PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	07/10/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	Vidya Shankar V.	WO amount – A	-
Firm/Company	Serene Constructions LLP	Project name	Serene Farms
Nature of work	Painting work		
Villa/flat/block no.	3 & 4		
Request for payment date	17/09/2020	Request for payment amount – B	Rs. 87,470/-
GST on bills – C	Rs. 15,745/-	Total D = B + C	Rs. 1,03,215/-
Work done from	10/09/2020	Work done to	17/09/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	62	19/09/2020	Rs. 1,03,215/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 1,03,215/-
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. 1,03,215/-
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		**10/10/2020**	

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]	APPROVED BY -8 OCT 2020 SOHAM MODI MANAGING DIRECTOR			
Date		7/10/20	07/10/2020				

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:36AEKPV0495G1~~GD~~ Z2 **TAX INVOICE** Cell : 9246889529

VIDYA SHANKAR V.

INTERIORS

Plot No. 171, Shree Krishna Nagar Colony, Beside Venkata Sai Nagar,
Chengicherla, Boduppal, Hyderabad - 500 039, Telangana.
E-mail : vidyashankar3256@gmail.com

M/s. : Serene Constructions LLP

Party GSTIN: 36ACVFS7909P1ZV

Invoice No.: 62 Date 19/09/20

D.C. No. ______ Date ______

P.O. No. ______ Date ______

Despatch Through ______

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps.
1	Villa No 3 & 4		SFT 2100	41	86120	
	Hole Cutting For Light		No 54	25	1350	
				TOTAL	87470	
				SGST @ 9 %	7872	
				CGST @ 9 %	7872	
				IGST @ %		
				GRAND TOTAL	103214	

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 6934
Date 7/10
Sign.

Rupees In Words : One Lakh Three Thousand Two Hundred forteen only

Declaration :

1. Goods once sold will not be taken back.
2. Any Dispute is Subject to Hyderabad Jurisdiction only

Receiver's Signature

For VIDYA SHANKAR V.

Vidyashankar

Authorised Signature

TD: 4253, 4254

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

Sl. No. – site bills register	06	Date - site bills Register	17/9/20
Company Name:	SERENE CONSTRUCTIONS	Site:	SERENE farms
Name of Contractor	Vidya shanker		
Nature of work	False Ceiling		

Work done	From Date	10/9/20	To Date	17/9/20

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	villa 3 & 4	2100	41	sft	86120/-	
2.						
3.	Hole cutting	54	25	Nos	1350/-	
4.	for lights					
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				87470/	

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 : work completed

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 17/9/20	Date: 25/09/2020	Date:
Sign: [signature]	Sign: Nagalakshmi	Sign: [signature]

APPROVED BY
26 SEP 2020
SOM MODI
MANAGING DIRECTOR

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, 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.

…UREMENT SHEET								
…MPANY NAME		SERENE CONSTRUCTION LLP	APPROVED BY					
…ROJECT		SERENE FARMS	SIGN:					
WORK DISCRIPTION		FALSE CEILING						
PREPARED BY		SYED GOLAM SARWAR						
DATE		17-09-2020						
CONTRACTOR NAME		VIDYA SHANKAR						
			A	B	C	D	E=AxBxCxD	F
SL NO	ITEM HEAD	ITEM DISCRIPTION	LENGTH	WIDTH	HEIGHT	NOS	QUANTITY	UNITS
1	VILLA 3,4	FALSE CEILING WORK						
		Hall	14.5	10	1	2	290	sft
		verticals	82	1	1	2	164	rft
		kitchen	10.33	6	1	2	123.96	sft
		verticals	16	1	1	2	32	rft
		Dining	20	6	1	2	240	sft
		passage	10	4.33	1	2	86.6	sft
		verticals	8	1	1	10	80	rft
		M bedroom	16	12	1	2	384	sft
		verticals	96	1	1	2	192	rft
		children bedroom	13.33	12	1	2	319.92	sft
		verticals	62	1	1	2	124	rft
		area between two bedrooms	6	4	1	2	48	sft
		verticals	8	1	1	2	16	rft
						total	2100.48	sft/rft
2	holes for led lights	Hole cutting for LED light	1	1	1	54	54	nos

MATE						
OMPANY NAME		SERENE CONSTRUCTION LLP	APPROVED BY			
PROJECT		SERENE FARMS	SIGN:			
WORK DISCRIPTION		FALSE CEILING				
PREPARED BY		SYED GOLAM SARWAR				
DATE		17-09-2020				
CONTRACTOR NAME		VIDYA SHANKAR				
SL NO	ITEM HEAD	ITEM DISCRIPTION	QUANTITY	UNITS	RATE	AMOUNT
1	VILLA 3,4	FALSE CEILING WORK	2100.48	SFT/RFT	41	86,120
		Hole cutting for LED light	54	nos	25	1,350
					Total	**87,470**