

**V.O.CHIDAMBARANAR PORT TRUST**  
**FINANCE DEPARTMENT**

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

**Date: 21.11.2017**

**CIRCULAR No. 17/2017-18**

It is observed that the usage of password rights and other issues in respect of EDP Department in particular to SAP is being given without approval of FA&CAO. It is hereby informed to Senior Deputy Director that all the rights in respect of SAP to any person shall be given by detailed note with the approval of FA&CAO only. For the rights already given, a detailed note may be submitted and approval may be obtained on or before 30.11.2017. Such file is to be routed through Senior Deputy Chief Accounts Officer-I/II. It may kindly be noted that Senior Deputy Director(EDP) and the other officers who exercise such power shall be personally responsible, for any lapses in this regard.

Similarly EDP Department is to ensure any changes in SOR both General, Land policy or any other tariff requires mail/written approval of authorized Officer of Finance Department

  
Financial Adviser and  
Chief Accounts Officer

To  
SR.DD/EDP/VOCPT

Copy to:  
1. PA to Dy.CPT  
2. PA to CPT