

V.O.CHIDAMBARANAR PORT TRUST

FINANCE DEPARTMENT **ESTABLISHMENT SECTION**

No: Fin-OFFAO-CRC-ISSUE-VI-17/D₂ 1332

Date: 29-01-2019.

CIRCULAR No.19/2018-19

It is to state that bills are being forwarded to Finance Department at the end of the day. In this regard it is stated that as per ISO Manual the bench mark for passing the bill has been prescribed for Finance Department only and not for other user Department.

2. As the bills received at the end of the day will also be counted as one day for bench mark and bills received in the afternoon it is not possible to process. On an average Finance Department receive 30 bills per day. In view of the same it is informed that the Finance Department shall not receive bills after 3:00 P.M of every day.

3. All Head of the Department are requested to issue necessary instruction to the official working under them.

This circular comes into effect immediately.


FINANCIAL ADVISER &
CHIEF ACCOUNTS OFFICER

To

All Heads of Department

Copy to

1. PA to CPT.
2. PA to Dy. CPT.
3. All A/C Officers.