

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

**File No.A-100/2/2017-18/CSC/D**

**Date: || .01. 2018**

**CIRCULAR No.19/2017-18**

Sub: Verification of Service Register -reg.  
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It is informed that Service Registers of all the Officers/Employees of VOC Port Trust has been maintained by the Pay Bill Section of Finance Department. Any correction due to non entry /error in the service register may be verified and intimated by the employee concerned with the approval of the HOD of the Department concerned and action for entering the missing spells may be taken by the concerned Department with the Pay Bill Section.

2. It is, therefore, requested that all Officers/Employees are informed to verify the service particulars entered in the Service Register (i.e Date of Birth, Date of joining, Date of Entry into service, Date of increment, date of promotion, pay fixation Service particulars, personal information such as dependant details, details of nominee, Educational Qualification etc. Any addition/ deletion /omission regarding the entries in the service register may be intimated to the Pay Bill Section for making necessary entries. After verification of the particulars in the Service Register, the same has to be signed by the concerned individual as a token of having verified, and hand over to Pay Bill Section and in case of correction with the approval of the HOD be informed to Finance Department which in turn shall be endorsed by the Accounts Officer Pay Bill.

3. The print out of the service Register with the details as available in the system shall be enclosed with the Pay Bill of Jan/2018 of each individual by EDP issued by the AO /Pay Bill.

4. After authentication of the Accounts Officer/ Pay Bill, Accounts Officer/CSC, shall update in the system. Even if particulars are correct and no correction is required also the printout issued by the EDP along with the pay cover for 1/2018 may be verified and with signature to be handover to the Finance Department /AO (Pay Bill).

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5. In case no papers are received it shall be construed that the particulars available in the SAP are correct and in future no corrections shall be entertained. Also please note that for any correction in Service Register shall be accepted and made only if received with the approval of HOD.

6. All the Officers/employees are requested to expedite the matter on or before 15.02.2018 from the date of receipt of the copy of the service register

7. The concerned HOD's shall ensure only such details which are correct and satisfied with proper documents shall be approved by them.



Financial Adviser and  
Chief Accounts Officer

Copy to:

1. All HODs for wide circulation among the Officers/employees working under their control
2. Accounts Officer /Pay Bill with a request to co-ordinate with the officers/Employees for verification
3. Sr. Deputy Director / EDP
4. Establishment Section / Finance Department
5. Spare Copy