B M

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	02/12/2021	Prepared by:	Saikiran
PO/WO no.	80225	PO / WO Date.	02/09/2021
Supplier Name	SSCLP	PO/WO amount	4931.65
Firm/Company	Modi Construction & Reality	Project	Nexa Topsly
Sl. No.	Bill No.	Bill Date	Bill amount
1	19302	13/09/2021	3,800.62
2	19303	13/09/2021	1131.03
3	/	/	/
4	/	/	/
Amount A – Bills total(Excluding Transport & Hamali Charges):			4931.65

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	16505	13/09/2021	96449	☑ Yes □ No
2.	16506	13/09/2021	96448	☑ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits : Transportation charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	4931.65
Amount E – PO / WO value:	4931.65
Amount F – Difference (A – E): GST-18%	—

Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	~~□ Yes □ No~~ (explained below)
Excess / short material received	□ ~~Approved – within acceptable limits □ No~~ ~~(~~explained below)
Close PO / W?O	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs. / ☑ No
Payment – due date	13/12/2021
Remarks:	— final bill —

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sai ki		APPROVED 07 DEC 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	02/12/21						

Notes: 1. In case amount to be credited to supplier 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 Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

TAX INVOICE

Summit Sales LLP

ORIGINAL INVOICE

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	19302
Modi Constructions & Reality LLP	Invoice Date.	13-09-2021
Sy no. 230 to 243, Plot no 11, Thurkapally, Shameerpet, Hyderabad	PO No.	80225
	PO Date.	02-09-2021
	Req ID	68966
GSTIN : 36ABJFM5257F1Z3	Req Date	01-09-2021
	Loc Req No	186061

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7583 - Stationery - other - Scale - NA - nos		4	25.00	100.00	18	18.00
	Steel						
2	7544 - Stationery - other - Marker - NA - nos	9608	10	16.00	160.00	12	19.20
	Blue-5 Black-5						
3	7557 - Stationery - other - Paper Weight - NA - nos		5	25.00	125.00	18	22.50
4	7565 - Stationery - other - Pencil Carbon Paper - NA -	4809	1	156.00	156.00	18	28.08
5	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5	21.00	105.00	18	18.90
6	9561 - Tools - Scissors - other - nos	9018	4	55.00	220.00	18	39.60
7	7514 - Stationery - other - Cello Tape - other - nos		6	57.75	346.50	18	62.36
	Brown Tapes						
8	7514 - Stationery - other - Cello Tape - other - nos		6	57.75	346.50	18	62.36
9	7558 - Stationery - other - Ink Catridge - NA - nos		2	700.00	1,400.00	18	252.00
	Epson M-205 ink bottles						
10	7505 - Stationery - other - Binder Clips - other -	8305	6	45.00	270.00	18	48.60
	32mm						
11							
12							
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15							

IGST	CGST	SGST			
			Total Taxable Amount	3,229.00	571.60
	285.80	285.80	Total Invoice Amount	3,800.62	

Rupees : Three Thousand Eight Hundred and Paise Sixty Two Only.

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP IN WARD No: 84366 Date: 14/9 Sign: R.R. DIST.

for Summit Sales LLP

Authorised signatory

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	DC No.	16505
Modi Constructions & Reality LLP	DC Date.	13-09-2021
Sy no. 230 to 243, Plot no 11, Thurkapally, Shameerpet, Hyderabad	PO No.	80225
	PO Date.	02-09-2021
	Req ID	68966
GSTIN : 36ABJFM5257F1Z3	Req Date	01-09-2021
	Loc Req No	186061

	Description of Goods	HSN/SAC	Qty
1	7583 - Stationery - other - Scale - NA - nos		4
2	7544 - Stationery - other - Marker - NA - nos	9608	10
3	7557 - Stationery - other - Paper Weight - NA - nos		5
4	7565 - Stationery - other - Pencil Carbon Paper - NA - boxes	4809	1
5	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5
6	9561 - Tools - Scissors - other - nos	9018	4
7	7514 - Stationery - other - Cello Tape - other - nos		6
8	7514 - Stationery - other - Cello Tape - other - nos		6
9	7558 - Stationery - other - Ink Catridge - NA - nos		2
10	7505 - Stationery - other - Binder Clips - other - boxes	8305	6
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Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

