

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

16

Name of Firm / Company		Gvdc		Project Name / Location		Genopolis	
Sign of Project Manager :		Sign of admin :		Sign of Security :		Sign of admin audit :	
		R. Minatta					

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)	23/11/21	Shoes (8 no)	9	No's	420/-	3780/-	Gvdc	H2J	10278	R. Minatta	Chit
2)	23/11/21	Shoes (9 no)	10	No's	420/-	4200/-	"	"	10278	R. Minatta	Chit
3)	23/11/21	Jackets	15	No's	85/-	1275/-	"	"	10278	R. Minatta	Chit
5)	23/11/21	Helmets	20	No's	45/-	900/-	"	"	10278	R. Minatta	Chit
6)	23/11/21	Gloves	02	No's	115/-	230/-	"	"	10278	R. Minatta	Chit
						10385.00					

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.

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

12

Name of Firm / Company		Gvdc		Project Name / Location		Genopolis	
Sign of Project Manager		Sign of admin		Sign of Security		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)	24/11/21	Jackets	15	Nos	85/-	1275/-	Gvdc	Suresh			
2)	24/11/21	Gunny Bags	150	Nos	17/-	2550/-	"	"	304/		
3)	24/11/21	Helmets	05	Nos	45/-	225/-	"	"	10276		
						total =	4050/-				

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.