

01

2019

Notes : 1. "Rate and amount are exclusive of GST. 2. Issued by can be Contractor or Builder. Same for issued to. 3. Builders sign must be of project manager or admin officer at site. 4. Write on alternate lines. 5. Start with fresh page at end of week (Friday to Thursday). 6. Check rate with purchase / PO / WO.

APPROVED BY: _____
DATE: 01 OCT 2021

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Annexure - A - Record of material issued to / received from contractors

Name of Firm / Company		Project Name / Location		Sign of admin		Sign of Security		Sign of admin audit			
Sign of Project Manager		Sign of admin		Sign of Security		Sign of admin audit		Sign of admin audit			
S. No.	Date of Issue	Material Description	Qty	Units	Rate*	Amount*	Issued by #	Issued to #	Tally Dr / Cr V No.	Sign of Builder	Sign of Contractor
1)	20/09/21	Jackets	10	Nbs	65/-	650/-	Gvdc	Surasani Infra	Touliolu R. V. No.	R. V. No.	Ch W
2)	21/09/21	Gunny Bags	100	Nbs	17/-	1700/-	Gvdc	Surasani Infra	Touliolu R. V. No.	R. V. No.	Ch W
						2350/-					
Note:- two thousand three hundred and fifty Rupees only.											

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