TAX INVOICE

Summit Sales LLP

ORIGINAL INVOICE

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	19303
Modi Constructions & Reality LLP	Invoice Date.	13-09-2021
Sy no. 230 to 243, Plot no 11, Thurkapally, Shameerpet, Hyderabad	PO No.	80225
	PO Date.	02-09-2021
	Req ID	68966
GSTIN : 36ABJFM5257F1Z3	Req Date	01-09-2021
	Loc Req No	186061

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7505 - Stationery - other - Binder Clips - other - 25mm	8305	6	45.00	270.00	18	48.60
2	7593 - Stationery - other - Stapler - other - nos Big	9608	2	180.00	360.00	18	64.80
3	7593 - Stationery - other - Stapler - other - nos Small	9608	2	36.75	73.50	18	13.24
4	7594 - Stationery - other - Stapler pin - other - boxes Big	7415	5	19.00	95.00	18	17.10
5	7594 - Stationery - other - Stapler pin - other - boxes Small	7415	5	6.00	30.00	18	5.40
6	7572 - Stationery - other - Punch - 16mm - nos		2	65.00	130.00	18	23.40
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IGST	CGST	SGST				
			Total Taxable Amount	958.50		172.54
	86.27	86.27	Total Invoice Amount	1,131.03		

Rupees : One Thousand One Hundred Thirty One and Paise Three Only.

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No. 84367 Date: 14/9 Sign: L

Authorised signatory

Subject to Hyderabad Jurisdiction

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy **GSTIN/UNI: 36ACQFS2044C1Z7**

Customer Details	DC No.	16506
Modi Constructions & Reality LLP	DC Date.	13-09-2021
Sy no. 230 to 243, Plot no 11, Thurkapally, Shameerpet, Hyderabad	PO No.	80225
	PO Date.	02-09-2021
	Req ID	68966
GSTIN : 36ABJFM5257F1Z3	Req Date	01-09-2021
	Loc Req No	186061

	Description of Goods	HSN/SAC	Qty
1	7505 - Stationery - other - Binder Clips - other - boxes	8305	6
2	7593 - Stationery - other - Stapler - other - nos	9608	2
3	7593 - Stationery - other - Stapler - other - nos	9608	2
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
5	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
6	7572 - Stationery - other - Punch - 16mm - nos		2
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Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

Purchase Order

 02-09-2021 14:15:49

80225
02.09.21 4:45:17

From Company : **Modi constructions & Reality LLP**
5-4-187/3&4, II nd floor, SOham Mansion, MG Road, Secunderabad-5(
G S T No. : 36ABJFM5257F1Z3

