

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

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

Date: 01.11.2017

**CIRCULAR No.15/2017-18**

Sub: Entry of Third Parties to Finance Department-reg.  
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As per the orders of the Chairman /VOCPT it is informed to all concerned that in the Finance Department and other officials, that no contractors or vendors shall be allowed inside the Finance Department without the approval of the HOD. All the vendors and contractors who requires any clarifications on any issues in relating to settlement of bills etc may contact the reception and inform the receptionist the name of the Officer to whom the issue is to be dealt in. The receptionist shall contact the concerned officer over phone and obtain the information for updating the same to vendor/contractor.

This shall come into effect from 01 .11.2017

  
Financial Adviser and  
Chief Accounts Officer

To  
All Heads of Department  
All Officers and staff of Finance Department -for strict compliance.

Copy to:

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