

FINANCE DEPARTMENT

No.: FIN-OFFCS-CRC-RTGS-V1-16(21788)/D

Date : 07.03.2016

CIRCULAR No.28/2015-16

As per the recent Circular No.05/2015-16 dated 04.11.2015, all payments are being made through Real Time Gross Transfer (RTGS) mode. However, there have been complaints/negative remarks from few parties that they are not receiving any information regarding payments settled to them. Also, payments are returned to Port's account without being credited to the concerned parties due to various reasons. Hence, in order to avoid such lapses/mismatches in payment, the following instructions are issued :

1. A forwarding letter to the party concerned is to be issued with UTR reference number by the cashier the next day after settling the payment. The UTR number should also be entered in the SAP document in the system itself.
2. Similarly, the cashier should verify the bank statements the next day and ensure that all payments that were made the previous day through RTGS has been made by the bank and if any payments have been returned to the Port account, the same should be informed to the concerned Accounts Officer by mail who shall initiate action to effect the payment with correct details to the concerned parties within 2 days.

It shall be the responsibility of the Cashier to ensure that any amount returned to Port bank account are informed to the concerned Accounts Officer (AO) who passed the payment and AO should take appropriate action to settle the payment.



**FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER**

To

1. All Heads of Department
2. All Officers of Finance Department
3. Senior Deputy Director, EDP Centre
4. Resident Senior Audit Officer

Copy to

- a. PS i/c to Chairman
- b. PA to Deputy Chairman