	Request for payment

Note: 1. Use this note for all requests for payment. 2. Do not use for weekly disbursements. 3. Use for all other payments.

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