PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	12/08/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	Chintala Ramakrishna	WO amount – A	-
Firm/Company	Nilgiri Estates	Project name	Nilgiri Estates
Nature of work	Painting work		
Villa/flat/block no.	183D		
Request for payment date	29/07/2020	Request for payment amount – B	Rs. 42,300/-
GST on bills – C	Rs. 7,614/-	Total D = B + C	Rs. 49,914/-
Work done from	10/06/2020	Work done to	30/06/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	017	11/08/2020	Rs. 49,914/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 49,914/-
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. 49,914/-
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	**15/08/2020**

Remarks**: No work order for above bill. 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]						
Date	12/8/20.						

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/-

GSTIN: 36AKYPC6507A1Z9 **TAX INVOICE** Cell : 9701485156

M/S CHINTALA RAMAKRISHNA PAINTING WORKS

6-59/21, Shashank Enclave,Dammaiguda, Nagaram, Keesara,
Medchal-Malkajgiri Dist.-500 083. T.S.

To : M/s. Nilgiri Estate	Invoice No. 017 Date 11/8/20
	Delivery Challan No. Date
	P.O. No. Date
GSTIN: 36 AAHFN0766F1ZA	Vehicle No.

Sl. No.	PARTICULARS	HSN Code	Qty.	Rate	Amount
1.	Painting work done @ Villa: 183 D	9701	2350 sft	18.00	42,300/-

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 68177 Date: 12/8/20 Sign:

A/c Name:	Total Amount Before Tax	42,300/-
A/c No.	SGST 9%	3807-00
Bank Name:	CGST 9%	3807-00
IFSC Code:	IGST	-
	Total Amount After Tax	49914-00

Rupees in words : forty nine thousand nine hundred and fourteen only.

Receiver's Sign

For **M/S CHINTALA RAMAKRISHNA PAINTING WORKS**

Authorised Signatory

TP: 9927

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	1081	Date - site bills Register	29-07-2020
Company Name:	NE	Site:	NE
Name of Contractor	C. Ramakrishna		
Nature of work	Painting		
Work done	From Date 10-06-20	To Date	30-06-2020

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Stage-I					
2.	V.40183(D)	2350	45	sft(40A)	42,300/-	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				42,300/-	

Bill required	☑ YES ☐ NO.	GST bill required	☑ YES ☐ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.	66207	PO/WO date:	28-02-2020

Remarks : work completed

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 29-07-2020	Date: 29/07/2020	Date: 31 JUL 2020
Sign:	Sign: Naveen Kumar	Sign:

APPROVED
MANAGING DIRECTOR

Notes: 1. This advice must be sent 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:	Nilgiri Estates
Project Name:	Nilgiri Estate
Work Description:	Painting
Contractor:	C.Ramakrishna
Prepared By:	Anil.M
Date:	14.07.2020

Approved By: Vijay Raj

S No.	Item Head	Item Descriptio	A Length	B Width	C Height	D No's	E=AxBxCxD Quantity	F Units	G=Sum of E Item Head Total
1	183(D)	Stage I	2350.0	1.00	1.00	1.00	2350.0	Sft	

ESTIMATE SHEET								
Company Name:	Nilgiri Estates							
Project Name:	Nilgiri Estate					Approved By: Viajy Raj		
Work Description:	Painting							
Contractor:	C.Ramakrishna							
Prepared By:	Anil.M							
Date:	14.07.2020							

S No.	Item Head	Item Description	Quantity	Units	Rate	% work done	Amount	Item Head Total
1	183(D)	Stage I	2350.0	Sft	45.0	40%	42300.0	
							Total Amount:	42300.00

Naveenkumar.
27/07/2020

Certified by:

Project Manager
Nilgiri Estates