

V.O.CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT  
ADVANCE SECTION

No.A-36/8/2018/Adv/D.

Dated: .8.2018.

CIRCULAR No.9-2018-19

Sub: Countersigning of TA Bill in r/o HoDs- Reg.

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It is informed that , while submitting the TA bills by the HoDs, the same was verified in Finance Department and submitted to the Chairman/VOCPT for approval through FA&CAO for making payment.

2. Now, it has been decided that, since, HoD's are performing Tour/Training only with the approval of Chairman/VOCPT, TA bill need not be submitted for getting approval of the Chairman, w.e.f.16.08.2018, if the bill claimed is as per the Tour dairy approved and to be passed as per rules, circular issued from time to time. For any deviation approval of competent authority is to be obtained by AO/Adv before passing the bills. The TA bills of other officers ( other than HoD, Dy.CPT and CPT) are passed by the AO/Advance and hence same can be followed for HoD, Dy.CPT and CPT, to avoid delay and also it is mere verification of the bill , as it do not involve any principle/ policy approval .

3. This issues with the approval of Chairman.

*J.K. Rajasri*  
*for* FINANCIAL ADVISER &  
CHIEF ACCOUNTS OFFICER

Distribution:

1. All Heads of Department,
2. P.A. To CPT
3. P.A To Dy.CPT
4. Deputy Chief Accounts Officer