

Internal Memo No. 912/25 – Construction Division

Date: 15.06.2009

To,
All Project Managers,

Sub.: Raising bills on time

The bills of centering contractors and 60% bills for material supplied by contractors should be sent to head office within 2 working day of receiving the material or completing the work. Failure to do so will attract a penalty of Rs. 500/- per bill.

For all other works, bills should be sent flat wise / bungalow wise or block wise within one week of completing the work. Failure to send the bills to head office will also attract a penalty of Rs. 500/- per bill.

Accountants shall bring to the notice of M.D. if the bills receipt date is more than as specified above, so that a penalty can be imposed. Similarly Srinivas Rao shall bring to the notice of M.D. bills for materials that are received late.

Soham Modi.