PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	07/10/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	K. Satish Kumar	WO amount – A	-
Firm/Company	Serene Constructions LLP	Project name	Serene Farms
Nature of work	Painting work		
Villa/flat/block no.	11,12,06,42,2,31,37,47 & 26.		
Request for payment date	24/09/2020	Request for payment amount – B	Rs. 1,33,245/-
GST on bills – C	Rs. 23,984/-	Total D = B + C	Rs. 1,57,229/-
Work done from	17/09/2020	Work done to	23/09/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	020	30/09/2020	Rs. 1,57,229/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 1,57,229/-
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. 1,57,229/-
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.	7/10	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 : 36HTMPK2743G1ZE TAX INVOICE ✆ :

K. SATISH KUMAR

H.No. 13-6-254, Jaffer Guda, Karwan, Hyderabad. (T.S.)

M/s. : Seren constructions L.L.P

GST No.: 36ACHFS7909P1ZV

Place of Supply T.S

Invoice No. 020

Date : 30/9/2020

Work Order No. :

S.No.	Product	Qty.	Unit Rs.	Rate	Amount Rs.
1	Stage 2 painting work villa no: 11,12,06,42	4000	sft.	16.5375	66,150
2	Stage 2 painting work villa no: 2	1200	sft	16.5375	19,845
3	Final coat painting work villa no: 31,37,47,26.	4000	sft.	11.8125	47,250
			TOTAL		133,245
			CGST @ 9 %		11,992
			SGST @ 9 %		11,992
			GRAND TOTAL		157,229

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69926
Date 7/10
Sign.

Bank Details :

Rupees in Words. one lack fifty Seven thousand two hundred Twenty Nine only

For K. SATISH KUMAR

K. Satish

Authorised Signature

TP: 4244 to 4252

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

Sl. No. – site bills register	5	Date - site bills Register	24-09-20
Company Name:	Serum Construction LLP	Site:	Serum farm
Name of Contractor	K. Satish kumar		
Nature of work	Painting work		
Work done	From Date 17-09-20	To Date 23-09-20	

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	11,12,06,42	4,000	16.5375	Sft	66,150	
2.	02	1,200	16.5375	Sft	19,845	
3.	31,37,47,26	4,000	11.8125	Sft	47,250	
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				1,33,245 /-	

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 : Some work in progress. rest of completed.

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 24-09-20	Date: 25/09/2020	Date:
Sign: Syed [illegible]	Sign: Nagalakshmi	Sign:

APPROVED BY
25 SEP 2020
[illegible] 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.

MEASUREMENT SHEET								
COMPANY NAME		SERENE CONSTRUCTION LLP			APPROVED BY			
PROJECT		SERENE FARMS			SIGN:			
WORK DISCRIPTION		PAINTING WORK						
PREPARED BY		SYED GOLAM SARWAR						
DATE		24-Sep-20						
CONTRACTOR NAME		K SATISH KUMAR						
			A	B	C	D	E=AxBxCxD	F
SL NO	ITEM HEAD	ITEM DISCRIPTION	LENGTH	WIDTH	HEIGHT	NOS	QUANTITY	UNITS
1	Villa no 11,12,06,42	ONE COAT OF PAINT INSIDE AND OUT SIDE	1000	1	1	4	4000	SFT
		STAGE 2						
2	VILLA 02	ONE COAT OF PAINT INSIDE AND OUT SIDE	1200	1	1	1	1200	SFT
		STAGE 2						
3	VILLA NO 31,37,47,26	FINAL COAT OF PAINTING	1000	1	1	4	4000	SFT

ESTIMATE						
COMPANY NAME		SERENE CONSTRUCTION LLP	APPROVED BY			
PROJECT		SERENE FARMS	SIGN:			
WORK DISCRIPTION		PAINTING WORK				
PREPARED BY		SYED GOLAM SARWAR				
DATE		24-Sep-20				
CONTRACTOR NAME		K SATISH KUMAR				
SL NO	ITEM HEAD	ITEM DISCRIPTION	QUANTITY	UNITS	RATE	AMOUNT
1	Villa no 11,12,06,42	ONE COAT OF PAINT INSIDE AND OUT SIDE	4,000	SFT	16.5375	66,150
		STAGE 2				-
		(NOTE:- BILL MADE 35% OF 47.25 = 16.5375)				-
						-
						-
2	VILLA 02	ONE COAT OF PAINT INSIDE AND OUT SIDE	1,200	SFT	16.5375	19,845
		STAGE 2				-
		(NOTE:- BILL MADE 35% OF 47.25 = 16.5375)				-
						-
3	VILLA NO 31,37,47,26	FINAL COAT OF PAINTING	4,000	SFT	11.8125	47,250
		(NOTE:- BILL MADE 25% OF 47.25 = 11.8925)				
					Total	**133,245**