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	Painting work		
Villa/flat/block no.	27 & 18		
Request for payment date	01/10/2020	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	24/09/2020	Work done to	30/09/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	67	05/11/2020	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)			-
Amount J – Difference A-B (should be nil)			Rs. 30,666/-
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:36AEKPV0495G1ZD 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 Construction LLP

Invoice No.: 67 Date 05/11/20

D.C. No.______ Date______

P.O. No.______ Date______

Despatch Through______

Party GSTIN: 36ACVFS7909P1ZV

S. No.	DESCRIPTION	HSN Code	Qty	Rate	Amount Rs.	Ps.
1)	painting work VILLA No 27		Sft 1000	18.9	18900	—
	VILLA No 18		SFT 1000	7.0825	7087	—
				TOTAL	25988	
				SGST @ 9 %	2339	
				CGST @ 9 %	2339	
				IGST @ %		
				GRAND TOTAL	30666	

Rupees In Words : Thirty Thousand Six hundred and Sixty Six Only

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 76627
Date: 6/11/20
Sign:

For VIDYA SHANKAR V.

Vidyashankar

Authorised Signature

Declaration :

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

Receiver's Signature

ID: 4278, 4279

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

Sl. No. – site bills register	3	Date - site bills Register	01 - 10 - 20
Company Name:	Seren Constrn LLp	Site:	Seren farm
Name of Contractor	Viyu Shankar		
Nature of work	Pointing		
Work done	From Date	24-09-20	To Date 30-09-20

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	27	1000	18.9	Sft	18,900	
2.	18	1000	7.0875	Sft	7087.5	
3.						
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: 01 - 10 - 20	Date: 03/10/2020	Date:
Sign: Syed John Sen	Sign: Nagalaxmi	Sign:

APPROVED BY
-5 JUL 2020
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					APPROVED BY			
COMPANY NAME		SERENE CONSTRUCTION LLP			SIGN:			
PROJECT		SERENE FARMS						
WORK DISCRIPTION		PAINTING WORK						
PREPARED BY		SYED GOLAM SARWAR						
DATE		1-Oct-20						
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 27	One coat lappam and primer	1000	1	1	1	1000	sft
2	villa 18	Final coat of painting	1000	1	1	1	1000	sft