

**V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT
COSTING SECTION**

NO: FIN-OFFCJ-COD-ACCOU-V1-13/D.

DATED:08.04.2015

C I R C U L A R

Sub: Accounting Procedures - New Codes under ERP System - Reg. -

To Operate the transactions relating to Gratuity Fund in respect of Cargo Handling Divison, new Savings Bank Account with M/s.Indian Overseas Bank Harbour, Tuticorin have been opened. In order to record the transactions pertaining to the above Bank Account, three new GL codes are proposed for creation as detailed below:-

S. No.	GL Description	GL code
1	Chd GRF IOB(H) - Main A/c.	A-546
2	Chd GRF IOB(H) - Cheque Receipt A/c.	A-547
3	Chd GRF IOB(H) - Cheque Issue A/c.	A-548

2. The above procedures comes into effect from 01.3.2015. The transactions if any made earlier may please be transferred to the above account without omission.

**SD./- 09.4.2015
FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER I/C (R)**

To

1. All Heads of Departments and others (as per the list)
2. Accounts Officer- Gr.II/AAB - with a request to create above code in the system.
3. Accounts Officer-Gr.I/CHD
4. All Officers/Finance Department
5. The Resident Audit Officer, VOC PT.
6. Guard File.