

Statement by accountants. The following statements must be given by all accountants by 6 pm every Friday.

- a. Weekly accounts statement (approx. value of weekly site payments can be taken).
- b. Balance payments to suppliers and contractors
- c. Bank balance and FD statement
- d. Monthly payments statement (copy only – running file must be maintained).
- e. Cheques not issued or cleared (only when requested by MD).
- f. Pivot table of suppliers bills if dues are more than Rs. 10 lakhs.
- g. SBH & Axis bank – summary of total receipts and payments project wise.

Accountants must stay back till these statements are completed. Fine for default Rs. 500/- per statement. Jaya Prakash to make sure that he receives the statements before forwarding them to MDs desk. Suspense accounts statements also be sent.