

F.39(24)/WCD/CTB/2014-15/2016 5691-753

date:--

5 JUN 2017

### OFFICE ORDER

The competent authority has concurred the proposal regarding adopting the centralized payment system to the contractors providing Security & Sanitation Services.

Therefore all HOO/DDO'S/Institutions utilizing the services of security and sanitation of approved contractors are advised to forward the verified bills after completing all formalities and incorporating the following certificates to Head quarter for further necessary action:

1. That all the terms and conditions as laid down in the agreement executed by the Department with the Agency are fulfilled.
2. That no over payment is made to the firm and payment is made for actual work done only.
3. That no such payments against these bills have been made earlier.
4. That the rates charged are as per contract entered into.
5. Payment of wages/salary to the staff is made by contractor in the presence of the representative of the Department.
6. That the Bills have been duly verified by the DDO/HOO of concerned Institution/Home.
7. That the Bills have been properly checked and found correct as per agreement.
8. That no incident has been occurred during the month which may attract the penalty as per agreement.

  
Assistant Director(CTB)

Copy to:-

1. ALL District Officers (10)
2. Deputy controller of Accounts (WCD)
3. All HOO's/DDO's
4. DDO (HQ)
5. DD(CPU)
6. PA to Director(WCD)
7. PA to SPL Director (WCD)
8. Asst. Prog. [WCD]