

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

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

**Date: 3.11.2017**

**CIRCULAR No 14 /2017-18**

It is observed that in many of the departments, most of the important letters , tender committee meetings and also Board notes are being enclosed by typing as "sd/-" but with the current method of communications and improvements in technologies, it is observed that such method of typing as "sd/-" may not be appropriate and also it is to state that the each department has been provided with exclusive Xerox machine. In view of the same, it is hereby informed to all concerned that w.e.f.01.12.2017 any papers enclosed as sd/- could not be treated as officially approved papers and only the Xerox copy of the approval are to be enclosed including for the letter dated previous to this circular.

This issues with the approval of Chairman.

  
**Financial Adviser and  
Chief Accounts Officer**

**To**  
**All Heads of Department**

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