

V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

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

Date: 07.08.2017

CIRCULAR- 9 /2017-18

Sub: Accountal of T&P in SAP-Reg.

It is hereby informed to all officers and HODs of VOCPT that henceforth while forwarding the bills for payment in regard to the asset purchased value of which is less than Rs.1.00 lakh, though as per the procedure is accounted to the Revenue Head, the same needs to be entered in the SAP system. In view of the same henceforth the bill for the above purchase shall be admitted for payment only after the asset (T&P) entry is available in the SAP system else the bills shall be returned and for any interest penalty etc for late settlement to the contractor shall lie on the officers who are responsible for making the asset (T&P) entry in the system. If any officers are not aware to make the entry, they may kindly contact EDP officials.

This shall come into immediate effect.


Financial Adviser and
Chief Accounts Officer

To

- 1.All Heads of Department /VOCPT -for strict compliance please
- 2.All Officers of Finance Department/VOCPT -for the entries from 1.4.2017 to 31.7.2017-entry to be made in SAP and reported to FA&CAO on or before 31.08.2017
3. Sr.DD/EDP/VOCPT -to ensure that SAP is functioning ^{properly} ~~prospering~~ on the above, *to enable data entry.*

Copy to:

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

Circulate to all.