PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	16/12/2020	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	Subash Chandra Maurya	WO amount – A	-
Firm/Company	Villa Orchid LLP	Project name	VOC
Nature of work	Painting work		
Villa/flat/block no.	257 & 258.		
Request for payment date	03/12/2020	Request for payment amount – B	Rs. 57,330/-
GST on bills – C	Rs. 10,318/-	Total D = B + C	Rs. 67,648/-
Work done from	10/11/2020	Work done to	02/12/2020
Sl. No	Bill No.	Bill date	Bill amount
1.	003	03/12/2020	Rs. 67,648/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 67,648/-
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. 67,648/-
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	**19/12/2020**		
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 16				
Date	16/12/20	16/12	MINISH PARIKH MANAGER PROCUREMENT				

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 : 36AXWPC2373B1ZJ **TAX INVOICE** Mobile : 9701530649
9919738874

SUBASH CHANDRA MAURYA

Specialists in : **ALL KINDS OF PAINTING WORKS**

1-1-30/5, P No. 5 Part, GR Reddy Nagar, Near Sakat Kapra, Hyderabad - 500 062, Telangana.

BILLED TO : Villa Orchidse cop

GSTIN : 36 AANFG 4817C12H

STATE : **TELANGANA** CODE : **36**

INVOICE No. : 003

Date : 03/12/2020

ORDER No.: ....

Date : ....

Sl. No.	WORK DESCRIPTION	HSN CODE	QUANTITY SQ. FT.	RATE PER SFT.	TAXABLE VALUE Rs.	Ps.
1	V.NO 257 S-IV PAINTING WORK		1820	15.75	28,665	/-
2	V.NO 258 S-IV PAINTING WORK S-III		1820	15.75	28,665	/-

MODI PROPERTIES PVT. LTD. INWARD No: 12231 Date: 16/12 Sign: Neha *SEC'BAD*

Invoice Value (in words) : Rupees Sixty Seven thous Six Hund forty Eight only

SUB TOTAL	57,330	/-
SGST @ 9 %	5159	
CGST @ 9 %	5159	
TOTAL VALUE	67,648	/-

E. & O. E.
Subject to Hyderabad Jurisdiction only.

Approved the Work as per Order.

For **SUBASH CHANDRA MAURYA**

Subash

Receiver's Signature with Stamp

TD: 7291, 7292

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

Sl. No. – site bills register		11225		Date - site bills Register		03/12/2020	
Company Name:		VOC – LLP		Site:		VOC	
Name of Contractor		SUBHASH CHANDRA MAURYA					
Nature of work		PAINTING WORK					
Work done		From Date	10/11/2020		To Date	02/12/2020	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount		Contractors bill no
1.	257	1820	15.75	Sft	28,665/-		
2.	258	1820	15.75	Sft	28,665/-		
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.	Total:				57,330/-		
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 :							

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 03/12/2020	Date: 03/12/2020	Date:
Sign:	Sign: Nagalaxmi	Sign:

APPROVED BY
03 DEC 2020
SOHAM MODI
MANAGING DIRECTOR

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for capturing 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 BY
0 3 DEC 2020
A. SURESH
PROJECT MANAGER

GSTIN : 36AXWPC2373B1ZJ

TAX INVOICE

Mobile : 9701530649
9919738874

SUBASH CHANDRA MAURYA

Specialists in : **ALL KINDS OF PAINTING WORKS**

1-1-30/5, P No. 5 Part, GR Reddy Nagar, Near Sakat Kapra, Hyderabad - 500 062, Telangana.

BILLED TO : Villa Orchids LLP

GSTIN : 36 AANFG 4817C1ZH

STATE : TELANGANA CODE : 36

INVOICE No. : 003

Date : 03/12/2020

ORDER No.:

Date :

Sl. No.	WORK DESCRIPTION	HSN CODE	QUANTITY SQ. FT.	RATE PER SFT.	TAXABLE VALUE Rs.	Ps.
1	V.NO 257 S-III PAINTING WORK		1820	15.75	28,665	-
2	V.NO 258 S-III PAINTING WORK S-III		1820	15.75	28,665	-

Invoice Value (in words) : Rupees Sixty Seven thousand Six Hundred Forty Eight only

SUB TOTAL	57330	-
SGST @ 9 %	5159	
CGST @ 9 %	5159	
TOTAL VALUE	67,648	-

E. & O. E.
Subject to Hyderabad Jurisdiction only.

Approved the Work as per Order.

Receiver's Signature with Stamp

For SUBASH CHANDRA MAURYA

Subash

Measurement Sheet										
Company Name:		Villa orchids LLP								
Project:		Villa Orchids								
Description :		Painintg work done villas details								
Prepared By:		A Suresh								
Date :		03-12-2020								
Name of the Contractor :		SUBASH CHANDRA MAURYA								
A			A	B	C	D	E=AxBxCxD	F	G=Sum of E	
S No.	Item Head	Item Description	Length	Width	Height	Nos.	Quantity	Units	Item Head Total	Remarks
1	Villa no 257	Stage III	1820.0	1.0	1.0	1.0	1820.0	Sft	1820.0	
2	Villa no 58	Stage III	1820.0	11.0	1.0	1.0	1820.0	Sft	1820.0	

APPROVED BY
03 DEC 2020
A. SURESH

Estimate Sheet							
Company Name:	Villa orchids LLP				workdone from date : 15-11-2020		
Project:	Villa orchids				work done todate 02-12-2020		
work description:	Painintg work done villas details						
Prepared By	A Suresh				Approved by:		
Contractor Name		SUBASH CHANDRA MAURYA			Sign:		
Date:	03-12-2020						
		A		C	D=AxC	E=Sum of D	
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1	Villa no 257	1820.0	Sft	15.75	28,665.00		
	Villa no 258	1820	Sft	15.75	28,665.00		
						57,330.00	
	Note : 1) @ RS : 45 Sft stage I & II work 40% of total amount is 42x 40% = RS : 18.0						
	2) @rs : 45 sft Stage III work 35&%of total amount is 45 x 35% = Rs : 15.75						
	3) @Rs : stage IV Work 25% total amount is 45 x 25% = Rs : 11.25						

APPROVED BY

03 DEC 2020

A. SURESH