

Subject: - Contractor statement – guidelines for approval of statement.

1. Group all contractors.
2. Ensure work type is mentioned.
3. Sort by work type and then group.
4. Check with trial balance.
5. WO statement must be included.
6. Bills receive to be check with billing database
7. On account must exclude loan amount.
8. Check latest note on accounts for progress of work.

Jaya Prakash to enforce the above Signed copy of the statement by the accountant and Manager to be kept on MD's desk and soft copy to be sent to site before due date.

Soham Modi.