

V.O. CHIDAMBARANAR PORT TRUST

FINANCE DEPARTMENT

No: A/100/21-2016- CSC

Dated 28.1.2016

CIRCULAR NO: 19

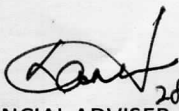
The Monthly / Daily wages Bills for various Professionals & other contracts for Outer Harbour, pilotage fees, Doctors, retired officials and the bills for the persons deployed in the Port in all departments for various other works, the concerned Heads of Department are hereby requested to submit the bills for payment with the following details

1. Certify the No of days attended office during the month :
2. Advance stamped receipt duly signed by the concerned:
3. Bio metric attendance recordings wherever made applicable:

The proforma to be enclosed with the bill for payment for the above contract is enclosed. The bills without the above details or without filled in proforma shall not be considered for payment & it shall be returned for due compliance.

In case of Pilotage charges the details of No. of acts performed with ship details also needs to be furnished. Also it is observed that bills for payment are not sent to Finance within 5th of the following month. All departments may ensure that bills are invariably received by Finance within 5th, so that payment could be settled timely.

Encl: As above


28/1/16
FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER

To

All Heads of Department, VOCPT.

Copy to:

1. All Officers of Finance Department, VOCPT.
2. P.S. to Chairman
3. P.A. to Deputy Chairman

V.O.CHIDAMBARANAR PORT TRUST
 REMUNERATION BILL OF CONTRACT STAFF

Name --
 Designation -
 Approved Reference No. & Date -
 (Contract Period valid upto) -
 Month & year - From to
 Rate of remuneration p/m -
 No. of days duty attended -
 No. of days absent from duty -
 No. of eligible days of leave -
 Amount claimed -

It is certified that the above individual attended duty on the dates indicated above and the claim may be admitted.

Signature of HOD

STAMPED RECEIPT

Received Rs. ----- (Rupees-----
 --) towards the remuneration charges for the month of -----From
 the Financial Adviser and Chief Accounts Officer, V.O. Chidambaranar Port Trust, Tuticoirn -4

Signature

Name

Designation.