**VOC PORT TRUST**

**CHECK LIST FOR ADMINISTRATIVE APPROVAL**

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| --- | --- | --- |
| 1 | Name of workSAP Project Code |  |
| 2 | Brief description of work |  |
| 3 | Value of the work proposed |  |
| 4 | In the SAP Estimate the following rates are to be verified:-i)Bitumen rates reviewed every three monthsii) Cement rates reviewed every three monthsiii) Steel rates reviewed every three months iv)Whether estimate proposed based on SOR / Budgetary offer / GeM / previous work orderv) If not by SOR, certificate that rate in SOR Not Available and also in GeM not available. Hence Budgetary offers called for.Stated in Estimated Statement. | Yes/NoYes/NoYes/NoYes/NoYes/No |
| 5 | Whether bonus component has been included in the estimate in respect of purely man power annual contract | Yes/No |
| 6 | Location of work (Site location plan is to be attached) | Inside/Outside |
| 7 | The drawing for the proposal to be enclosed | Yes / No |
| 8 | If such work awarded in the past | Yes/No |
| 9 | If “Yes” please indicate 1. Estimate Value of previous tender
2. Year of award
3. Work order value
4. Period of Contract
5. Reasons for increase(Sl.No.3 with reference to Sl.No.8(i)
 |  |
| 10 | Specific direction/reference to take up the work is available as noted below: |  |
|  | 1. HOD meeting minutes
2. ISO – M.R. meeting minutes
 | Date Sl..No.Date Sl..No. |
|  | Specific approval of Chairman to execute the work is required for |
|  | 1. Port Users meeting minutes
2. Safety Committee Meeting minutes
3. Productivity Committee meeting minutes
4. Security Committee meeting minutes
 | Date Sl..NoDate Sl..No.Date Sl..No.Date Sl..No. |
| 11 | If the work is not covered under Sl.No.10 , above, furnish a brief justification for carrying out this work (approval of CPT/Dy.CPT is required with reference to the value of work) |  |
| 12 | Head of Account / Project Code under which the provision is available in the budget for this work |  a)Plan/Non-plan/Revenue Project Code No: b) Sl.No. of Budget book c) Account code d) Budget provision Rs. e) Value of the proposal Rs. |
| 13 | If No Budget Provision / Less Provision re-appropriation sought in reference to S.No.11 | a) Amount Rs………..b) From Account code:c) Budget provision for this code :Rs.d) Expr. incurred upto date:  |
| 14  | Competent Authority to accord administrativeApproval for this work

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 | 1. Revenue / Plan or Non- Plan2. Sl. No. \_\_\_\_ of Delegation of Powers3. HOD / Dy.CPT/ CPT/ Board |

AE AEE EE SE/Dy.CE HOD

**FINANCE DEPARTMENT**

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| 15 | Has the Finance Department checked the correctness of the information furnished at Sl.No.1 to 14 above with reference to the documentary evidence |  YES/NO |
| 16 | Remarks/ Observations / Recommendations in respect of presents proposal |
| 17 | To be booked to | Revenue/Plan or Non Plan |
| 18 | Sl.No. of Budget Estimate |  |
| 19 | Competent Authority to accord administrative approval for the proposal

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 |  Sl. No. \_\_\_\_ of Delegation of PowersDt:\_\_\_\_\_\_\_\_\_HOD / Dy.CPT/ CPT/ Board |
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Approval of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is requested to carry out the work of ...........................…………………………………………………………………at a cost of Rs........................ with reference to the proposal submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department vide checklist S.No.1 to 14 and Finance Department vetting from S.No.15 to 19.

**A.O.Gr.II/GrI/SR.AO DY.CAO/SR.DYCAO FA&CAO**