V O CHIDAMBARANAR PORT TRUST

FINANCE DEPARTMENT

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

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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

FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER

To

All Heads of Department

Copy to

PA to Chairman

PA to DYCPT

All Officers of Finance Department - to ensure Compliance

Man Power Supply Strength

For the month of NIT No & Date W.O.No & Date Valid upto ž

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Form to be submitted along with the bill regarding payment details of Man power engaged with attendance sheet including

laims fo	or reimbursement of ESI	& EPF Cor	No of days	Wage per	ESI An	nount	EPF Am	ount RS.	Net salary(10)-	ESI No	EPF No	Jan dan yojana	Date of the credit of the amount to the Bank A/C
51.No(1)	Name of the person (2)	per day (3)	per Att.Sheet {4}	month (5)	Employer Contribution (6)	Employee Contribution (7)	Employer Contribution (8)	Employee Contribution (9)	(5-7-9)	(11)	(12)	Account No (13)	(14)
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Signature of the Contractor

Encl: Documentary evidence for payment of ESI & EPF contribution to the Departments of ESI & EPF is to be enclosed as

Annexure I- ESI Remittance copy - Name wise sheet

Annexure II- EPF Remittance copy - Name wise sheet

Annexure III - Attendance Sheet

Name of Contractor :

Name of the work

Atte	ne of the Contractor: ne of the work: endance sheet for the	e mo	nth a	at			No of labours:													NET No. Work order No: Valld upto:															
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