

**V.O.CHIDAMBARANAR PORT TRUST  
GENERAL ADMINISTRATION DEPARTMENT  
General Section  
CHECK LIST**

- 1 .Sl.No.Of the present proposal  
as per Budget Control Register of the  
Department :
- 2 .Name of the employee :
3. Reference to sanction of Estimate :
4. Budget provision available exist under item :
5. Head of Account under which provision is available  
in the Budget :
6. Amount of budget provision available under  
the Welfare fund :
7. Progressive total of proposals submitted so  
far under this head :
- 8.Amount proposed under the present  
proposal :
9. Increase/decrease to be adjusted in view  
of variation in actual against sanctioned amount :
10. Total :
11. Balance amount available after meeting the  
Proposed expenditure (Sl.No. 6-10) :
12. Actual Expenditure for Type code only  
(as per latest monthly accounts) : Month Amount

**Sr.Dy.Secretary  
Budget Controlling Officer**