

Circular No. **897(a)**

Date: 30.04.2018

Subject: Transfer of material to turnkey contractors.

Turnkey contracts for civil works including material are being given to contractors. Policy for giving contract with material has been given in Circular 807(b) for villas. Similar policy will be made for projects with apartments.

In some cases cement and steel is being provided from our side. In other cases material like cement blocks, balance steel, etc., is being transferred to these contractors. Sometimes material is being received from these contractors. To keep track of material issued or received a log book has to be maintained at all sites. Ensure that only materials like cement, steel, solid blocks, tools, recron, etc., which the contractor has to purchase at its cost are entered in the register.

The format for the logbook is attached herein (Annexure – A). Print in legal size 50 page spiral bound book for each FY.

The logbook must be closed every week (Friday to Thursday). Duly filled logbook should be photocopied, attested by project manager and admin officer at site and send to accountant. Accountants must debit/credit the amounts mentioned therein, every Friday or Saturday. Approval of MD is required on the voucher.

Praveen to monitor maintenance of this logbook (Add point to audit report).

The logbooks to be re-written from start of each project and work must be completed by 11.5.18.

Soham Modi

Annexure – A – Record of material issued to/received from contractors.

Name of firm/company				Project name/location							
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

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 each week (Friday to Thursday). 6. Check rate with purchase/PO/WO.