

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

(Home line Infra)

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Name of Firm / Company		Project Name / Location	
Mehta & Modi Realty Kowli Bazar		Greenwood Heights	
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	08/12/21	Male helmet	30	Nb's	53.0	1590.0	✓	H.I		✓	✓
	u	Female u	20	u	53.0	1060.0	✓	u		✓	✓
2	24/12/21	Female helmet	20	u	53.0	1060.0	✓	u		✓	✓
	u	Safety Belts	05	u	259.0	1295.0	✓	u		✓	✓
3	12/01/22	Male helmets	35	u	53.0	1855.0	✓	u		✓	✓
4	27/01/22	Male helmets	30	u	53.0	1590.0	✓	u		✓	✓
	u	Female helmets	25	u	53.0	1325.0	✓	u		✓	✓
5	12/02/21	Safety Belts	01	u	259.0	259.0	✓	u		✓	✓
6	23/02/21	Male helmets	10	u	53.0	530.0	✓	u		✓	✓
		Female	02	u	53.0	106.0	✓	u		✓	✓
		Safety Belts	07	u	259.0	1813.0	✓	u		✓	✓

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.