

	<b>Standard Operating Procedures</b>	Document No.: SF-D&P-C15
	<b>System Form</b>	Version No.: 01
	<b>Title: Bill Process Check List</b>	Effective Date:
		Page

- 01. Management Approval Copy attachment :
- 02. Supplier's/ Contractor's/Consultant's Name :
- 03. Work Order Number :
- 04. Work Order Value :
- 05. Revised Work Order Number & Date :
- 06. Revised Work Order Value :
- 07. Date of Work Completion  
(Validate of contract) :
- 08. Actual Work Completion :
- 09. Delivery Challan attachment :
- 10. Quotation with Evaluation Sheet attached :
- 11. Total Bill :
- 12. Deduction of Previous bill  
Payable amount of final bill :  
Retention Money :
- 13. Total Payable Amount :
- If applicable**
- 14. Satisfactory & Acceptance certificate attachment :
- 15. Time Extension memo attachment :
- 16. Entry Stock Register/ RR Copy attachment :
- 17. Approval Copy of any deviation of order attachment :
- 18. Comments:

