

V.O.CHIDAMBARANAR PORT TRUST

FINANCE DEPARTMENT

No : FIN-OFFOR -MIS-CENTR-V1/D

Date : 07.06.2016

CIRCULAR-02/16-17

It is observed that many work orders issued by various departments for the contract/services reach Finance Department sometimes at the time of execution of agreement or do not reach. In order to ensure that all the work orders being issued, and the same are received at Finance Department also, which will help to plan for the expenditure, liabilities etc., it is informed that from 1.4.2016 onwards all the work orders being issued by the concerned department shall have a number in chronological order for a particular financial year, for example No.1/2016-17/Department Name.

All the HoDs are requested to kindly ensure such compliance by their department's respective officers.


**FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER**

To

1. All Heads of Departments
2. All Sections of Finance Department

Copy to

1. PA to Chairman
2. PA to Deputy Chairman
3. PA to FA & CAO
4. Guard file