PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	29/08/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	Jyothiram Gaikwad	WO amount – A	-
Firm/Company	Silver Oak Villas LLP	Project name	SOV - IX
Nature of work	Painting work		
Villa/flat/block no.	62,63,65,60,61 & 68.		
Request for payment date	11/08/2020	Request for payment amount – B	Rs. 1,69,560/-
GST on bills – C	Rs. 30,520/-	Total D = B + C	Rs. 2,00,080/-
Work done from	10/07/2020	Work done to	01/08/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	037	20/08/2020	Rs. 2,00,080/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 2,00,080/-
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. 2,00,080/-
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: **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]	[signature]	[signature]	[signature]			
Date	29/8/20	31/8	29/08/2020	APPROVED BY 29 AUG 2020 MANAGING DIRECTOR			

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 : 36ALMPG5350Q1ZJ TAX INVOICE

JYOTHIRAM GAIKWAD

Plot No. 43, Sy.No, Hyderguda Villaga, Rajendranagar,
Ranga Reddy Dist, Telangana - 500 030

M/s Silver Oak Villas LLP

GST No. 36 ADBFS 3288 A2Z7

Place Of Supply T.S.

Invoice No. 037

Date : 20/8/20

Work Order No :

S.No.	Particulars	HSN	Qty.	Unit Rs	Rate	AMOUNT Rs. Ps.
1.	Painting work don @ V.no. 62 63.65, 60.61 & 68	9701	9420 889	889	18/-	1,69,560-00

68471
24/8

Bank Details

Bank : HDFC BANK
Branch : SD ROAD
A/C No. : 00421200053127
IFS Cord : HDFC 0000042

TOTAL	1,69,560-00
CGST @ 9%	15,260-00
SGST @ 9%	15,260-00
GRAND TOTAL	2,00,080-00

Ruppes in word Two lakhs and eighty only

For JYOTHIRAM GAIKWAD

Authorised Signature.

I.D: 7246 to 7257

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

Sl. No. – site bills register	700		Date - site bills Register		6/8/2020.	
Company Name:	SOVLLP		Site:		SOV	
Name of Contractor	Jyothi Ram					
Nature of work	Painting work					
Work done	From Date	10/07/2020		To Date	01/08/2020.	
Sl. No.	Villa/Flat/block no.	Qty	Rate	Units	Amount	Contractors bill no
1.	62, 63, 65 (Stage-I)	3300.00	18.00	sft	59,400	
2.	2BHK (40%)					
3.	60, 61, 68 – (3BHK)	6120.00	18.00	sft	1,10,160	
4.	(Stage-I = 40%)					
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				1,69,560/-	

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: APPROVED BY 05 AUG 2020	Date: 11/08/2020	Date: APPROVED BY 12 AUG 2020
Sign: K. PURSHOTHAM ASST. PROJECT MANAGER	Sign: Nagalakshmi	Sign: SOHAM MANAGING DIRECTOR

Notes: 1. [illegible] within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for [illegible] 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				Approved by:			
Project:		Silver Oak Villas				Sign			
Work Description:		**Painting Work**							
Contractor Name		Jyothi Ram							
Prepared By		G.Mona							
Date:		05-08-2020							
S No	Item Head	Item Description	Length	Width	Height	Nos	Quantity	Units	Item Head Total
1	Type A2	**62,63,65 (Stage I - 40%)**	1100	1.00	1.00	3.0	3,300	sft	
		Simplex - 2BHK							
2	Type A2	**60,61,68 (Stage I - 40%)**	2040	1.00	1.00	3.0	6,120	sft	
		Duplex - 3 BHK							

ESTIMATE SHEET							
Company Name:		Silver Oak Villas LLP					
Project:		Silver Oak Villas					
Work Description:		Painting Work					
Name of the Contractor		Jyothi Ram					
Prepared By		G Mona					
Date:		05-08-2020					
S No	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	Type A2	**62,63,65 (Stage I - 40%)**	3,300.00	sft	18.00	59,400	
		Simplex - 2BHK					
2	Type A2	**60,61,68 (Stage I - 40%)**	6,120.00	sft	18.00	1,10,160	
		Duplex - 3 BHK					
							1,69,560
		Amount in Words: One Lakh Sixty Nine Thousand Five Hundered and Sixty Rupees Only/-					

Nagalaxmi
11/08/2020

APPROVED BY
05 AUG 2020
K. PURSHOTHAM
ASST. PROJECT MANAGER