PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	04/03/2021	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.	9 & 11		
Request for payment date	03/02/2021	Request for payment amount – B	Rs. 43,650/-
GST on bills – C	Rs. 7,856/-	Total D = B + C	Rs. 51,506/-
Work done from	20/01/2021	Work done to	03/02/2021
Sl. No	Bill No.	Bill date	Bill amount
1.	006	03/02/2021	Rs. 51,506/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
		Amount E - Bills total	Rs. 51,506/-
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. 51,506/-
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		**06/03/2021**	

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]					
Date	[illegible]	[illegible]					

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/-

Villa Orchids LLP (20-21)
MG Road, Ranigunj
Secunderabad
State Name : Telangana, Code : 36

Journal Voucher

No. : **JOU/10999**

Dated : **11-Feb-2021**

Particulars		Debit	Credit
LSUD-Labour Charges	*Dr*	**17,460.00**	
LSUD-Allowance for Equipment	*Dr*	**17,460.00**	
LSUD-Allowance for Consumables	*Dr*	**8,730.00**	
To CONT-Subash Chandra			**43,650.00**
On Account of : Being painting work done for villa no:09 & 11 against bill no:11383, dt:3/2/21			
		₹ 43,650.00	**₹ 43,650.00**

Prepared by: lavanya.r

Approved by

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 up

GSTIN : 36AANFG4817C1ZH

STATE : TELANGANA CODE : 36

INVOICE No. : 006

Date : 03/02/2021

ORDER No.:

Date :

Sl. No.	WORK DESCRIPTION	HSN CODE	QUANTITY SQ. FT.	RATE PER SFT.	TAXABLE VALUE Rs.	Ps.
1	Villono 09 final stg pity work due		1940/-	11.25	21,825/-	
2	Villono 11 final stg pity ward due		1940/-	11.25	21,825/-	

Invoice Value (in words) : Rupees fifty one thousand five Hundred Six Only

SUB TOTAL	43,650/-
SGST @ 9%	3928
CGST @ 9%	3928
TOTAL VALUE	51,506/-

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

Approved the Work as per Order.

Receiver's Signature with Stamp

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 75089 Date 4/3 Sign.

For SUBASH CHANDRA MAURYA

Subash SV.

SP: 7433, 7434

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

Sl. No. – site bills register	11383	Date - site bills Register	03/02/2021
Company Name:	VOC CCP	Site:	VOC
Name of Contractor	SUBASH CHANDRA MAURYA		
Nature of work	PAINTING WORK		
Work done	From Date 20/01/2020	To Date	03/02/2021

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	09	1940	11.25	sft	21,825	
2.	11	1940	11.25	sft	21,825	
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				43,650/-	

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: 03/02/2021	Date: 06/02/21	Date:
Sign:	Sign: Nagalaxmi	Sign:

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
-6 FEB 2021

APPROVED BY
03 FEB 2021
A. SURESH
PROJECT MANAGER

Measurement Sheet										
Company Name:		Villa orchids LLP								
Project:		Villa orchids								
Description :		Painting works done villas details								
Prepared By:		A Suresh								
Date :		03-02-2021								
Name of the Contractor :		Subash chandra								
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 09	Stage III paint work	1940.0	1.0	1.0	1.0	1940.0	No	1940.0	
2	Villa no 11	Stage III paint work	1940.0	1.0	1.0	1.0	1940.0	No	1940.0	

APPROVED BY
03 FEB 2021
A. SURESH
MANAGER

Estimate Sheet							
Company Name:	Villa orchids LLP				workdone from date : 20-01-2021		
Project:	Villa orchids				work done todate 03-02-2021		
work description:	Painting works done villas details						
Prepared By	A Suresh				Approved by:		
Contractor Name	Subash chandra				Sign:		
Date:	03-02-2021						
		A		C	D=AxC	E=Sum of D	
S No.	Item Description	Quantity	Units	Rate	Amount	Item Head Total	Remarks
1	Villa no 09	1,940	Sft	11	21,825		
2	Villa no 11	1,940	Sft	11	21,825		
						43,650	
	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

2021

A. SURESH