

# BRIDGE AND ROOF CO.(INDIA) LTD.

A GOVT. OF INDIA ENTERPRISE

## M E M O

Dated April 23, 2024.

FROM	DGM(FS)	TO	All SBU Heads.
Your Ref.		Our Ref.	



With reference to Annual Closing Circular dated March 21, 2024, you are requested to direct all project sites under your control to incorporate all liabilities as on 31.03.2024 i.e. Vendors, Suppliers, Contractors and other miscellaneous in ERP System. In absence of liabilities in ERP module no payment will be made to vendors etc.



( Somenath Chakraborti )

cc : D(F)

cc : ED(F)

  
GME(IT)  
May please circulate.  


# BRIDGE AND ROOF CO.(INDIA) LTD.

A GOVT. OF INDIA ENTERPRISE

## M E M O

Dated April 22, 2024.

FROM	DGM(FS)	TO	GGMs/GMs/SBU Heads.
Your Ref.		Our Ref.	

### Sub : Annual Closing Documents for the year ended 2023-24

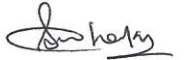
Annual Closing Documents from various project sites for the year 2023-24 is scheduled to be submitted to H.O. Accounts within 15.04.2024. Except few sites majority project sites under your control has not send the required documents.

For strict compliance of Accounts Closing Schedule of the Company, you are requested to direct all project sites under your control to send the required documents within 25.04.2024.

Please treat this as most urgent.



( Somenath Chakraborti )

6/22  
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Please circulate.  


cc : D(F)

cc : ED(F)

**BRIDGE AND ROOF CO.(INDIA) LTD.**

**A GOVT. OF INDIA ENTERPRISE**

**M E M O**

**Dated September 6, 2023.**

<b>FROM</b>	<b>DGM(FS)</b>	<b>TO</b>	<b>All Project Sites/Zonal Offices.</b>
<b>Your Ref.</b>		<b>Our Ref.</b>	

Kindly ensure that the Bank Guarantees (B.G.) executed/submitted by various vendors for execution of work/supply of materials etc. should be kept valid till Defect Liability period or as per Contract.



( Somenath Chakraborti )

cc : D(F)

cc : ED(F)

cc : All GGMS/GMs/SBUs.

CITO

Kindly circulate.



# BRIDGE AND ROOF CO.(INDIA) LTD.

A GOVT. OF INDIA ENTERPRISE

## M E M O

Dated April 8, 2024.

<b>FROM</b>	<b>DGM(FS)</b>	<b>TO</b>	<b>GGMs/GMs/SBU Heads</b>
<b>Your Ref.</b>		<b>Our Ref.</b>	

With reference to our memo dated 22.02.2024 regarding Details of BG submitted by Vendors against the LOA/Work Order issued by the Company. Some of the BG's are encashed by Project Sites/Zonal Offices, you are requested to send details of B.G. encashment for last 5 years. Please also send the remittance details against the proceeds for each Bank Guarantee (with details of B.G. i.e. B.G. Value, expiry date etc.) duly authenticated by SBU Head and in case, no B.G. was encashed, please send a NIL Statement duly signed by SBUs.

Regards,



( Somenath Chakraborti )

cc : D(F)

cc : ED(F)

*GM(IT) b/z*  
may please circulate  
*[Signature]*

BRIDGE AND ROOF COMPANY (INDIA) LTD.

A GOVT. OF INDIA ENTERPRISE

MEMO

Date :04.09.2023

From :	DGM (FS)	To :	ALL PROJECT SITES
Your Ref :		Our Ref :	B&R/AC /2023-24/1

Sub: BOOK ADJUTMENT BILL :

Kindly arrange to send BOOK ADJUSTMENT BILL on updated manner to the mentioned EMail (i) [somenath.chakraborti@bridgeroof.co.in](mailto:somenath.chakraborti@bridgeroof.co.in) /(ii) [shibaji.bag@bridgeroof.co.in](mailto:shibaji.bag@bridgeroof.co.in) immediately. This is urgently required for updating Debtors Accounting.

*Somenath Chakraborti*

(SomenathChakraborti)

CC: D (F)---- For kind information please.

CC: ED (F)---- For kind information please.

CC: GGMS/GMs/SBUs---- For kind information please.

*MAM* CITO  
Please circulate.  
*Somenath Chakraborti*

# BRIDGE AND ROOF CO.(INDIA) LTD.

A GOVT. OF INDIA ENTERPRISE

## M E M O

Dated January 22, 2024.

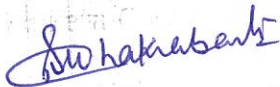
FROM	DGM(FS)	TO	All Project Sites.
Your Ref.		Our Ref.	

To comply with ministerial directives to prepare Company's Accounts for the period from 01.10.2023 to 31.12.2023, you are requested to update the Cash & Bank Statement upto 31.12.2023 in ERP Finance Module. Also send the Bank Reconciliation Statement as on 31.12.2023 to Kolkata Corporate Accounts Dept.

Please also update Invoice liabilities upto 31.12.2023 in ERP Module and also send the following to Kolkata Corporate Accounts Dept.

- Unbilled Revenue as on 31.12.2023.
- Inventory as on 31.12.2023.
- Estimated liability as on 31.12.2023.

This is an additional requirement apart from Annual Closing of Accounts.



( Somenath Chakraborti )

cc : D(F)

cc : ED(F)

  
GM(IT)

Kindly circulate



22/01/2024

**BRIDGE AND ROOF CO.(INDIA) LTD.**

**A GOVT. OF INDIA ENTERPRISE**

**M E M O**

**Dated September 6, 2023.**

<b>FROM</b>	<b>DGM(FS)</b>	<b>TO</b>	<b>All Project Sites/Zonal Offices.</b>
<b>Your Ref.</b>		<b>Our Ref.</b>	

Kindly ensure that the Bank Guarantees (B.G.) executed/submitted by various vendors for execution of work/supply of materials etc. should be kept valid till Defect Liability period or as per Contract.



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