

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

**No.FIN-OFFAO-CRT-MONT-V1-15**

**Date : 17.09.2016**

**CIRCULAR No. 14 /2015-16**

As per instructions of Deputy Chairman , Medical Department should henceforth submit files in the following manner;

1. Bills to be approved by Dy.CPT i.e. less than Rs.25,000/
  - serving employees
  - Retired employees
2. Bills to be approved by CPT i.e. more than Rs.25,000/
  - serving employees
  - Retired employees

  
17/9/16  
Financial Adviser and  
Chief Accounts Officer

To  
The Chief Medical Officer (st)

(Coord. from pre-page)

Reference notes of medical dept. at pre-page

As per sl. no. 2(b) of DOP issued by finance dept. vide br. no. A-2/3/2013-regns/0.1429 dated 30.4.2013, chairman has got full powers and Dy. CPT has got powers up to 25,000/- per claim in r/o working/retired employees for re-embursement of medical claim for the treatment taken other than Post Hospital and referral Hospitals.

Hence, approval of chairman/UCPT is requested for the total amount of Rs. 1,00,473/- for making payment of amount noted against each individual at column no. 9 of note page no. 20 ante.

Submitted for approval please.

Sr. DAO  
In-19.8.16.  
Out-20.8.16

FA2 CAO  
In-22.8.16  
Out-23.8.16

Finance Dept. 31250  
Dated 24.8.16.

18.8.16

AO (w. D.)  
18/8

D. L. 19/8/16  
D. CAO

20/8/16  
S. D. CAO

D. CPT  
dt 24.8.16

FA -

Pl. issue circular

1) Bills to be approved by Dy CPT < Rs 25000/-

2) Bills to be approved by CPT > Rs 25000/- in separate file

3) sl. no. 3 of N-20 for approval by CPT pl.

23/8/16  
FA2 CAO  
Pl. discuss  
31/8/16  
Dy. CPT

← serving employees  
Retired employees

19/1/16

FA  
19/1/16

CPT