

V.O.CHIDAMBARANAR PORT TRUST

FINANCE DEPARTMENT

No.: FA&CAO/Inst./2015-16/D

Date : 09.02.2016

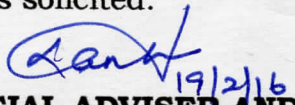
CIRCULAR No.23/2015-16

This is to inform all concerned that Port is in the process of implementing paperless office as instructed by the Ministry of Shipping. As part of it and as a means to restrict the distribution of paper copies, reduce transit time, ensure easy access of communication etc, it has been decided to implement the same. Hence, from 01.03.2016 (Tuesday) onwards all ID Notes, Circulars, Enclosures and other relevant information would be forwarded through inter/intra mail only. Circulation of hard copies would be done only if it is instructed by Chairman/Deputy Chairman or the urgency / importance of the subject warrants the same.

Any inconvenience caused or hindrance faced in receiving the communication through mail may be brought to the notice of FA & CAO/Senior Deputy Director, EDP Centre for taking remedial action immediately. All the Circulars being issued by Finance Department shall be available in the intranet and SAP procedures will also be made available.

Therefore, all HoDs are requested to take notice of the above and bring it to the attention of the Officers/employees working in their Department for utilizing the above facility. It is also made clear that the undersigned may not be held responsible for failure of non communication to HoDs by the staff of their Department nor for any ignorance of the same.

Your kind cooperation and support in this regard is solicited.


**FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER**

To

1. All HoDs } may please ensure substantial reduction in
} usage of paper and envelopes
2. Resident Senior Audit Officer
3. Senior Deputy Director } to ensure continuous monitoring for working
EDP Centre } of inter and intra mails
4. All Officers of Finance Department

Copy to

- a. PS i/c to Chairman
- b. PA to Deputy Chairman