

	INTEGRATED MANAGEMENT SYSTEM	Document No.: SF-D&P-E16
	SYSTEM FORM	Revision No.: 01
	TITLE: REQUEST FOR JOINT INSPECTION OF COMPLETED WORK	Effective Date: 20 Sep. 18
		Page 1 of 1

Date:....., 20....,
Memo No: DESCO / SE (Project/Development)/20...../

Executive Engineer
Sales & Distribution Division
Dhaka Electric Supply Company Ltd.(DESCO).

Sub: Request for Joint Inspection of Completed Work

Ref : DESCO/Procurement/20...../....., Date :/...../20.....

Sir,

With due respect please be informed that, the following works have been completed by **M/S.** under supervision of D&P Division of DESCO. Before taking over it is required to complete a joint inspection of that works as below.

Sl. No.	Job No.	P&D No.	D&P No.	Area / Location	Construction nature	Date of joint Inspection	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

You are requested to depute officer for joint inspection on above-mentioned date and duly fill up Joint Inspection form according to Form No. **SF-D&P-E30**.

By the order of authority,

Thanking you.

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

Distribution:

M/S.

Copy For Kind information to :

1. Superintendent Engineer (Project/D&MW/P&D), DESCO
2. Assistant Engineer (Project/D&MW)
3. Office/Master Copy

