

V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

F.No:FIN-OFFAO-CRT-MONT-VI-19-(24016)/D.

Dated 07 .12.2019

CIRCULAR NO:16 /2019-20

In partial modification of Circular No.1/2019-20, it is informed that before proceeding on official tour by the officers the Format for Tour approval has to be forwarded with the approval of the concerned HOD to the Finance Department for concurrence after obtaining in principle approval from CPT/VOCPT for the tour. Finance Department will concur as per their TA/DA entitlement. After the concurrence of Finance Department, the same form will be forwarded to the concerned HOD. If any relaxation is sought against the TA/DA entitlement then the form of Tour approval sent by respective HOD to Finance Department and Finance Department will submit to Dy.CPT/CPT for approval. If the said procedure is deviated then the bills shall be passed as per entitlement only.

However, HOD's have to get their Tour Diary approved by Dy.CPT/CPT and all are requested to submit well in advance the Tour Diary format to Finance Department for procedural aspects as mentioned above.

This issues with the approval of the Competent Authority.


7/12/19.
FINANCIAL ADVISER &
CHIEF ACCOUNTS OFFICER

To:

All HODs through Mail

Copy to: PA to CPT/PA to Dy.CPT through mail.