PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	06/11/2020	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	False Ceiling & Holes Cutting		
Villa/flat/block no.	25		
Request for payment date	22/10/2020	Request for payment amount – B	Rs. 47,207/-
GST on bills – C	Rs. 8,497/-	Total D = B + C	Rs. 55,704/-
Work done from	15/10/2020	Work done to	21/10/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	66	05/11/2020	Rs. 55,704/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
			-
		Amount E - Bills total	Rs. 55,704/-
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. 55,704/-
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	07/11/2020

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]	APPROVED 06 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	6/11/20	6/11					

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 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.: **66** Date 05/11/20
D.C. No.________ Date________
P.O. No.________ Date________
Despatch Through________

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps.
1)	Ceiling work. VILLA NO 25		SFT 1133	41/-	46457	
	Hole cutting.		No 30.	25/-	750	

MODI PROPERTIES PVT. LTD. INWARD No: 70876 Date: 6/11/20 Sign: *SEC'BAD*

Rupees In Words : Fifty Five Thousand Seven Hundred and Four Rupees only

TOTAL		47207
SGST @	9 %	4248=50
CGST @	9 %	4248=50
IGST @	%	
GRAND TOTAL		55704=00

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

Dr 4326

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

Sl. No. – site bills register	03	Date - site bills Register	22/10/20
Company Name:	SERENE CONSTRUCTIONS	Site:	SERENE FARMS
Name of Contractor	Vidya Shankar		
Nature of work	Falce ailing		
Work done	From Date 15/10/20	To Date	21/10/20

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	Villa-25	1133	41	Sft/Rft	46,457	
2.						
3.		30	25	Nos	750	
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				47,207/-	

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: 22/10/20	Date: 23/10/2020	Date: 24 OCT 2020
Sign: Syed Jahan Sarah	Sign: Nagalaxmi	Sign:

APPROVED BY 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								
…IPANY NAME		SERENE CONSTRUCTION LLP						
…OJECT		SERENE FARMS	APPROVED BY					
WORK DISCRIPTION		FALSE CEILING	SIGN:					
PREPARED BY		SYED GOLAM SARWAR						
DATE		22-10-2020						
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 25	FALSE CEILING WORK						
		Hall						
		patti	15	12	1	1	180	sft
			11	1	1	2	22	rft
		kitchen	8	1	1	8	64	rft
		patti	11	8	1	1	88	sft
			7	1	1	2	14	rft
		Dining	4	1	1	2	8	rft
		patti	12	13.5	1	1	162	sft
			8	1	1	2	16	rft
		passage	3	1	1	4	12	rft
		patti	6	4	1	1	24	sft
		M bedroom	2.5	1	1	16	40	rft
		patti	16	13.56	1	1	216.96	sft
			9.5	1	1	6	57	rft
			7.5	1	1	2	15	rft
			2	1	1	4	8	rft
			5	1	1	2	10	rft
		2nd Bebroom	3	1	1	4	12	rft
			10.916	12	1	1	130.992	sft
			2.5	1	1	16	40	rft
			3.66	1	1	2	7.32	rft
			2.916	1	1	2	5.832	rft
2	Hole	Hole cutting for LED light				Total	1133.104	sft/rft
			1	1	1	30	30	nos

ESTIMATE		
COMPANY NAME		SERENE CONSTRUCTION
PROJECT		SERENE FARMS
WORK DISCRIPTION		FALSE CEILING
PREPARED BY		SYED GOLAM S
DATE		19-06-2020
CONTRACTOR NAME		VIDYA SHA
SL NO	ITEM HEAD	
1	VILLA 25	
		FALSE CEIL
		Hole cutti