

**V.O.CHIDAMBARANAR PORT TRUST**

**FINANCE DEPARTMENT**

**CIRCULAR NO.11 2018-19**

Sub: Recording of Completion Certificate to works-reg.  
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Please find enclosed the instructions of Dy.CPT on issue of Completion Certificate for the works by Department concerned.

Encl: As above

  
4/9/19  
Financial Adviser and  
Chief Accounts Officer

To  
All Officers of Finance Department/VOCPT

V.O.CHIDAMBARANAR PORT TRUST  
OFFICE OF THE DEPUTY CHAIRMAN

No.Dy.CPT/Inst./2018/D.

Dt: 19.4.2018

**Sub:** Recording of Completion Certificate to works -  
Fixing Limits -reg.

Following instructions are issued to streamline the issue of completion certificates in respect of Civil Mechanical and Electrical works. The Chief Engineer, Deputy Chief Engineer, Superintending Engineer shall record the following completion certificate in the measurement book.

"I have inspected the work of -----contract value of which is Rs.-----vide Agreement No.----- on----- (inspection date). As a result of this inspection and my previous inspections and as certified by the Executive Engineer (or Equivalent rank) of the work, I find that the work has been carried out generally to specifications, and has been completed satisfactorily. There are no noticeable defects."

2. The limits for recording the completion certificate are as below:-

Sl.No.	Value of the work	Officer Concerned
1	Works with an Estimated value upto Rs.2 Crores	Superintending Engineer or Equivalent rank
2	Works with an Estimated value above Rs. 2 Crs to 5 Crs	Dy.Chief Engineer or Equivalent rank
3	Works with an Estimated value above Rs. 5 Crores	HoD

3. The above certificate is required to be recorded within a period of 3 months from the date of completion of the work.

4. The defects, so pointed out, if any, should be rectified by the contractor or by the Department at the contractor's cost expeditiously and action there for should be taken in terms of the contract.

5. An attested copy of Completion Certificate should be attached with the final bill of the contractor and a copy shall be kept in the records of the Division where the work is executed.

*hwf*  
*20/4/2018*

6. The Executive Engineer or Equivalent rank shall not make final payment till the Completion Certificate is recorded in the measurement book and a copy attached with the final bill and Finance Department to ensure this while passing the bill.

7. The issue of Completion Certificate will not in anyway reduce the responsibility of the Executive Engineer /Assistant Executive Engineer/Assistant Engineer or Equivalent rank who have executed the work and the finance officers are required to exercise due checks as per rules and code of practice of the Department.

8. The Completion Certificate is required to be recorded by the CE/Dy.CE/SE or Equivalent rank in whose tenure the work is completed irrespective of the fact that a part of the work might have been executed during the incumbency of his predecessor.

9. The above officers shall necessarily record the Completion Certificate for the works completed in his/her tenure of the post before he/she handover the charge to his /her successor on transfer/superannuation etc.

10. In specific cases where there are practical difficulties such as the CE/Dy.CE/SE or Equivalent rank being no longer in the department due to resignation, death, etc., in getting the Completion Certificate recorded by them, the CE <sup>or Equivalent rank</sup> may decide any relaxation of the existing instructions after examining the details of the case and issue direction accordingly.

11. Administrative action should also be initiated against the CE/Dy.CE/SE or Equivalent rank for not taking proper/timely action in getting the Completion Certificate recorded, whatever justified by the facts of the case.

12. The existing office order on the subject issued by the CE vide No.E(C)/F.100/CE/2016/D.1684 dated: 24.05.2016 stands withdrawn with immediate effect.

The above instructions are also applicable for all Department works in the Port.

  
**DEPUTY CHAIRMAN**

To  
All Heads of Department /VOCPT

Copy to  
CVO with reference to his Lr.No.dated 28.02.2018