

V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

FA/Inst./2015

Date: 15 .12.2015

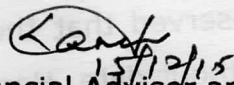
CIRCULAR- 9/2015-16

It has been noticed on a review that the sanction orders / bills, received for payments are being settled with quite delay and also such sanction orders or bills are not having any inward no. or date of receipt by Finance Department. The entry has been made in the bill without Receipt number, Date of receipt but recorded as the same date on which the bills are being passed for payment, though the sanction order date and the payment released date has got substantial difference in days. Also, it is observed that the Accounts Officers are signing the bills or documents without date. Hence, the following instructions are being issued for strict compliance and any deviation from the same without proper approval shall be viewed seriously and such documents shall be returned to the concerned officer for rectifying the defects. After the correction only bills shall be paid. Due to the same if any delay in payment & related issues concerned officers shall be held responsible.

1. Any documents, bills, papers received in Finance Department should necessarily be entered in the General section with the receipt no, and date on the date of receipt itself.
2. Since the above statement is made by the General section in Excel sheet, this will be available in the e-root for verification of the officers.
3. All the officers should verify the above and ensure that the papers or bills pertaining to them are received on the same day/next day itself from the general section & ensure timely action.
4. In the SAP documents being passed for payment, the receipt no. and date are to be recorded by the concerned officers and if not available the CSC section will not post the entry for forwarding it to the payment section, but shall return to concerned officer for recording the details not furnished.

5. For delay of more than five days from the date of receipt to passing of the bill, the same needs the approval of DCAO/Sr.DCAO/ FA&CAO as the case may be.
6. All the concerned sections are to take the printout of the Excel sheet inward register made available in e-root by General section on a daily basis and maintain a separate file and also add additional column and record the details of the action taken against the inward papers/bill receipts with date of action taken.

The above procedure may be followed scrupulously. All officers of Finance Department are requested to ensure that there is no delay on the part of finance department in discharging the function of the Finance Department.


15/12/15

Financial Adviser and
Chief Accounts Officer

To:

1. Sr.Dy.Chief Accounts Officer
 2. Dy.Chief Accounts Officer
- } To ensure compliance & follow -up
3. Sr.Accounts Officers/CAO
- } for necessary action
- Accounts Officer Gr-I&II

Copy to:

1. PA to Dy.Chairman
 2. PA to Chairman
- } for Information Please