

Sub.: Procedure for preparation of labour bills.

Labour bills must be prepared according to the word format provided to the engineers. An additional copy can be requested from Aruna for the standard format for bills. Payments are of 6 types:

- 1 Labour Charges – LC
- 2 Hire Charges – HC
- 3 Allowance for Consumables – AC
- 4 Material Payment – MP
- 5 Transport Charges – TC
- 6 Hamali Charges – HA
- 7 Allowance for equipment - AE

Labour bill will be split in the following ratios:

1. 1 For all types of civil works – 40% LC, 30% AE & 30% AC.
2. For centering and rod bending works – 80% AE & 20% LC.
3. For plumbing, electrical, welding, carpentry, ceramic tiles fitter, earth work – 40% LC, 40% AE & 20% AC.
4. For Painter total bill less material bills = gross labour bill. Gross labour bill payment shall be split into 40% LC, 40% AE & 20% AC.
5. For rock cutting, bendad, granite, 40mm metal bills will be made as material payment bills/ vouchers.
6. For cement block production bills / voucher will be made as 20% LC and 80% AE.
7. For hire charges for machinery and building equipments like tractors, JCB, tipper etc., shall be billed as HC. For batta payment the voucher can be made as HA.
8. Road works with material – 70% MP, 20% HC & 10% LC
9. Road works without material – 70% HC & 30% LC.
10. For scaffolding works including material – 20% LC, 20% AC & 60% HC.
11. For scaffolding works without material - 40% LC, 30% AE & 30% AC.
12. For job work payments accountants to directly split the voucher as – 20% LC, 20% AC & 60% AE (there will be no change in advice for payment voucher. Only split the voucher being prepared in Tally as above).
13. Hamali charges – When hamali charges are mentioned in the bill book entire amount as material purchase. In case hamali charges are not mentioned in the bill and are being paid separately then – Case 1: If transport charges are also being paid separately, show hamali and transport charges as transport charges, Case 2: If only hamali charges are being paid then book expense in material purchase as 'Handling charges'.
14. For turnkey job works including material like water proofing, Al windows, marble, country tiles, pavers, other types of stone – adopt the following procedure:

Labour, transport, hamali, material and other charges shall be as per quotations. Engineers will make an estimate of the work done ie, quantity X rate as per quotation. The estimate can be approved and sent to head office. Purchase department shall directly

obtain original bills the from Vendors and for the balance amount make bills for LC / HC / AE / AC / TH as per quotations. The guideline for preparation of bills in absence of other specific guidelines shall be as follows:

- a) Aluminum windows, Glass windows, Glass railings, SS railing, etc. – Bills must be atleast 70% of WO. Split other charges as 40% LC, 30% AE, 30% AC.
 - b) Marble, Granite, Painting (WOs above Rs. 1 lakh), Grills, Water proofing, etc. – Bills must be atleast 60% of WO. Split other charges as 40% LC, 30% AE, 30% AC.
 - c) Country tiles, pavers, mosaic tiles, footpath tiles, painting (WOs above Rs. 1 lakh), False ceiling, Elevation cladding, etc. – Bills must be atleast 50% of WO. Split other charges as 40% LC, 30% AE, 30% AC.
 - d) Where not specified – take approval from MD. For the balance amount excluding material bills, split charges as 40% LC, 30% AE, 30% AC.
15. Soft copy of standard format will be emailed to all email accounts.
 16. TDS must be deducted or added as the case may be, for payments other than material payments, @ 1 % (for individuals) or 2% (for firms & companies) on all types or payments except material payments.
 17. Ensure that full name and address is mentioned in the bill.
 18. Details of on account payments for turnkey works, painters is given in circular 525(b) dt.19.8.2011.

Managing Director.