

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

No: A- 6/4/2012-Cost/D.

Dated: 25.4.2013.

C I R C U L A R

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

Under the new system of ERP, the time of raising the demand for rent, electricity charges & Water charges from employees has to be accounted for distinctly for transferring to the relevant income codes. Hence to account for and monitor the above due from the employees the following three Asset codes are created as detailed below:-

S. No.	GL Description	GL code
1	Rent recoverable from employees	A-781
2	Water charges recoverable from employees	A782
3	Electricity charges recoverable from employees	A783

2. The above procedures comes into force with effect from 01.04.2013. Demand if any already raised the same may be transferred to the above codes without fail.

FINANCIAL ADVISER AND CHIEF ACCOUNTS OFFICER

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 with linking facility to all Departments.
3. All Officers/Finance Department
4. Guard File
5. The Resident Audit Officer, VOC PT.