

	INTEGRATED MANAGEMENT SYSTEM	Document No.: SF-D&P-E09
	SYSTEM FORM	Revision No.: 01
	TITLE: ISSUANCE OF WORK	Effective Date: 20 Sep. 18
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Date :, 20...,
Memo No : DESCO / S.E(Project/Dev.)/20...../

To
M/S.

Sub: Issuance of Work.

With Reference to the above subject, please be informed that following staking sheet/files are hereby issued in favor of you against contract agreement DESCO/PI&T/ Procurement /20.../....., Date: .../...../20... for completion.

Sl. No.	Job No	P&D No.	D&P No.	Name & Address	Construction Nature	Type Of Work	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

You are requested to submit a work schedule with ISO form within very next day & complete the above-mentioned jobs within .../...../ 20..... Failure to execute the assigned job within the allocated time period (other than any justified reason) will be penalized as per GCC 42.2. You are also requested to submit as-built drawing with material list using prescribed ISO form & drawing of P&D Division after completion of each job.

Thanking you,

(Engr.)
Executive Engineer (Project/Development), DESCO

Copy for Kind information:

1. Superintendent Engineer (Project/Development/P&D), DESCO
2. Executive Engineer (S & D Division).....
3. Assistant Engineer (Project/Development)
4. Office/Master Copy

[Handwritten signatures and initials]