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Of late, it is noticed that, during the preparation of Payment vouchers no due diligence are being followed by the Officers concerned. In compliance to TPT (Conduct) Regulations, 1979, all the Officers/Employees of the VOCPA are required to be more cautious and neither act carelessly or negligently, nor behave in a way prejudicial to the interest of the Port.

Hence all Officers/Employees are instructed to exercise due diligence before any financial transaction. Henceforth, this will be viewed strictly.

  
Financial Adviser and  
Chief Accounts Officer

To

- i. All Heads of the Department, VOCPA
- ii. All Officers of Finance Department, VOCPA
- iii. PA to Chairperson, VOCPA
- iv. PA to Dy.Chairperson, VOCPA
- v. Sr.DD, EDP – with a request to upload this Circular in the intra net. ✓
- vi. PA to FA&CAO