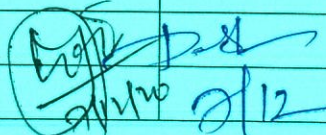


PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	07/12/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	K. Satish Kumar	WO amount – A	-
Firm/Company	Serene Constuctions LLP	Project name	Serene Farms
Nature of work	Painting work		
Villa/flat/block no.	39,24,11,12,6,2 & 42.		
Request for payment date	19/11/2020	Request for payment amount – B	Rs. 33,624/- ✓
GST on bills – C	Rs. 6,052/- ✓	Total D = B + C	Rs. 39,676/- ✓
Work done from	12/11/2020	Work done to	18/11/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	021	03/12/2020	Rs. 39,676/- ✓
2.	-	-	-
3.	-	-	-
4.	-	-	-
Amount E - Bills total			Rs. 39,676/- ✓
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. 39,676/- ✓
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	12/12/2020		
Remarks: No work order for above bill. Please consider the bill for processing. ✓			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	21/12	21/12	

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/-

IP: 4396 to 4402

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

Sl. No. - site bills register		04		Date - site bills Register		19/11/20	
Company Name:		SERENE CONSTRUCTION		Site:		SERENE FARM	
Name of Contractor		K. Satish Kumar					
Nature of work		Painter					
Work done		From Date		12/11/20		To Date	
						18/11/20	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	Villa-39 & 24	2000	11.812	Sft	23624		
2.							
3.	Villa 11, 12, 6	5	2000	NOS	10000		
4.	2, 42						
5.							
6.							
7.							
8.							
9.							
10.							
11.	Total:				33624/-		
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: 19/11/20		Date: 20/11/2020		Date: 14 NOV 2020			
Sign: S. S. S.		Sign: Nagalakshmi		Sign: 14 NOV 2020			

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.

APPROVED
14 NOV 2020
S. S. S. MODI
MANAGING DIRECTOR

MEASUREMENT SHEET										
COMPANY NAME		SERENE CONSTRUCTION LLP								
PROJECT		SERENE FARMS								
WORK DISCRIPTION		PAINTING WORK								
PREPARED BY		SYED GOLAM SARWAR								
DATE		19-Nov-20								
CONTRACTOR NAME		K SATISH KUMAR								
SL NO	ITEM HEAD	ITEM DISCRIPTION		A	B	C	D	E=AxBxCxD	F	
1	villa no 39 and 24	Final coat of painting		1000	1	1	2	2000	sft	
2	villa no 11,12,6,2 and 42	Main door polishing		1	1	1	5	5	NOS	

ESTIMATE									
COMPANY NAME		SERENE CONSTRUCTION LLP		APPROVED BY					
PROJECT		SERENE FARMS		SIGN:					
WORK DESCRIPTION		PAINTING WORK							
PREPARED BY		SYED GOLAM SARWAR							
DATE		19-Nov-20							
CONTRACTOR NAME		K SATISH KUMAR							
SL NO	ITEM HEAD	ITEM DIScription		QUANTITY	UNITS	RATE	AMOUNT		
1	villa no 39 and 24	Final coat of painting (25% of 47.25 rupees)		2000	SFT	11.812	23,624		
2	villa no 11,12,6,2 and 42	Main door polishing		5	nos	2000	10,000		
						total	33,624		
Note - Bill made for 25% of 47.25 = 11.812									