

**V.O.CHIDAMBARANAR PORT TRUST**

**FINANCE DEPARTMENT**

No.FIN-OFFAO-CRT-MONT-V1-16

Date:05.10.2017

**CIRCULAR 12/2017-18(Revised)**

It is observed that the Bank Guarantee are not being renewed or encashed on the due date. Though the original Bank Guarantee are maintained by the concerned department, the concerned Accounts Officer shall ensure that on the due date either the Bank guarantee is renewed or encashed. It shall be the responsibility of the Accounts Officer to ensure the same. Any lapse on the part shall be viewed seriously. Smt.N.Prema AO(Works) shall act as a Nodal Officer who shall monitor on daily basis and submit report to FA&CAO through DCAO on the 1<sup>st</sup> hour of the morning, any Bank Guarantee which was due for renewal but has not been encashed one week in advance for timely action



Financial Adviser and  
Chief Accounts Officer

To

All Heads of Department

DCAO –for strict compliance please

Copy to:

1. PA to Dy.CPT
2. PA to CPT