PURCHASE DIVISION,
Advice for approval for credit to contractor

| | | | |
|---|---|---|---|
| Date: | 03/02/2021 | Prepared by: | T.D. Murthy |
| WO no. | - | WO date. | - |
| Contractor Name | Gurrala Narendra Babu Yadav | WO amount – A | - |
| Firm/Company | Villa Orchid LLP | Project name | VOC |
| Nature of work | Painting work | | |
| Villa/flat/block no. | Miscellaneous works | | |
| Request for payment date | 14/12/2020 | Request for payment amount – B | Rs. 3,350/- |
| GST on bills – C | Rs. 201/- | Total D = B + C | Rs. 3,551/- |
| Work done from | 25/09/2020 | Work done to | 04/12/2020 |
| Sl. No | Bill No. | Bill date | Bill amount |
| 1. | 09 | 02/02/2021 | Rs. 3,551/- |
| 2. | - | - | - |
| 3. | - | - | - |
| 4. | - | - | - |
| | | Amount E - Bills total | Rs. 3,551/- |
| 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. 3,551/- |
| 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 | **06/02/2021** |

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 03 FEB 2021 MINISH PARIKH | | | | |
| Date | 3/2/21 | 3/2 | | | | | |

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 No. : 36ASZPG9718L1ZQ

**TAX INVOICE**

Cell : 6300337797

# GURRALA NARENDRA BABU YADAV

Plot No. 66B, Krishna Nagar Colony, Moula-Ali, Hyderabad - 500 040.

Tax in Payable of Reverse Charge :

Invoice Serial No. : 09

Invoice Date : 2/2/21

Transportation Mode :

Vehicle No. :

Date & Time of Supply

Place of Supply

| Details of Receiver / Billed to : | Details of Consignee / Shipped to : |
|---|---|
| Name : Villa Orchids (LLp) | Name : |
| Address Kowkoor Hyd. | Address |
| GSTIN/UN 36AANFG4817C1ZH | GSTIN/UN |
| State State Code : | State State Code : |

| Sl. No. | DESCRIPTION | Qty. | Rate | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|
| | Miscellenous painting Work. | – | – | 3551- | 00 |

MODI PROPERTIES PVT. LTD. INWARD No: 13966 Date: 2/2/21 Sign: SEC'BAD

Total Invoice Amount in Words : Three thousand five hundred fifty one only –

| | | |
|---|---|---|
| Total Amount | 3551- | 00 |
| Transport Charges | | |
| Labour Charges | | |
| CGST @ % | | |
| SGST @ % | | |
| IGST @ % | | |
| **NET AMOUNT** | 3551/- | |

Bank Details :

Bank Name :

Branch :

Bank A/c. :

Bank, IFSC :

For **GURRALA NARENDRA BABU YADAV**

Receiver's Signature

Authorised Signature

IPJ 7066

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

| | | | |
|---|---|---|---|
| Sl. No. – site bills register | 11229 | Date - site bills Register | 14/12/2020 |
| Company Name: | VOC – UP | Site. | VOC |
| Name of Contractor | Narendra Babu yadav | | |
| Nature of work | Misc. painting work | | |
| Work done | From Date 25/9/2020 | To Date | 04/12/2020 |

| Sl. No. | Villa/Flat/block no. | Qty. | Rate | Units | Amount | Contractors bill no |
|---|---|---|---|---|---|---|
| 1. | Misc painting work | 01 | 3350 | 01 | 3350 | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | Total: | | | | 3350 | |

| | | | |
|---|---|---|---|
| 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: 14/12/2020 | Date: 15/12/2020 | Date: |
| Sign: | Sign: Nagalakshmi | Sign: |

APPROVED BY
21 DEC 2020
SOWAM MCDI
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.

APPROVED BY
14 DEC 2020
PROJECT MANAGER

**Bill for Labor charges**
**Narndera babu yadav**

H .no 4-1-112
Balji nagar
Yapral
,Medchal, Districit,Telengana,500010

Date.14-12-2020

**In favor of:** Villa orchids LLP
**Project / Site:** Villa Orchids
**Location:** Kowkur

**Type of Work:** Painting Work
**Towards:** Labor Charges

| S No. | Description | Amount |
|---|---|---|
| 1. | Brief description of work done:<br>Towards:- Misc painting work done<br>Total **Amount is Rs :3350/-**<br><br>Work Done from date:25-09-2020 to date:04-12-2020 | Rs :1340/- |

Amount in words: Thirteen Hundred Forty only/-

APPROVED BY
14 DEC 2020
A. SURESH
PROJECT MANAGER

Sign:

**Bill forHire eqipment charges**
**Narndera babu yadav**

H .no 4-1-112
Balji nagar
Yapral
,Medchal, Districit,Telengana,500010

Date.14-12-2020

**In favor of:** Villa orchids LLP
**Project / Site:** Villa Orchids
**Location:** Kowkur

**Type of Work:** Painting Work
**Towards:** Allowance for hire equipment Charges

| S No. | Description | Amount |
|---|---|---|
| 1. | Brief description of work done:<br>Towards:- Misc painting work done<br>Total **Amount is Rs :3350/-**<br><br>Work Done from date:25-09-2020 to date:04-12-2020 | Rs :1340/- |

Amount in words: Thirteen Hundred Forty only/-

APPROVED BY
14 DEC 2020
A. SURESH
PROJECT MANAGER

Sign: Narendra Babu

**Bill for Consumable charges**
**Narndera babu yadav**

H .no 4-1-112
Balji nagar
Yapral
,Medchal, Districit,Telengana,500010

Date.14-12-2020

**In favor of:** Villa orchids LLP
**Project / Site:** Villa Orchids
**Location:** Kowkur

**Type of Work:** Painting Work
**Towards:** Allowan ce for consumable Charges

| S No. | Description | Amount |
|---|---|---|
| 1. | Brief description of work done<br>Towards:- Misc painting work done<br>Total **Amount is Rs :3350/-**<br><br>Work Done from date:25-09-2020 to date:04-12-2020 | Rs :670/- |

Amount in words: Six Hundred seventy only/-

APPROVED BY
14 DEC 2020
A. SURESH

Sign: Nrnd Babu