

V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

No.FIN-OFFAO-CRT-MONT-V1-19/22930

Date: 03.06.2019

CIRCULAR No. 4 /2019-20

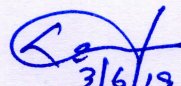
Sub: Passing of Bills -reg.

All Accounts Officers whoever is empowered with passing of bills should adhere to the following strictly;

- a. Any tender document alongwith agreement as and when received, shall prepare a check list (model enclosed)
- b. The bills that have been received should be passed only after duly filling the check list prepared as per the above.
- c. The check list should be prepared within 7 days of receiving the tender/agreement copy and should be sent to the contractors as well as to the department inviting tender and should be informed to them to comply with while submitting bills to Finance Department, only by which bills will be processed.

The above is for strict compliance, by all concerned.

This issue with the approval of Competent Authority.


3/6/19
Financial Adviser and
Chief Accounts Officer

To
All Heads of Department – for necessary action please

Copy to:

PA to Dy.CPT }
PA to CPT } for information please