

V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

No.FIN-OFFCS-MIS-REPLY-V1-19/24335

Date:21.06.2019

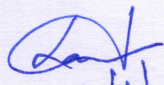
CIRCULAR No. 07/2019-20

Sub : - Changes/modification in work order or Extension of validity of work order.

All the departments empowered with tenders for works/mechanical or any other work should adhere to the following strictly.

- (i) Whenever, a change in the location is made re-assessment of item wise quantity for the new location should be made before submitting the file for approval.
- (ii) After obtaining the competent authority's approval for change in location of work substituted agreement for change in the name of the work/location should be executed with the contractor.
- (iii) Whenever, validity of tender required to be extended it should be obtained from the tenderer in writing, after obtaining prior approval of competent authority by sending written request

The above is for strict compliance, by all concerned, and issued as per the vigilance observation


21/6/19
**Financial Adviser and
Chief Accounts Officer**

To
All Heads of Department
All Officers of Finance Department

Copy to:

1. PA to Dy. CPT
 2. PA to CPT
- } for information please