

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

No.FIN-OFFPF-MIS-\*CIR--V1-19(24774)

Date:18.11.2019

OFFICE ORDER (No.01/2019-20)


Sub: (i) Formats for Project Proposals  
(ii) Board Notes

\*\*\*\*\*

Time and again it has been emphasized by Chairman through various notes the need for prescribed format whole submitting approvals for the various projects, proposals by which the project can be implemented with ease and also without any lacunae. In this regard, please find attached once again the note No.CPT/Note/2019-25/D.65 dated 27.09.2019 issued from the Office of the Chairman detailing the instructions for preparation , submission of project proposals. Also find enclosed a draft project report submitted for implementation of e-office on the Part I i.e.project for implementation as an example.

HoDs are hereby informed to invariably adhere to the instructions of part-I project plan and part-II Tender process for projects to be approved by Chairman/Board. It may kindly be noted that if files are not forwarded to Finance in the prescribed format further submission of files to Chairman for approval could not be made.

The above is issued for strict compliance and in reference to the orders of the Chairman issued vide note No.CPT/Note/2019-28/D.75 dated 02.11.2019.

  
25/11/19  
Financial Adviser and  
Chief Accounts Officer

To  
All Heads of Department, VOCPT.

Copy to  
PA to Chairman, VOCPT.