

**V.O.CHIDAMBARANAR PORT TRUST**  
**FINANCE DEPARTMENT**

No.FIN-OFFAO-CRT-MONT-V1-16

Date: 19.11.2016

**CIRCULAR No. 18 /2016**

CVO vide letter No.Vig-17/11/2015/D.488 dated 18.10.2016 has made certain observations in tender for supply of manpower for providing assistance to regular Employees in office works in various Departments of VOCPT and has directed to comply with the same. All Officers are requested to note the same and ensure that as a committee member, the following points are to be kept in mind.

- i) Bench mark for administrative charges in respect of tender on supply of manpower to be made prior to floating of tender.
- ii) Splitting up of scope of work into two parts and awarding the work to two contractors is in violation of CVC guidelines. It may kindly be noted and ensure that Finance Officer do not concur such proposals.

  
19/11/16  
Financial Adviser and  
Chief Accounts Officer

To  
All Officers of Finance Department/VOCPT

Copy to:  
1. PS to CPT  
2. PA to Dy.CPT

mai/sent on 21.11.16