

VOC PORT TRUST
CHECK LIST FOR ADMINISTRATIVE APPROVAL

1	Name of work SAP 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 months ii) Cement rates reviewed every three months iii) Steel rates reviewed every three months iv) Whether estimate proposed based on SOR / Budgetary offer / GeM / previous work order v) 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/No Yes/No Yes/No Yes/No Yes/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 (i) Estimate Value of previous tender (ii) Year of award (iii) Work order value (iv) Period of Contract (v) Reasons for increase(SI.No.3 with reference to SI.No.8(i))	
10	Specific direction/reference to take up the work is available as noted below:	
	i) HOD meeting minutes ii) ISO – M.R. meeting minutes	Date SI..No. Date SI..No.

Specific approval of Chairman to execute the work is required for		
	<p>iii) Port Users meeting minutes</p> <p>iv) Safety Committee Meeting minutes</p> <p>v) Productivity Committee meeting minutes</p> <p>vi) Security Committee meeting minutes</p>	<p>Date Sl..No</p> <p>Date Sl..No.</p> <p>Date Sl..No.</p> <p>Date Sl..No.</p>
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	<p>a)Plan/Non-plan/Revenue Project Code No:</p> <p>b) Sl.No. of Budget book</p> <p>c) Account code</p> <p>d) Budget provision Rs.</p> <p>e) Value of the proposal Rs.</p>
13	If No Budget Provision / Less Provision re-appropriation sought in reference to S.No.11	<p>a) Amount Rs.....</p> <p>b) From Account code:</p> <p>c) Budget provision for this code :Rs.</p> <p>d) Expr. incurred upto date:</p>
14	Competent Authority to accord administrative Approval for this work	<p>1. Revenue / Plan or Non- Plan</p> <p>2. Sl. No. ____ of Delegation of Powers</p> <p>3. HOD / Dy.CPT/ CPT/ Board</p>

AE

AEE

EE

SE/Dy.CE

HOD

FINANCE DEPARTMENT

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	Sl. No. ____ of Delegation of Powers Dt:_____ HOD / Dy.CPT/ CPT/ Board

Approval of _____ is requested to carry out the work ofat 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