



OFFICE OF GENERAL MANAGER/CONTRACTS.
CORPORATE CONTRACTS DIVISION,
CORPORATE OFFICE.



Circular

Cir No.: GM / Conts / CO /VIG/closure of contract / 2020

dt. 22.07.2020

Sub:- Finalisation of Contract - Systemic improvement – intimation of Payment of final bill & return of security Deposit - Guidelines issued - Reg.

Ref:- Lr. No. 46 / CGM / VIG / 7503 / IO-31 /2019, DT. 13.01.2020

Based on the suggestion of Vigilance, the following guidelines are issued for systemic improvement in finalisation of Contract.

Immediately on finalization of a contract, intimation regarding the payment of final bill and return of security deposit to the contractor, has to be communicated to the concerned Contracts Division by the concerned field and finance personnel and accordingly, the information on payment of final bill and return of security deposit, shall be recorded in the respective contracts file.

All the Unit Heads are hereby requested to ensure the compliance of the above guidelines by the concerned officials for the systemic improvement in finalisation of contracts and records maintenance.

T. Scbrine
22/7/2020
General Manager / Contracts

MSL

To:

All Unit Heads / Project Heads

Copy to : TS to CVO, TS to Director (Finance), TS to Director (Power),
TS to Director (Mines), TS to Director (P&P), TS to Director (HR)
TS to CMD