Supplier Details			
Summit Sales LLP	**Doc No**	80225	186061
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	02-09-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	02-09-2021	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7583 - Stationery - other - Scale - NA - nos *Steel*	4.00	25.00	0.00	18.00	118.00
2	7544 - Stationery - other - Marker - NA - nos *Blue-5 Black-5*	10.00	16.00	0.00	12.00	179.20
3	7557 - Stationery - other - Paper Weight - NA - nos	5.00	25.00	0.00	18.00	147.50
4	7565 - Stationery - other - Pencil Carbon Paper - NA - boxes	1.00	156.00	0.00	18.00	184.08
5	7605 - Stationery - other - Whitner Pen - NA - nos	5.00	21.00	0.00	18.00	123.90
6	9561 - Tools - Scissors - other - nos	4.00	55.00	0.00	18.00	259.60
7	7514 - Stationery - other - Cello Tape - other - nos *Brown Tapes*	6.00	57.75	0.00	18.00	408.87
8	7514 - Stationery - other - Cello Tape - other - nos	6.00	57.75	0.00	18.00	408.87
9	7558 - Stationery - other - Ink Catridge - NA - nos *Epson M-205 ink bottles*	2.00	700.00	0.00	18.00	1,652.00
10	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	6.00	45.00	0.00	18.00	318.60
11	7505 - Stationery - other - Binder Clips - other - boxes *25mm*	6.00	45.00	0.00	18.00	318.60
12	7593 - Stationery - other - Stapler - other - nos *Big*	2.00	180.00	0.00	18.00	424.80
13	7593 - Stationery - other - Stapler - other - nos *Small*	2.00	36.75	0.00	18.00	86.73
14	7594 - Stationery - other - Stapler pin - other - boxes *Big*	5.00	19.00	0.00	18.00	112.10
15	7594 - Stationery - other - Stapler pin - other - boxes *Small*	5.00	6.00	0.00	18.00	35.40
16	7572 - Stationery - other - Punch - 16mm - nos	2.00	65.00	0.00	18.00	153.40
				Total Order Value . . .		**4,931.65**

Rupees : Four Thousand Nine Hundred Thirty One and Paise Sixty Five Only.

Terms and Conditions :-

For ***Modi constructions & Reality LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Name : ____________

Date : __/__/____

Contact - -

Purchase Order

 02-09-2021 14:15:49 Original / Office Copy / Purchase Div.Copy

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Nextopolis Sy No 230 to 243, plot no 11, turkapally, shamirpet, medchal Phone. .
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Site office use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	.

For ***Modi constructions & Reality LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Name : ______________________

Date : __/__/____

Contact - -

1195

Requisition Form

Company Name:	Modi Constructions & Realtors LLP	Date:	01.09.2021
Site & Phase :	Nextopolis	Time:	16:43
Supplier		Req. No.	186061.
Material required before date:	Urgent	ID No.	68966

No	Description	Size	Quantity	Units	Inward No	Date
1.	Brown Covers	std	100	No's		
2.	White Envelopes	std	25	No's		
3.	Flat Files	A4	20	No's		
4.	Steel Scale	big	04	No's		
5.	Ohp markers blue and black	Std	10	nos		
6.	Paper weights	Std	5	Nos		
7.	Carbon paper	Std	1	Pkt		
8.	A4 stickers paper (labels)	Std	1	Pkt		
9.	Plastic white cards 80227	Std	100	Nos		
10.	Key chain rings	Std	1	Pkt		
11.	Whiteners	Std	5	Nos		
12.	Scissors	Medium	4	Nos		
13.	Brown tapes	2"	6	Nos		
14.	Cello tapes	2"	6	Nos		
15.	Epson M-205 ink bottles	Std	2	bottles		
16.	Binder clips	32mm	6	Pkts		
17.	Binder clips 80225	25mm	6	Pkts		
18.	Staplers	Big	2	Nos		
19.	Staplers	Small	2	Nos		
20.	Stapler pins	Big	5	Pkts		
21.	Stapler pins	Small	5	Pkts		
22.	Paper punch	Big	2	Nos		

Remarks: For siteoffice use purpose at NRK site.

Prepared By	A.Vijaykumar	Approved by	C.Bala Murali Krishna
Sign.& Date	01-09-2021	Sign. & Date	01-09-2021

Note: On receipt of material at site write inward number and date in last 2 columns.

