

Subject: Keeping track of department, job work and hire charges.

All sites are required to make a running excel sheet, draft format is attached herein, with details about weekly payments related to:

1. Total departmental payment including all types of contractors.
2. Total job work payments including all types of contractors.
3. Total payment towards hire charges, for all types of equipment, excluding on account payments.
4. Total payment towards hire charges for rock cutting, for compressor/breakers, bifurcated into job work/ on account payments.

Hard copy of the report to be sent attested by project manager and admin manager at site along with vouchers every week.

Report must start from 1st week of January and end on last week of January. All sites are required to send this report with details from 4th January onwards.

Soham Modi.

Weekly report - Dept, JW, Hire

Firm/Company:		B & C ESTATES		Site:		MAYFLOWER GRANDE		Date:	28-Jan-19
Prepared by:		SUBBA REDDY						Sign:	
		A		B	C	D		E = A+B+C+D	F
Sl. No.	Week starting date (Fri)	Week ending date (Thu)	Total Dept. charges for week - Rs.	Total Job work charges per week - Rs.	Total Hire charges per week - Rs.	Total rock cutting charges per week - Job work - Rs.	Total of Dept. & Job work charges - Rs.	Total rock cutting charges per week - On account - Rs.	
1	28-Jan-19	28-Jan-19	1,00,00,000	1,00,00,000	1,00,00,000	1,00,00,000	4,00,00,000	1,00,00,000	
2			1,00,00,000	1,00,00,000	1,00,00,000	1,00,00,000	4,00,00,000	1,00,00,000	
3			1,00,00,000	1,00,00,000	1,00,00,000	1,00,00,000	4,00,00,000	1,00,00,000	
4			1,00,00,000	1,00,00,000	1,00,00,000	1,00,00,000	4,00,00,000	1,00,00,000	
5			1,00,00,000	1,00,00,000	1,00,00,000	1,00,00,000	4,00,00,000	1,00,00,000	
6			1,00,00,000	1,00,00,000	1,00,00,000	1,00,00,000	4,00,00,000	1,00,00,000	
7			1,00,00,000	1,00,00,000	1,00,00,000	1,00,00,000	4,00,00,000	1,00,00,000	
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Total:			7,00,00,000	7,00,00,000	7,00,00,000	7,00,00,000	28,00,00,000	7,00,00,000	