

V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

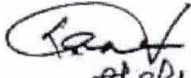
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Date : .08.2016

CIRCULAR No. 11/2016-17

In order to regulate the claim of the payment to the Legal Adviser, the checklist has been prepared by the Finance Department. All Heads of Department are hereby requested to attach the checklist in respect of all legal payments.

Encl: Checklist


Financial Adviser and
Chief Accounts Officer

To
All Heads of Department/VOCPT

CHECK -LIST FOR PAYMENT OF LEGAL FEES

1. Details of the case No.
2. Name of the Legal Adviser appearing in the case.
3. Date of appearance with the proof.
4. Claim regulated as per the terms and conditions for engagement of Legal Adviser.
5. Date of the invoice claimed by the Legal Adviser.
6. Date forwarded by the concerned Department with the approval of competent authority.
7. Financial implication involved in the legal case.
8. Present status of the case-Judgment copy, if any.
9. Amount so far paid to the Legal Adviser with date and SAP Document No.

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2/8/16