

VOC PORT TRUST
CHECK LIST FOR ADMINISTRATIVE APPROVAL

1	Name of work	
2	Brief description of work (Report accompanying the estimate to be attached)	
3	Value of the work proposed (Estimate prepared in SAP is to be attached)	
4	In the SAP Estimate the following rates are to be verified:- i)Bitumen/Cement/Steel rates reviewed every three months ii)Current Bitumen/Cement/Steel rate iii) Proof of current rate is attached	Yes/No Yes/No
5	Whether bonus component has been included in the estimate in respect of purely man power annual contract	Yes/No
6	Whether uniform rates has been adopted in all the estimates in the SAP module for the respective datas If no ,the reason should be furnished	
7	Location of work (Site location plan is to be attached)	Inside/Outside
8	If such work awarded in the past	Yes/No
9	If "Yes" please indicate (i) Estimate Value of previous tender (ii) Year of award (iii) Work order value (iv) Period of Contract (v) Reasons for increase(SI.No.3 with reference to SI.No.8(i)	

10	In the absence of (7) and (8), specific direction/reference to take up the work is available as noted below:		
	i) HOD meeting minutes	Date	Sl..No.
	ii) ISO – M.R. meeting minutes	Date	Sl..No.
Specific approval of Chairman to execute the work is required for			
	iii) Port Users meeting minutes	Date	Sl..No
	iv) Safety Committee Meeting minutes	Date	Sl..No.
	v) Productivity Committee meeting minutes	Date	Sl..No.
	vi) Security Committee meeting minutes	Date	Sl..No.
11	If the work is not covered under sl.No.7 or 9 , above, furnish a brief justification for carrying out this work (approval of CPT/Dy.CPT is required with reference to the value of work)		
12	Head of Account under which the provision is available in the budget for this work	a) Plan/Non-plan/Revenue b) Sl.No. of Budget book c) Account code d) Budget provision Rs. e) Value of the proposal Rs.	
13	Progressive value of proposals submitted so far under this head of account for the current year	Rs.	
14	Total value of the proposals submitted including the present work under this head of account (Total 11+12)	Rs.	
15.	If the total value in Sl.No.13 exceeds the budget provision indicated under Sl.No.11, re-appropriation sought	a) Amount Rs..... b) From Account code: c) Budget provision for this code :Rs. d) Expr. incurred upto date:	

16.	Competent Authority to accord administrative Approval for this work	1. Revenue / Plan or Non- Plan 2. Sl. No. ____ of Delegation of Powers 3. HOD / Dy.CPT/ CPT/ Board
17	SAP No. of the estimate	
18	Date of initiation of the proposal	
19	Date of Administrative approval	(----- days w.r.f col. No.17)
20	Date of NIT	(----- days w.r.f col. No.18)
21	Date of Technical bid opening	(----- days w.r.f col. No.19)
22	Date of price bid opening	(----- days w.r.f col. No.20)
23	Total days – Sl.no. 17 to Sl.no. 21	
24	If there is delay in tender processing reasons thereof	

AE

AEE

EE

SE/Dy.CE

HOD

Administrative approval Check List –revised dated 19.04.2018

FINANCE DEPARTMENT

1	Has the Finance Department checked the correctness of the information furnished at Sl.No.1 to 23 above with reference to the documentary evidence	YES/NO
2	Remarks/ Observations / Recommendations in respect of presents proposal	
3	Whether the estimate is prepared in SAP System :	Yes/NO
4	To be booked to	Revenue/Plan or Non Plan
5	Sl.No. of Budget Estimate	
6	If not listed in the Budget Estimate	To be approved by DYCPT/CPT
7	Competent Authority to accord administrative approval for the proposal	Sl. No. ____ of Delegation of Powers HOD / Dy.CPT/ CPT/ Board

Since the work is meeting the conditions mentioned in the GOI, Ministry of Shipping Circular No.17011/1/2005-PG dated 11.02.2015 about delegation of powers and also fulfilling the requirements indicated in Sl.No.11 to 14 of this check list, Administrative Approval of _____ is requested to carry out the work ofat a cost of Rs..... with reference to sl.no.5 / sl.no.7 above.

A.O.Gr.II/GrI/SR.AO

DY.CA/SR.DYCAO

FA&CAO