

V.O.CHIDAMBARANAR PORT TRUST
CIVIL ENGINEERING DEPARTMENT
OFFICE ORDER

Civil Engineering Department review meeting held on 30.11.2019. In the review meeting various issues has been discussed. During the discussion the officers expressed that, there are some discrepancies in enclosures attached to the bills which are sent to Finance department and due to which there is a time delay in passing the bill. In this regard, in order to smooth function of the department, all the works related bills, Contingent bill and other bills etc,.. Shall be sent to Finance department along with the check list enclosed format.

The Executive Engineers concerned are hereby instructed to comply this office order while processing the bill.

This order comes into force with immediate effect.

Encl: Checklist format.

K. S. Sudalaimani
2/12/19
Chief Engineer

E (C) / CE/ Order/ 2019 / D. 2690

Date : 02.12.2019

To:-

1. Shri. K. Sudalaimani, Superintending Engineer (Civil)
2. Shri. C. Balakrishnan, Executive Engineer (Civil)
3. Shri. R. Balaji Retnam, Executive Engineer (Civil)
4. Smt. D. Sheba, Executive Engineer (Civil)

Copy to:-

1. FA & CAO – VOCPT – For information.

CIVIL ENGINEERING DEPARTMENT
CHECKLIST FOR BILL SUBMISSION

1. Name of Work -
2. LoA / Note Appl/ Agt. No -
3. Name of Contractor -
4. Vendor No. -
5. PO No. -
6. Entry sheet No. -
7. Bill form - Enclosed / Not Enclosed
8. Sl. No. of Bill -
9. Abstract of Bill - Enclosed / Not Enclosed
10. GST Invoice - Enclosed / Not Enclosed
11. Security Deposit - Applicable / Not Applicable
12. ESI - Applicable / Not Applicable
13. EPF - Applicable / Not Applicable
14. Recovery if any: -
15. Other documents if any -

AE / AEE

Executive Engineer

