

	<b>INTEGRATED MANAGEMENT SYSTEM</b>	Document No.: SF-D&P-E19
	<b>SYSTEM FORM</b>	Revision No.: 01
	<b>TITLE: Bill Process Check List (Running/Final Bill)</b>	Effective Date: 20 Sep. 18
		Page 1 of 1

1. Work order Name : \_\_\_\_\_
2. Tender No : \_\_\_\_\_
3. Management Approval Copy Attachment/Contract Doc. : Yes
4. Supplier's/ Contractor's/Consultant's Name : \_\_\_\_\_
5. Work order Number : DESCO/PI&T/Procurement/\_\_\_/\_\_\_, Dated: \_\_\_/\_\_\_/\_\_\_
6. Revised Work order Number : N/A
7. Work order Value : **TK.**
8. Date of Work Completion (Validity of Contract) : \_\_\_/\_\_\_/\_\_\_
9. Delivery Challan Attachment : N/A
10. 1<sup>st</sup> Running Bill (**Paid**) : TK. \_\_\_\_\_
11. 2<sup>nd</sup> Running Bill (**Paid**) : TK. \_\_\_\_\_
12. 3<sup>rd</sup> Running Bill (**Paid**) : TK. \_\_\_\_\_
13. Summation of Certified previous Bill : TK. \_\_\_\_\_
14. \_\_\_\_\_ Running/ Final bill : **TK.** \_\_\_\_\_
15. **Amount payable against \_\_\_\_\_ running/Final Bill** : **TK.** \_\_\_\_\_
16. Joint Inspection Sheet Attachment : Yes
17. Quotation with Evaluation Sheet attached : N/A
18. Deduction: payment certified against running bills : N/A

**If Applicable**

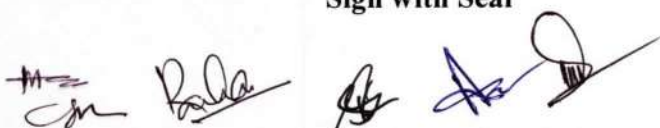
19. Certificate of Payment : DESCO/PD(Distribution)/\_\_\_/\_\_\_, Dated: \_\_\_/\_\_\_/\_\_\_
20. Time Extension memo Attachment : Attached
21. Entry Stock Register / RR Copy attachment : N/A
22. Comments :

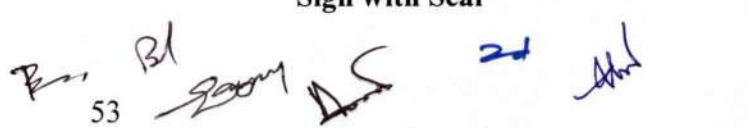
The total certified amount against \_\_\_\_\_ Running bill is **TK.** \_\_\_\_\_ (In Words: \_\_\_\_\_ only). The bill may be forwarded for payment after usual deductions by accounts department.

Necessary documents are enclosed herewith.

**SAE (Project/Development)**  
Sign with Seal

**AE (Project/ Development)**  
Sign with Seal





Standard Operating Procedure (SOP)

Execution of Engineering Works