



ESTADO DO MARANHÃO  
CÂMARA MUNICIPAL DE IMPERATRIZ  
GABINETE DA PRESIDÊNCIA

**PORTARIA GRAT/PR Nº 023/2025**

De 18 de fevereiro de 2025.

Dispõe sobre gratificação de produtividade, denominada Condição Especial de Trabalho (CET).

O **Presidente da Câmara de Vereadores de Imperatriz**, Estado do Maranhão, no uso de suas atribuições legais, conforme art. 17, da Lei Ordinária nº 1.888/2021.

**RESOLVE**

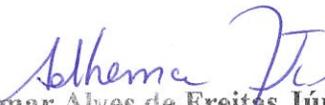
Art. 1º Designar o servidor **ANA VICTORIA CARVALHO DOS SANTOS**, inscrito (a) no CPF nº **621.764.483-59**, e que exerce o cargo de **ASSESSOR LEGISLATIVO DA MESA DIRETORA**, para o cumprimento de jornada especial de trabalho.

Art. 2º Considera-se em jornada especial de trabalho o servidor que, permanecendo em regime de sobreaviso, deve obedecer ao chamamento para o serviço durante seu período de descanso, resguardada a devida proporcionalidade.

Art. 3º Em razão do cumprimento de jornada especial de trabalho, conceder gratificação denominada Condição Especial de Trabalho (CET) ao servidor designado no art. 1º no importe de 20% (vinte por cento) sobre o vencimento básico.

Art. 4º Esta portaria entrará em vigor na data da sua publicação, retroagindo seus efeitos para 03 de fevereiro de 2025.

**GABINETE DA PRESIDÊNCIA DA CÂMARA MUNICIPAL DE IMPERATRIZ,  
ESTADO DO MARANHÃO**

  
**Adhemar Alves de Freitas Júnior**  
Presidente da Câmara Municipal

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial data and for providing a clear audit trail. The records should be kept up-to-date and should be easily accessible to all relevant parties.

2. The second part of the document outlines the procedures for handling incoming payments. It is important to ensure that all payments are recorded promptly and accurately. This includes verifying the amount and the source of the payment, and ensuring that the correct account is credited. Any discrepancies should be investigated immediately.

3. The third part of the document describes the process for issuing invoices. Invoices should be generated and sent to customers in a timely manner. It is important to ensure that all invoices are accurate and contain all necessary information, including the date, amount, and terms of payment. Customers should be encouraged to pay invoices promptly.

4. The fourth part of the document discusses the process for reconciling bank statements. This involves comparing the bank's records with the company's records to ensure that they match. Any differences should be investigated and resolved. Regular reconciliation is essential for maintaining accurate financial records.

5. The fifth part of the document outlines the process for preparing financial statements. These statements provide a summary of the company's financial performance over a specific period. It is important to ensure that these statements are prepared accurately and in accordance with the relevant accounting standards. They should be reviewed and approved by the appropriate management personnel.

6. The sixth part of the document discusses the process for managing accounts payable. This involves ensuring that all bills and invoices from suppliers are recorded and paid on time. It is important to maintain good relationships with suppliers and to ensure that payments are made in full and on the agreed terms.

7. The seventh part of the document outlines the process for managing accounts receivable. This involves ensuring that all payments from customers are recorded and that any outstanding balances are followed up. It is important to maintain accurate records of all customer payments and to ensure that the company's cash flow is maintained.

8. The eighth part of the document discusses the process for managing fixed assets. This involves ensuring that all fixed assets are recorded and that their value is depreciated over their useful life. It is important to maintain accurate records of all fixed assets and to ensure that they are properly maintained.