

V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

No. FIN-OFFAO-CRT-MONTH-V1-19/22930

Date: 27.06.2019

CIRCULAR NO.08/2019-2020

Sub: Maintenance of files/records and custodian for the
files/records-reg.

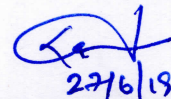
Ref: No-S-28/5/2016-Gen/D.1411 Dated 19.06.2019.

With reference to the letter cited on the above mentioned subject. It is informed that in the work allocation already issued vide office order dated 12.12.2018, it has been stated that "all the officers who have got change in their portfolio has to list out all files, registers or any other documents etc., make a typed list of the same and to be jointly signed by handing over and taken over officer. If any records/ report etc are found missing later on, the responsibility of the same shall lie on the handing over officer in the absence of handing over/taking over report".

In view of the above in Finance Department due to absent of regular staff in all the divisions/sections of Finance, the Accounts Officers concerned are responsible and incharge for the upkeep/maintenance/ safe custody. All the officer order issued copies have already been marked to Secretary also.

The above may be noted by all Accounts Officers for strict compliance.

Encl: As above


27/6/19

**Financial Adviser and
Chief Accounts Officer**

To

- i. The Secretary, VOCPT - Please refer to your letter dated 19.06.2019 in which the file no. is not available. Please refer to circular No.5/2019-20 dt 03.06.2019 and its adherence may please be ensured.
- ii. All Accounts Officers, Finance Department, VOCPT.

Copy to:

- i. PA to CPT, VOCPT
 - ii. PA to Dy.CPT, VOCPT
- } for information please.