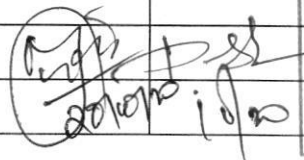
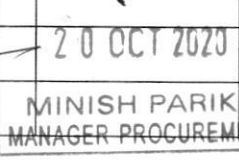
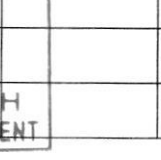


PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	20/10/2020	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.	15 & 44.		
Request for payment date	08/10/2020	Request for payment amount – B	Rs. 25,988/-
GST on bills – C	Rs. 4,678/-	Total D = B + C	Rs. 30,666/-
Work done from	01/10/2020	Work done to	07/10/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	64	10/10/2020	Rs. 30,666/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
Amount E - Bills total			Rs. 30,666/-
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. 30,666/-
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	24/10/2020		
Remarks: <u>Estimate and measurement sheet is attached.</u>			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date			

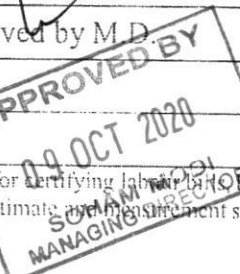
Notes: 1. In case amount to be credited to contractor and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve WOs 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/-

Cell : 9246889529

Authorised Signature

IP : 4302, 4303

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

Sl. No. — site bills register		04		Date - site bills Register		8/10/20	
Company Name:		SERENE CONSTR		Site:		SERENE SHARMA	
Name of Contractor		Vidya Shankar					
Nature of work		Painting					
Work done		From Date		11/10/20		To Date	
						7/10/20	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	Villa - 15	1000	18.9	sqft	18,900		
2.							
3.	Villa - 44	1000	20875	sqft	20875		
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.	Total:				25,988/-		
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: 8/10/20		Date: 09/10/2020		Date: 09/10/2020			
Sign: Syed Jaleel Hussain		Sign: Nagalakshmi		Sign: 			

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour for 10 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						
PROJECT		SERENE FARMS				APPROVED BY		
WORK DISCRIPTION		PAINTING WORK				SIGN:-		
PREPARED BY		SYED GOLAM SARWAR						
DATE		8-Oct-20						
CONTRACTOR NAME		Vidya shankar						
SL NO	ITEM HEAD	ITEM DISCRIPTION	A LENGTH	B WIDTH	C HEIGHT	D NOS	E=AxBxCxD QUANTITY	F UNITS
1	villa 15	One coat lappam and primer	1000	1	1	1	1000	sft
2	villa 44	Final coat of painting	1000	1	1	1	1000	sft

ESTIMATE						
COMPANY NAME		SERENE CONSTRUCTION LLP	APPROVED BY			
PROJECT		SERENE FARMS	SIGN:			
WORK DISCRIPTION		PAINTING WORK				
PREPARED BY		SYED GOLAM SARWAR				
DATE		8-Oct-20				
CONTRACTOR NAME		Vidya shankar				
SL NO	ITEM HEAD	ITEM DISCRIPTION	QUANTITY	UNITS	RATE	AMOUNT
1	Villa 15	One coat lappam and primer	1000	sft	18.9	18,900
2	villa 44	Final coat of painting	1000	sft	7.0875	7087.5
					Total	25,988

Note : 1) 40% 47.25 = 18.9 bill made
2) 15% of 47.25 = 7.0875 bill made as earlier bill made upto 85 %