

V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

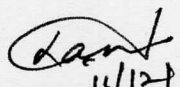
FA/Inst./2015

Date: 11.12.2015

CIRCULAR -10/2015-16

It has been reported by CVO that there has been misuse of user IDs and password in organization and at the same time suggestions has also been made by him in line with the preventive vigilance measures. Accordingly, all the officers of the Finance Department as well as the EDP department are hereby instructed not to share the user IDs / pass word with any unauthorized person. This point of compliance is also to be included in monthly report being sent to CVO.

“Sr.DD/EDP shall ensure that if once an officer is transferred/retired/ in suspension/ deputation and not required to perform any duties related to each function, the user IDs and password shall be disabled and transferred in the name of new incumbent; otherwise the same is to be frozen. It is the responsibility of Sr.DD/EDP to ensure the same & also may implement the system of automatic change of password in predetermined time period is sought by system”.


11/12/15
Financial Adviser and
Chief Accounts Officer

Distribution to:

- 1.All Heads of Department /VOCPT- with a request to intimate to EDP section the officer transferred/retired/ in suspension/ deputation enabling EDP to disable the user IDs and password.
- 2.Sr.DD/EDP /VOCPT - for compliance

Copy to:

1. PA to Dy.Chairman
 2. PA to Chairman
 3. PA to Chief Vigilance Officer
- } for information please