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| **SUBJECT** | Timely update the bill and make sure the accuracy of update |
| **RECORDER (Name Designation)** | Malsha Nirmani (Accounts Executive ) |
| **APPROVED BY (Name Designation)** | Stanley Samidas |
| **CREATED DATE** | 01/12/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 01 |

**Objective :** Timely update the bill and make sure the accuracy of update

Description

* End of every month pf 25th should update the bill into excel sheet
* Currently we are using two connections .Dialog and Mobitel
* Dialog detail bill comes from admin department by hand over book. update the excel sheet
* Mobitel detail bill cannot get. We have user ID to access the Mobitel website login to Mobitel.lk website and find the bill (Voice & Data) for the month. Update to the usual excel sheet which we are using for salary purpose.
* Send a mail of updated file to relevant person