

Old circular no. 534(c)/ New No. **867(a)**

Date: 22.08.11

Sub.: Revised format - Request for payment for works like Marble, Granite, Pavers, etc.,

The format for request for payment is being revised and attached herein.

All Engineers shall hereafter send a request for payment for turnkey works which have been awarded with material like marble, granite, pavers, aluminum windows, roof tiles, etc., as per enclosed format. Along with the request letter the appropriate estimate and measurement sheet duly signed by engineers must be sent to the head office.

Managing Director.

Request for payment

Company Name:				Site:			
Villa/Flat/Block No.							
Name of Contractor							
Nature of work				WO / PO number			
Estimate of value of total work including material, laying, fixing & finishing							
Work done		From Date				To Date	
S No	Description			Request for payment		Amount requested	
1.	Material received at site. Release ____% of estimated total amount towards material payment			☐ Yes. Make this payment ☐ No. Request sent earlier			
	Inward no.	Receipt date					
2.	Laying, fixing / installation work completed. Release ____% of estimated total amount			☐ Yes. Make this payment ☐ No. Request sent earlier			
3.	Laying, fixing, polishing or installation is completed in all respects to the satisfaction of project manager. Release balance amount as given in estimate after deducting on account payments made earlier.			☐ Yes. Make this payment ☐ No. Request sent earlier		- NA -	
Remarks :							
Approved by Project Manager		Approved by Nagalaxmi		Approved by M.D.			
Date:		Date:		Date:			
Sign:		Sign:		Sign:			

Notes: 1. Request must be sent within 7 days of receipt of material. 2. Payments requested in Sl. No. 1 & 2 (60% & 20%) are being processed by the accountant and paid along with weekly payments. 3. Request for payment in Sl. No. 3 is being approved by purchase after receiving bills from contractors. Billing database to be updated on receiving request in Sl. No. 3. 4. This form to be used for WOs only.