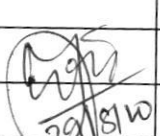


PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	29/08/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	Vidya Shankar V.	WO amount – A	-
Firm/Company	Serene Constructions LLP	Project name	Serene Farms
Nature of work	Polishing work		
Villa/flat/block no.	9,10,38,23 & 18.		
Request for payment date	06/08/2020	Request for payment amount – B	Rs. 10,000/-/- ✓
GST on bills – C	Rs. 1,800/- ✓	Total D = B + C	Rs. 11,800/- ✓
Work done from	30/07/2020	Work done to	05/08/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	61	03/08/2020	Rs. 11,800/- ✓
2.	-	-	-
3.	-	-	-
4.	-	-	-
Amount E - Bills total			Rs. 11,800/- ✓
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. 11,800/- ✓
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	05/09/2020		
Remarks: <u>No work order for above bill. Please consider the bill for processing.</u> ✓			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	29/8/20		

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:36AEKPV0495G10022

TAX INVOICE

Cell : 9246889529

**VIDYA SHANKAR V.****INTERIORS**

Plot No. 171, Shree Krishna Nagar Colony, Beside Venkata Sai Nagar,
Chengicherla, Boduppal, Hyderabad - 500 039, Telangana.

E-mail : vidyashankar3256@gmail.com

M/s. : Serene Constructions LLPInvoice No.: **61**Date 3-8-20

D.C. No. _____ Date _____

P.O. No. _____ Date _____

Despatch Through _____

Party GSTIN: -36ACVFs7909PIZV

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps.
①	Polis work. VILLANO 9-10-38-23-18		No 5	2000/-	10,000/-	



Rupees In Words : Eleven Thousand Eight
Hundred only

TOTAL		10,000/-
SGST @ 9%		900/-
CGST @ 9%		900/-
IGST @ %		
GRAND TOTAL		11800/-

Declaration :

1. Goods once sold will not be taken back.
2. Any Dispute is Subject to Hyderabad Jurisdiction only

Receiver's Signature

For VIDYA SHANKAR V.

Vidya Shankar
Authorised Signature

IP 4168 to 4172

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

Sl. No. - site bills register		01		Date - site bills Register		06/08/2020	
Company Name:		Serene construction		Site:		Serene farms	
Name of Contractor		Vidya Shankar					
Nature of work		Polishing					
Work done		From Date		30/07/2020		To Date	
						05/08/2020	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	Villa - 9, 10, 38,	05	2,000	NOS	10,000/-		
2.	23, 18						
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.	Total:				10,000		
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 : work completed.							
Approved by Project Manager		Approved by Design Team		Approved by M.D.			
Date: 06-08-20		Date: 11/08/2020		Date:			
Sign: Syed Jahan Saeed		Sign: Nagalakshmi		Sign:			

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.

APPROVED BY
11-08-2020
SOHAN
MANAGING DIRECTOR

ESTIMATE						
COMPANY NAME		SERENE CONSTRUCTION LLP	APPROVED BY			
PROJECT		SERENE FARMS	SIGN:			
WORK DISCRIPTION		Polishing				
PREPARED BY		SYED GOLAM SARWAR				
DATE		06-08-2020				
CONTRACTOR NAME		VIDYA SHANKAR				
SL NO	ITEM HEAD	ITEM DISCRIPTION	QUANTITY	UNITS	RATE	AMOUNT
1	VILLA 9,10,38,23,18	Main door polishing	5	nos	2000	10,000

Nagalaixmi
11/08/2020