

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

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


Date: 17.12.2016

**CIRCULAR No. 21 /2016**

Ministry's vide letter dated 29.11.2016 has issued the following instructions which may kindly be noticed by all concerned.

- 1) Pension papers in respect of class I & II officers be prepared one year in advance.
- 2) Responsibility may be fixed for delay in payment of dues to the families of officers dying untimely.

In view of the above all HODs are requested to take timely action and ensure that papers are submitted well in advance to Finance Department for arranging payments timely, in above referred cases.

  
17/12/16  
Financial Adviser and  
Chief Accounts Officer

To  
All Heads of Department/VOCPT

- Copy to:
1. PS to CPT
  2. PA to Dy.CPT
  3. PS to CVO
  4. All Officers of Finance Department

mail sent.