

V.O. CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

No. A-100/7/2015-PB//D. 3668

Dated: 12-11-2015

CIRCULAR No. 06/2015-16

It is noticed with displeasure that the Overtime Allowance statements in respect of Class III & IV employees are received by the Pay Bill Section only in the fourth week of the month. This causes unnecessary delay in pay processing work.

Hence, all Head of departments are requested to forward the approved Overtime Allowances by 15th of every month positively, failing which, the Overtime Allowance received after 15th could be paid only in subsequent month.


12/11/15
FINANCIAL ADVISER &
CHIEF ACCOUNTS OFFICER

Distribution:

1. All Heads of Department, VOC Port Trust
2. PS to Chairman, VOC Port Trust
3. PA to Dy. Chairman, VOC Port Trust
4. PA to FA & CAO, VOC Port Trust
5. Accounts Officer Gr. II, Establishment Section, Finance Department