

V O CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT
WORKS SECTION

CIRCULAR 17

Sub: Implementation of ERP system-Passing of bills -reg.

Reference is invited to this Department I.D.Note No.S-1/4/2013-Wks dt.14.7.2015 on the above mentioned subject.

2. Though the SAP system has been introduced in the Port w.e.f.1.2.2013, the proposal seeking administrative approval of the competent authority is forwarded to Finance Department without using the Project module of the system. It is therefore requested that when the proposals seeking administrative approval of Competent Authority, the estimate shall invariably be fed into System of Project Module in SAP by concerned Departments so as to operationalize the project module effectively.

3. In order to operate the project module effectively all Project related files both Revenue and capital pertaining to Engineering Department (Civil), Engineering Department (Mechanical & Electrical) and other Departments will be received in Finance Department only if the estimates are fed in the SAP system w.e.f 1.2.2016, otherwise the proposals will not be considered by Finance Department as per the directions of Chairman/Deputy Chairman.

4 After the proposals are approved and Technically sanctioned by the Competent Authority, the modifications, if any, in the estimate are to be carried out in the System and further process relating to draft tender schedule, Agreement may be ensured through SAP accordingly.

5. Further, whenever a Project of Capital (Plan and Non Plan nature) is completed, the same shall be entered in the Project Module as soon as Final bill is prepared and Project is completed . Unless this is complied with, Final bill will not be considered for payment.

6. The above procedure comes into force immediately.

All Heads of Departments /VOCPT

Finance Department's I.D.Note No.A-1/4/2013-Wks

Dt: .1..2016

Copy to:

PA to Chairman

P.A. To Deputy Chairman for kind information of Deputy Chairman please.

Senior Deputy Director/EDP

All Officers of Finance Department for compliance.