

SAP NO. 900000355

EDP-LTA-D.543-00-18

V.O.CHIDAMBARANAR PORT TRUST  
GENERAL ADMINISTRATION DEPARTMENT  
CO-ORDINATION SECTION

No.S-2/3/2017-CDN/D.543

Dt.22.02.2018

CIRCULAR No.01 /17-18



DPO(MV)  
22/2/18

Sub : Non-remittance of bills for IPA hired vehicles requisitioned by Port Trusts Officials on Official tour to Delhi - reg

The Managing Director, IPA vide letter No. I-IPA(13)/2018 dt.31.01.2018 addressed to Chairmen, all Major Ports had informed that, despite repeated reminders, Port Officers are not remitting payments for bills of IPA towards hiring of vehicles used by them during the tours to New Delhi.

Looking to the above and considering the long process of reimbursement, it has been decided that, henceforth, all Officials of VOCPT would pay the charges for hired cars while using for Official purpose in Delhi and the same may be got reimbursed from VOCPT as may be admissible in accordance with the rules. Many Ports have adopted this system to avoid complaints and long delay.

Accordingly, HODs are requested to take note of this and also inform their subordinate Officers to invariably pay the charges of hired vehicles directly to IPA and thereafter, claim reimbursement from VOCPT, as admissible under the Rules. Henceforth, no vehicle hiring bills will be paid / reimbursed by VOCPT to IPA and accordingly, the necessary intimation has been given to them.

  
(SECRETARY(St))

To

All Heads of Department/VOCPT

Admin Dept I.D Note No. S-2/3/2017-CDN/D.

dt. .02.2018

**Copy to :**

1. P.A to Chairman - For kind information of Chairman please.
2. P.A to Dy.Chairman- For kind information of Dy.Chairman please.
3. Managing Director, Indian Ports Association, Admn, Office, 1<sup>st</sup> Floor, South Tower, NBCC Place, Bhisam Pitamah Marg, Lodi Road, New Delhi – 110 003.
4. Finance Department/VOCPT
5. Sr.Deputy Director-EDP for uploading in intranet.