

**V.O.CHIDAMBARANAR PORT TRUST  
GENERAL ADMINISTRATION DEPARTMENT  
QUARTERS SECTION**

**No.25/10/16/QTRS/D-3940**

**DATE: 11-12-2017**

**Circular No.2/17-18**

**Sub:** Collection of three months advance rent for Non Port officials including Govt/PSU Staffs – Reg.

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An interest free caution deposit equivalent to three months rent will be collected for Non-Port Officials including Government/PSU staff with effect from 01.01.2018 for all the allotments. The said amount to be deposited in advance after intimation and allotment order shall be issued only after receipt of caution deposit. The caution deposit will be refunded on vacation of the quarters subject to verification/clearance of outstanding dues if any, duly enclosing the no due certificate and vacation order copy.

The same may be brought to the notice of all concerned.

This issues with the approval of competent authority.

  
6/12/17  
**SECRETARY(ST)**

**Distribution to:**

1. All Heads of the Department/VOCPT.
2. The Deputy Commandant/CISF,VOCPT.
3. PA to Deputy Chairman
4. The Senior Resident Audit Officer, RAO Unit, VOC Port Trust.
5. The Commandant, Indian Coast Guard Station, Tuticorin
6. Inspector of Police, Thermal Nagar Police Station, Tuticorin
7. Inspector of Police, Immigration Department, VOCPT near Green gate, Tuticorin.
8. The Manager, Indian Overseas Bank, Harbour Brach, Tuticorin
9. The Directorate of Dock Safety Officer, Dock Safety, Tuticorin
- 10.The Station Superintendent, Southern Railway, Tuticorin Harbour
11. The Headmaster, VOC Hr. Sec. School
- 12.The Post Master, Postal Department, Tuticorin
- 13.The Manager, Co.Op.Stores, Harbour Brach.
- 14.The President, Sports Council, VOCPT.
- 15.The Manager, VOC Port Canteen, VOCPT.
- 16.AO Rev.II/AO (AAB) – with request to intimate the A/c code to GAD.
- 17.Senior Deputy Director/EDP- to make necessary changes in SAP.