

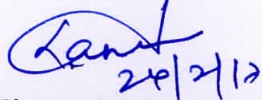
V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

No.FIN-OFFAO-CRT-MONT-V1-16

Date: 24.02.2017

CIRCULAR 25/2016-17

It is observed that various bills being received from suppliers of service/for works executed, the concerned departments are not entering receipt of the bill in SAP. Hence it has been instructed by the competent authority that only the bills which have been entered in the SAP for its receipt by the concerned department and recorded in the bill the SAP No, month and date shall be processed at Finance Department for settlement of payment. Else the bills shall be returned to the concerned department and for any delay in responsibility shall on the concerned officials who has failed to record the receipt of the bill in SAP. This shall ensure total transparency and adherence of FIFO method in settlement of bills and avoidance of many complaints. All Heads of Department are requested to issue necessary instructions to the official working under them for strict compliance.


24/2/17
Financial Adviser and
Chief Accounts Officer

To
All Heads of Department

Copy to:
1. PA to Dy.CPT
2. PA to CPT