

Subject: Payment made on behalf of contractors.

1. Items are being purchased from SSLLP or third party vendors on behalf of contractors like tools, building material, steel, cement, etc., and where invoice is being raised in favour of our company/project. In such cases where payments are made by our projects/firms/companies and the amount is debited to the respective contractor then the following procedure must be followed:
 - a. Preferably make a cheque /RTGS for such payments clearly debiting the amount to the contractor in the books of accounts.
 - b. In case such payments are made online, a debit voucher must be prepared – debiting the amount to the contractor, approval of accounts manager must be taken on voucher and thereafter should be included in online payment.
2. In some cases material is being purchased from SSLLP or third party contractors and billed in favour of the contractor. in case such payments are made through our project/firm/ company then the above guideline should also be followed.
3. In some cases material is being supplied to the contractor from site and entered in the material transfer register. Here the material transferred to the contractor was been debited to their account and bill for the entire value of the contract was being raised. Accountants must get copy of the transfer register every quarter and debit the contractor for such transfers. A quarterly report must be made and sent to report-audit@modiproperties.com.

Soham Modi.