

OFFICE OF THE CANTONMENT BOARD, CHAKLALA

To,

The Executive Officer,
Chaklala Cantonment.

The following Cantonment Fund Property repairs / the under-noted original work requires execution.

Date: _____ Particulars
Signature of the Official Incharge

Senior Cantonment Engineer

Prepare & submit estimate

Date: _____

Executive Officer

Senior Cantt. Engineer

Estimate amounting to Rs. _____ is put up please.

Cantt. Engineer/Asstt. Engineer.

Executive Officer

Estimate amounting to Rs. _____ is put up please.

Senior Cantt. Engineer

Accountant

Please check

Executive Officer

Executive Officer

The estimate for Rs. _____ in respect of _____ has been thoroughly checked and scrutinized & found correct. The budget provision exists under Head _____ of the sanctioned Budget Estimates for _____

Date _____

Accountant

ORDER OF THE EXECUTIVE OFFICER

Put up to Board / sanctioned for Rs. _____

Executive Officer

Order of the Board

Executive Officer

Entered at S.No. _____ at Page _____ of the register of works

(Cantt .21 B) of 19 _____

Accountant

Work Order Number _____ dated _____ issued to

M/S. _____ to complete work by _____

Senior Cantt. Engineer

Executive Officer

I hereby certify that the work detailed overleaf having been carried out under my personal supervision and was completed on the date specified in the work order and confirms in every detail to the sanctioned estimate and plan.

I further certify that the work has been measured at site and the measurement have been recorded on pages _____ of measurement Book No _____ attached herewith has been checked by me in all the details and is correct.

Dated _____

Cantonment Overseer

(Report of the official incharge of the building etc.)

The work has been completed and confirms in every details to sanctioned estimate and plan.

Senior Cantt. Engineer

Cantonment Engineer

Accountant

Please check & report

Executive Officer

Executive Officer

The bill for the Rs. _____ In respect of _____ has been checked by me in all its details and is correct. The payment order is put up.

Accountant

Senior Cantt. Engineer/Cantt. Engineer.

Show me the work.

Executive Officer

Seen on _____

Executive Officer

PAYMENT ORDER

Pay Rs. _____ (In words) _____

_____ by Cheque No. _____ Dated _____

Accountant

Executive Officer

Dated _____