

Internal Memo No. 912/33 – Construction Division

Date: 25.11.2009

To,
Project Managers,

Subject:- Billing details from billing database.

Ensure you obtain a copy of block wise / flat wise/bungalow wise billing details from the billing database once every month.

It will show you the details of bills made for each flat/bungalow/block. Correlate the data from the billing database with actual progress on site and made the required bills.

Several times double billing is happening for the same work done or bill is made in favour of another contractor or the bill is incorrectly made for some other flats/bungalow. The billing database clearly shows such mistakes. Please ensure that before you send bills to the office, you check the data from the billing database.

Soham Modi.