

**V.O.CHIDAMBARANAR PORT TRUST**

**FINANCE DEPARTMENT**

**No. FA&CAO/Inst/2015-16**

**Date : 05.02.2016**

**CIRCULAR No.21/2015-16**

This to inform all concerned that the pay bills for the month of January 2016 got delayed due to inordinate delay in receipt of sanction order for Over Time Allowance (OTA) to Finance Department. In order to ensure that such delays do not occur in future, the following points may be taken note of for strict compliance by all Heads of Department.

1. The due date for submission of OTA to Deputy Chairman for approval would be on or before 12<sup>th</sup> of every month.
2. Any clarifications sought or instructions issued by the authority should be complied with on or before 15<sup>th</sup> of every month.
3. Each Department should identify a Nodal Officer who would monitor, follow up and ensure that OTA statements approved by the competent authority are submitted to Finance Department in time i.e. on or before 20<sup>th</sup> of every month.
4. In case, OT statements are received after the due date of receipt i.e. 20<sup>th</sup> of every month, the same would be considered for payment only in the subsequent month and no interim requests for early payment shall be entertained.

Therefore, it is requested that all HoDs may nominate a nodal officer in their Department and also circulate these instructions to all Officers and employees of their Department for strict compliance so as to avoid any abnormal delay in the payment process, in future.

  
**FINANCIAL ADVISER AND  
CHIEF ACCOUNTS OFFICER**

To

1. All Head of Departments
2. All Officers of Finance Department

Copy to

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