

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

**No.FIN-OFFAO-CRT-MONT-V1-16**

**Date: 28.01.2018**

**CIRCULAR No.18<sup>(a)</sup> /2017-18**

Sub: Accountal of Credit in Bank Account of VOCPT  
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It is observed that the daily credits, which are being received in bank accounts of VOCPT, through RTGS are being informed by Sr.AO/Cash through mail on daily basis to all the AOs. In this regard kindly refer to the mail dated 24.11.2016 wherein all AOs were instructed to identify the same and account the credit in the books of accounts within that month. Also in every month AO meeting also the same is being instructed by FA&CAO. However as on date in a/c no.Rs.1.63 cr and a/c no.2 Rs.2.82 cr are still lying as unaccounted credit in the books of account. Hence all concerned AOs are directed to verify the same and complete scrupulously every month.

2. Also please note that failure to Account in the same month shall result in short remittance/non-remittance of GST and incorrect computation of Income Tax and leading to interest and penalties for which the officers concerned shall be hold responsible.

3. DCAO/Sr.DCAO-I & II to ensure that AOs working under them are complying with the same.

  
Financial Adviser and  
Chief Accounts Officer

To

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| 1. Sr.Dy.Chief Accounts Officer-I and II<br>..<br>2. Dy.Chief Accounts Officer<br>3. All Accounts Officers of Finance Department. -for strict compliance | } | To ensure proper monitoring and<br>accounting |
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Copy to:

1. PA to CPT
2. PA to Dy.CPT