

V.O.CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT

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

Date: 03.06.2019

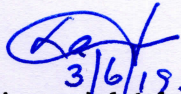
CIRCULAR No. 5 /2019-20

It has been observed that all the Departments while quoting the file number in the correspondences like ID note, letters etc., do not state the file no. i.e Auto generated in SAP without which other sub division information in such correspondences may be of no use to trace out the paper in which file is being dealt.

In view of the above, it is to inform that all the HODs may instruct all the officials working under them to quote the file no. with numerical file no. auto generated in SAP also. In such letters, an example what is being done and what should be done is given below:

- (i) Being followed - FIN-OFFWF-BIL-BANK-V1-18
- (ii) To be followed - FIN-OFFWF-BIL-BANK-V1-18/22930  
(SAP file no. auto generated)

The above issue is as per the orders of the Competent Authority.

  
Financial Adviser and  
Chief Accounts Officer

To

All the Heads of Department

Copy to:

- (i) PA to CPT
- (ii) PA to Dy.CPT