

ote Sheet

Subject

File.....

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Placed opposite are credit bills raised by M/s. OMPCS Ltd., Dugong Creek forwarded by In-charge, Onge Settlement, Dugong Creek towards towards supply of free ration and supplementary foods to the Onge for the second fortnightly of September,2014.

Sl.No	Bill No & Date	For the Month	Amount
1.	No. 3388 dt. 26.09.2014	16-30/09/2014	56817.00
2.	No. 3389 dt. 26.09.2014	16-30/09/2014	20035.00
<b>TOTAL</b>			<b>76852.00</b>

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After scrutiny of the bills and distribution chart, the following discrepancies have been observed.

1. Credit bills and distribution chart is not verified by the Chief Onges.
2. The committees members (verifying officer) have not mention their name in distribution chart.
3. Not write the name of the onges who are put on the thump impression in the distribution chart.

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Hence, if approve we may return the bills in original to the in-charge, Onge Settlement, Dugong Creek with direction to submit bills properly.

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Subject to approval the draft memorandum is added please.

*[Handwritten signatures and dates]*  
 5/11/14      5/11/14

Acett,

*[Handwritten signature and date]*  
 5/11/14

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 5/11/14