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

…omer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

…er Details		
…a Constructions & Reality LLP	Invoice No.	19302
no. 230 to 243, Plot no 11, Thurkapally, Shameerpet, Hyderabad	Invoice Date.	13-09-2021
	PO No.	80225
	PO Date.	02-09-2021
	Req ID	68966
	Req Date	01-09-2021
STIN : 36ABJFM5257F1Z3	Loc Req No	186061

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7583 - Stationery - other - Scale - NA - nos		4	25.00	100.00	18	18.00
	Steel						
2	7544 - Stationery - other - Marker - NA - nos	9608	10	16.00	160.00	12	19.20
	Blue-5 Black-5						
3	7557 - Stationery - other - Paper Weight - NA - nos		5	25.00	125.00	18	22.50
4	…5 - Stationery - other - Pencil Carbon Paper - NA -	4809	1	156.00	156.00	18	28.08
5	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5	21.00	105.00	18	18.90
6	9561 - Tools - Scissors - other - nos	9018	4	55.00	220.00	18	39.60
7	7514 - Stationery - other - Cello Tape - other - nos		6	57.75	346.50	18	62.36
	Brown Tapes						
8	7514 - Stationery - other - Cello Tape - other - nos		6	57.75	346.50	18	62.36
9	7558 - Stationery - other - Ink Catridge - NA - nos		2	700.00	1,400.00	18	252.00
	Epson M-205 ink bottles						
10	7505 - Stationery - other - Binder Clips - other -	8305	6	45.00	270.00	18	48.60
	32mm						
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15							

IGST	CGST	SGST				
			Total Taxable Amount	3,229.00		571.60
	285.80	285.80	Total Invoice Amount		3,800.62	

Rupees : Three Thousand Eight Hundred and Paise Sixty Two Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

TRANSIT COPY

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

...tomer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

...mer Details		
...di Constructions & Reality LLP	Invoice No.	19303
Sy no. 230 to 243, Plot no 11, Thurkapally, Shameerpet, Hyderabad	Invoice Date.	13-09-2021
	PO No.	80225
	PO Date.	02-09-2021
	Req ID	68966
GSTIN : 36ABJFM5257F1Z3	Req Date	01-09-2021
	Loc Req No	186061

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7505 - Stationery - other - Binder Clips - other - 25mm	8305	6	45.00	270.00	18	48.60
2	7593 - Stationery - other - Stapler - other - nos Big	9608	2	180.00	360.00	18	64.80
3	7593 - Stationery - other - Stapler - other - nos Small	9608	2	36.75	73.50	18	13.24
4	7594 - Stationery - other - Stapler pin - other - boxes Big	7415	5	19.00	95.00	18	17.10
5	7594 - Stationery - other - Stapler pin - other - boxes Small	7415	5	6.00	30.00	18	5.40
6	7572 - Stationery - other - Punch - 16mm - nos		2	65.00	130.00	18	23.40
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IGST	CGST	SGST				
			Total Taxable Amount	958.50		172.54
	86.27	86.27	Total Invoice Amount	1,131.03		

Rupees : One Thousand One Hundred Thirty One and Paise Three Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

ustomer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

omer Details	DC No.	16506
odi Constructions & Reality LLP	DC Date.	13-09-2021
Sy no. 230 to 243, Plot no 11, Thurkapally, Shameerpet, Hyderabad	PO No.	80225
	PO Date.	02-09-2021
	Req ID	68966
GSTIN : 36ABJFM5257F1Z3	Req Date	01-09-2021
	Loc Req No	186061

	Description of Goods	HSN/SAC	Qty
1	7505 - Stationery - other - Binder Clips - other - boxes	8305	6
2	7593 - Stationery - other - Stapler - other - nos	9608	2
3	7593 - Stationery - other - Stapler - other - nos	9608	2
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
5	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
6	7572 - Stationery - other - Punch - 16mm - nos		2
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INWARD

Inward No: 1102 Dt: 14/9/21

MRN No: 96448 Dt: 16/9/21

Received By: Sign:

MODI CONSTRUCTIONS & REALTY LLP

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP R.R. DIST.

