PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	19/06/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	Gurrala Narendra Babu Yadav	WO amount – A	-
Firm/Company	Silver Oak Villas LLP	Project name	SOV - IX
Nature of work	Painting work		
Villa/flat/block no.	02 & 42.		
Request for payment date	16/05/2020	Request for payment amount – B	Rs. 44,505/-
GST on bills – C	Rs. 2,670/-	Total D = B + C	Rs. 47,175/-
Work done from	16/03/2020	Work done to	10/05/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	050	16/06/2020	Rs. 47,175/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 47,175/-
Amount F - Voucher payment amount F (D-E) – 40% labour charges, 40% allowance for consumables and 20% transport charges – or as per guidelines			-
Amount G - Other Credits :			-
Amount H - Other Debits :			-
Amount I - to be credited to the contractor (E+F+G-H)			Rs. 47,175/-
Amount J – Difference A-B (should be nil)			-
Amount K – Difference D-E-F (should be nil)			-

Quantity received as per WO	☐ Yes ☐ Excess received ☐ Short received ☑ Explained below
Difference between A & B acceptable	☑ Yes ☐ No (explained below)
Excess / short material received	☑ Approved - within acceptable limits ☐ No (explained below),
Close WO	☐ Yes ☐ No – wait for balance material ☑ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – **Rs. /-** ☑ No
Payment – due date	**27/06/2020**

Remarks: **No work order for painting work. Please consider the bill for processing..**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D.	Accounts – receiver of bill	Accountants	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 19 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	19/6/20	19/6/20					

Notes: 1. In case amount to be credited to contractor and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve WOs upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- 4. Attach JV, Office copy of WO, DCs and bills to this advice. 5. To be approved by accounts manager if value exceeds Rs. 10,000/- 6. MD to approve all bills above Rs. 1,00,000/-

GST No. 36ASZPG9718L1ZQ

TAX INVOICE

Ph: 6300337797

GURRALA NARENDRA BABU YADAV

PLOT NO.: 66B, KRISHNA NAGAR COLONY, MOULA ALI, HYDERABAD - 040.

Tax In Payable of Reverse Charge :
Invoice Serial No. : 050
Invoice Date :

Transportation Mode
Vechicle No
Date & Time of Supply 16/06/2020
Place of Supply

Details of Receiver / Billed To :
Name
Address Silver oak villas LLP
GSTIN/UN 36ADBF5328 8A227
State Telangana
State Code 36

Details of Consignee / Shipped To:
Name
Address
GSTIN/UN
State
State Code

S.No.	DESCRIPTION	Qty.	Rate	AMOUNT Rs.	Ps.
	Towards work done Painting at villa No:- 02, 8&9 42 (III, II) Stages			47175/-	

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★ INWARD No: 66541 Date: 19/6/20 Sign:

Total Invoice Amount In Words:
Forty seven Thousand one hundred & ~~and~~ seventy five Rupees only

Total Amount	47175/-
Transport Charges	
Labour Charges	
CGST @ %	
SGST @ %	
IGST @ %	
NET AMOUNT	47175

Bank Details:
Bank Name
Branch:
Bank A/C:
Bank IFSC:

For GURRALA NARENDRA BABU YADAV

Authorised Signatory

Receiver'signatory

ID: 6911, 6912

Construction division.

Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	622.	Date - site bills Register	16/5/20
Company Name:	SOVLLP	Site:	SOV
Name of Contractor	G. Narender babu.		
Nature of work	Painting work		
Work done	From Date 16/3/20	To Date	10/5/20.

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	villa-2. stage-III	1100	11.25	sft	12,375/-	
2.						
3.	villa-42-stage-II	2040	15.75	sft	32,130/-	
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
	Total:				44,505/-	

Bill required	☐ YES ✓ NO.	GST bill required	☐ YES ✓ NO.
Measurement & estimate sheet:	✓ Required ☐ Not required	Measurement & estimate sheet:	✓ Enclosed ☐ Not enclosed
PO/WO no.		PO/WO date:	
Remarks			

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 16 MAY 2020	Date: 16/05/2020	Date:
Sign:	Sign: Nagalaxmi	Sign:

APPROVED BY
K. PURSHOTHAM
ASST. PROJECT MANAGER

APPROVED BY
16 MAY 2020
MANAGING DIRECTOR

Notes: 1. [illegible] within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.

MEASUREMENT SHEET									
Company Name:		SIlver Oak Villas LLP							
Project:		Silver Oak Villas				Approved by:			
Work Description:		**Painting Work**				Sign:			
Contractor Name		G. Narender Babu							
Prepared By		B.Meenakshi							
Date:		16.05.2020							
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total
	Painting Work Stage III								
1	Painting Work	**Painting Work**							
	Villa no.2		1,100.00	1.00	1.00	1.00	1,100.00	sft	
2	STAGE II	**Painting Work**							
	Villa no.42		2,040.00	1.00	1.00	1.00	2,040.00	sft	

ESTIMATE SHEET

Company Name:	Silver Oak Villas LLP
Project:	Silver Oak Villas
Work Description:	Painting Work
Name of the Contractor	G. Narender Babu
Prepared By	B.Meenakshi
Date:	16.05.2020

S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	Painting Work Stage III	**Painting Work**					
	Villa no.2		1,100.00	sft	11.25	12,375.00	
2	STAGE II	**Painting Work**					
	Villa no.42		2,040.00	sft	15.75	32,130.00	
							44,505.00
		Total Amount in words:Forty Four Thousand Five Hunred Five Rupees Only					

APPROVED BY
16 MAY 2020
K. PURSHOTHAM
ASST. PROJECT MANAGER