

FINANCE DEPARTMENT

FA/INST./2015

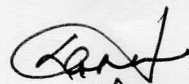
DATE: 4.11.2015

CIRCULAR...4...../2015-16

During the review meeting held on 27.10.2015, Chairman, VOCPT has instructed as follows;

"The files relating to legal cases for vetting /payment should be cleared by the Finance Department within 24hrs in case where there are no financial implications. It should be cleared within 48hrs, where financial implication exists.

Hence, all the officers concerned are informed to ensure that the files are submitted to FA&CAO on the same day after attending the legal files, once they receive such files".



4.11.15
Financial Adviser and
Chief Accounts Officer

Distribution:

All Officers of Finance Department

Copy to:

1. PA to Chairman
2. PA to Deputy Chairman
3. PA to FA&CAO