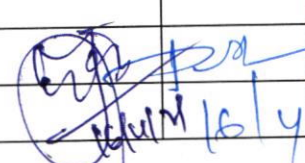


PURCHASE DIVISION,
Advice for approval for credit to contractor

Date:	16/04/2021	Prepared by:	T.D. Murthy
WO no.	-	WO date.	-
Contractor Name	M. Lalitha Paints	WO amount – A	-
Firm/Company	Vista Homes	Project name	Vista Homes
Nature of work	Painting work		
Villa/flat/block no.	B,C & G block internal & Club House maindoor polishing.		
Request for payment date	24/03/2021	Request for payment amount – B	Rs. 22,980/-
GST on bills – C	Rs. 1,379/-	Total D = B + C	Rs. 24,359/-
Work done from	-	Work done to	-
Sl. No	Bill No.	Bill date	Bill amount
1.	004	15/04/2021	Rs. 24,359/-
2.	-	-	-
3.	-	-	-
4.	-	-	-
Amount E - Bills total			Rs. 24,359/-
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. 24,359/-
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	17/04/2021		
Remarks: <u>No work order for above bill. Please consider the bill for processing.</u>			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	 		
Date			

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/-

M. LALITHA PAINTS

Plot No. 117, Nehru Nagar, Jammigadda, Kushaiguda, Kapra, Hyderabad-500 062 Telangana

Invoice No. **004****INVOICE**

Dt: 15-04-24

Name

Vista Homes

Address

GSTIN: 36AAG1V2068 P1ZJ

Sl. No.	Name of Product	Qty.	Rate	AMOUNT	
				Rs.	Ps.
1.	B.C of G Block Flat Internal painting work done.	1	L.S.	11,638	80
2.	Main door polishing work done @ flat of F of G Block	1	L.S.	12,720	00

TP: 18307 to 18309

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

Sl. No. - site bills register		1532		Date - site bills Register		24/03/21	
Company Name:		Vistattomes		Site:		Vistattomes	
Name of Contractor		M. Lalitha					
Nature of work		painting work.					
Work done		From Date				To Date	
Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no	
1.	Towards	1464	7.50/-	sft	10,980/-		
2.	B, C and						
3.	G block						
4.	flat, internal						
5.	painting work						
6.	done.						
7.							
8.							
9.							
10.							
11.	Total:				10,980/-		
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: 24/03/21		Date: 25/03/21		Date: 25 MAR 2021			
Sign: 		Sign: Nagalaxmi		Sign: SOHAM MODI			

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.

[illegible][illegible]

ESTIMATE SHEET							
Company Name:		Vista Homes		Approved by:			
Project:		Vista Homes		Sign:			
Work Description:		B G C Block painting works					
Prepared By		T Madhu					
Contractor Name		M Lalitha					
Date:		24.03.2021					
S No.	Item Head	Item Description	Quantity	Units	Rate	Amount	Item Head Total
1	B 309,G 209,C 402	putty,primer and 2 coats colour	1,464.00	Sft	7.50	10980.00	
	Grand total:-						10980.00
Amount in words:-Ten thousand nine hundred and eighty rupees only.							

19. 18330 to 18306

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

Sl. No. - site bills register	1533	Date - site bills Register	24/03/21
Company Name:	Vistattorney	Site:	Vistattorney
Name of Contractor	M. Lalitha		
Nature of work	Melamine Polish.		
Work done	From Date	To Date	
Sl. No.	Villa/Flat/block no.	Qty.	Rate
1.	Towal de	24	500/- NO'S
2.	Panel		
3.	Block flat		
4.	Main door		
5.	Polish work		
6.	done.		
7.			
8.			
9.			
10.			
11.	Total:		
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	
Date: 24/03/21		Date: 25/03/21	
Sign: [Signature]		Sign: [Signature]	
		Approved by M.D. [Stamp]	
		Date: 25 MAR 2021	
		Sign: [Signature]	

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 # 1

Company Name:	Vista Homes
----------------------	--------------------

Approved by:

Project:	Vista Homes
-----------------	--------------------

Sign:

Work Description:	F,E Block main door polish
-------------------	----------------------------

Contractor Name:	M Lalitha
-------------------------	------------------

Prepared By	T.Madhu
-------------	---------

Date:	24.03.2021
-------	------------

[illegible]

ESTIMATE SHEET							
Company Name:		Vista Homes				Approved by:	
Project:		Vista Homes				Sign:	
Work Description:		F,E Block main door polish					
Contractor Name:		M Lalitha					
Prepared By		T.Madhu					
Date:		24.03.2021					
S No.	Item Head	Flat Nos	Quantity	Units	Rate	Amount	Item Head Total
	F Block						
1	Main door melamine polish	F 101 to 109	18.00	Nos	500.00	9000.00	
		F 201 to 209					
2	E Block part 2						
	Main door melamine polish						
		E 310,311,312,	6.00	Nos	500.00	3000.00	
		E 410,411,412					
							12000.00
Amount in words:-Twelve thousand rupees only							