

CIDCO/SE (HQ)/2014/184

Date: 22/12/2014

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23/12/2014

CIRCULAR

Sub: - Revised proforma of work order.

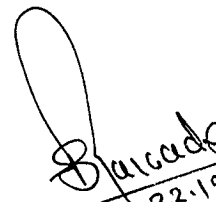
Please find enclosed herewith a proforma of revised work order to be issued to the contractors in order to facilitate account section to maintain the vendor master in SAP.

All the Superintending Engineers / Executive Engineers are informed to adhere above mentioned proforma of revised work order while issuing the work order to the contractor for executing works under their jurisdiction.

It is further informed that the details as per Annexure-A of work order shall be prepared & submit for all the works, for which final bill is not paid, for the compilation in the office of EE (NM) before 9th January 2015.

This circular is issued as approved by CE (NM).

Encl: a/a.


22.12.2014
SE (HQ)

To,

All the SE

All the EE

C.C. to:

✓ CE (NM)/CE (NMIA)/CE (SP) : For information please.

for record.


29.12.14

1831
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WORK ORDER

- 1 Name of work :
- 2 Contract Agreement No. :
- 3 Authority / Acceptance Letter :
- 4 Contract price :
- 5 Name & Address of Agency :
- 6 Brief particulars of work :
- 7 Date of handing over of site :
- 8 Date of commencement of work :
- 9 Time limit :
- 10 Stipulated date of completion :
- 11 Defects liability period :
- 12 Details of Agency : Enclosed as Annexure-A

Prepared by Checked By Accepted by Approved by

AE AEE Name of Agency EE
Agency

Annexure -A-
Details of Agency

- 1 Name of Agency & Address :
- 2 Contract Agreement No. :
- 3 Name of Bank & Address :
- 4 Bank A/C No :
- 5 Type of Account :
- 6 Bank code No. :
- 7 MICR No. :
- 8 IFSC code :
- 9 PAN Number of Agency :
- 10 VAT No.. :
- 11 P/F No. :
- 12 ESIC No :
- 13 Service Tax No. :
- 14 NMMC Cess No. :

Signature
Contractor

Signature
Executive Engineer