IN WARD No: 75553 Date: 7/12 Sign:

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

ustomer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

omer Details		
odi Constructions & Reality LLP	DC No.	16506
Sy no. 230 to 243, Plot no 11, Thurkapally, Shameerpet, Hyderabad	DC Date.	13-09-2021
	PO No.	80225
	PO Date.	02-09-2021
	Req ID	68966
GSTIN : 36ABJFM5257F1Z3	Req Date	01-09-2021
	Loc Req No	186061

	Description of Goods	HSN/SAC	Qty
1	7505 - Stationery - other - Binder Clips - other - boxes	8305	6
2	7593 - Stationery - other - Stapler - other - nos	9608	2
3	7593 - Stationery - other - Stapler - other - nos	9608	2
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
5	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
6	7572 - Stationery - other - Punch - 16mm - nos		2
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INWARD

Inward No: 1102	Dt: 14/9/21
MRN No: 96448	Dt: 16/9/21
Received By:	Sign:
MODI CONSTRUCTIONS & REALTY LLP	

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP IN WARD No: 75553 Date: 7/12 Sign: R.R. DIST.

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Constructions & Reality LLP	DC No.	16505
Sy no. 230 to 243, Plot no 11, Thurkapally, Shameerpet, Hyderabad	DC Date.	13-09-2021
	PO No.	80225
	PO Date.	02-09-2021
	Req ID	68966
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GSTIN : 36ABJFM5257F1Z3	Loc Req No	186061

	Description of Goods	HSN/SAC	Qty
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2	7544 - Stationery - other - Marker - NA - nos	9608	10
3	7557 - Stationery - other - Paper Weight - NA - nos		5
4	7565 - Stationery - other - Pencil Carbon Paper - NA - boxes	4809	1
5	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5
6	9561 - Tools - Scissors - other - nos	9018	4
7	7514 - Stationery - other - Cello Tape - other - nos		6
8	7514 - Stationery - other - Cello Tape - other - nos		6
9	7558 - Stationery - other - Ink Catridge - NA - nos		2
10	7505 - Stationery - other - Binder Clips - other - boxes	8305	6
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INWARD

Inward No: 1099 Dt: 14/9/21

MRN No: 96446 Dt: 16/9/21

Received By: Sign:

MODI CONSTRUCTIONS & REALTY LLP

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP

INWARD No: 75864

Date:

Sign:

R.R. DIST.

OUTWARD - GATE PASS No. 5978

Date:	8/10/21		Time:		18100	
Company:	Silver Oak Villas LLP					
Project/site:	SOV Phase - IX cherlapally					
Destination:	NRK					
Outward No.	Vehicle type		Vehicle No		Vehicle driver	
11216	By bike		TS09EB 8497		Vijay	
	Material Description		Quantity	Units	Approx. rate	Amount
1	Building material		02	Nos		
2.	Hire charges		02	"		
3	Cement Register		02	"		
4	Material issued to received		04	"		
5	Material issue form		06	"		
6.	Overtime voucher		05	"		
7	Brown Cover		40	"		
8.	White Cover		22	"		
9						
10.						
	Total		83	Nos		

Charges/refund	Purpose for transfer	Other details (to be filled by Admin audit)
☐No charge	☐Return to supplier for exchange	☐Material received by inward no.______ & date ______
☐For refund from supplier	☐Return to supplier for refund	Details of credit note from supplier date _____ & Amount Rs. ____________/-
☐Transfer to other site/project	☐On loan to be returned	Return of material - inward no. ________ & date ______
☐Transfer to other site/ project	Cost of material to be collected: ☐Collect 100% cost - new material ☐Collect 60% cost - old material ☐No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. ____________, Amount ____________ date __________
☐Transfer to another phase of firm/company/project	☐No charges to be collected	NA
☐ No charge	☐for repairs & service	☐Material received by inward no. _________ & date_______
☐ Other:	Details:	Details:

Remarks. Sending to NRK site

Gate pass approved by:	Project manager	Admin in-charge	Security	
Sign:				
Received by other site on:	Inward No.	Admin sign:	Security sign.	
NRK 09/10/21	1179		NIRAJ	
Approved by	Project accountant	Accounts manager	Admin - Audit	MD
Sign:				

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7 Admin-audit to process gate pass. fill required details, make GST bills, etc and send to MD for approval once in a fortnight.