

**V O CHIDAMBARANAR PORT TRUST**

**FINANCE DEPARTMENT**

NO.FINOFFFWF-BIL-CIVIL-VI-16 21959

Dt. .8.2016

**CIRCULAR NO : 12**

Sub: Forwarding of bills with the labour payment details -reg.

It is noticed that in respect of Man power Contracts or other contracts where deployment of Man power is a separate BOQ the bills are being received without full details. Henceforth while forwarding the contract bills in respect of the man power deployed in the works, the concerned Department shall ensure that the bills are submitted as in the enclosed format which contains attendance sheet and all the details of the payment made to the Man power deployed and other relevant details of the bills.

2. If the bills are not submitted in the prescribed format, the bill could not be processed in Finance Department for making payment and shall be returned to concerned department. The enclosed format may also be included in the tender documents by including the condition that the contractor shall submit the bill in the prescribed format in respect of man power contracts with all enclosures required, without which payment shall not be released by VOCPT.

Encl: Bill Form & Attendance Sheet

  
4/8/16  
FINANCIAL ADVISER  
& CHIEF ACCOUNTS OFFICER

To

All Heads of Department

Copy to

PA to Chairman

PA to DYCP

All Officers of Finance Department – to ensure Compliance



