

# V.O.CHIDAMBARANAR PORT TRUST

## FINANCE DEPARTMENT

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

Date : 09.03.2016


### CIRCULAR No.25/2015-16

At present, all the payment documents as well as Journal Vouchers (JV) are created and posted through SAP system for accounting in the books of accounts. A number of wrong bookings are noticed in the accounts of the Port entering through the transactions emanating from CHD wing. The accounts are also not being reviewed regularly and the errors are not rectified. This is due to applying wrong accounting codes.

In order to eliminate the occurrence of errors in accounting, it has been decided to entrust the work of posting of all payment documents, JVs created in CHD wing to the Centralised Services Centre (CSC) forthwith.

Hence, in future, all documents for payment of bills and JVs will be created by the Accounts Section of CHD. SAP document No. generated by the system will be recorded in the hard copies of the passed bills (in a place near the signature of the Accounts Officer) and sent to CSC for posting the document. CSC will verify the bills for application of correct accounting codes and other general issues relating to tax etc. with reference to the papers received along with the bills, post the documents and return the same, immediately. Payment for the posted documents will be made thereafter in CHD wing.

CSC will ensure posting of documents immediately on receipt of the documents from CHD wing, so that, further processes are not delayed at CHD wing.

  
9/3/16  
**FINANCIAL ADVISER AND  
CHIEF ACCOUNTS OFFICER**

To

1. Senior Accounts Officer – CHD
2. All Officers of Finance Department
3. Senior Deputy Director } to ensure withdrawal/allocation of
4. DPO (Financial Accounts) } proper rights to Officers concerned

Copy to

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