

Finance & Accounts department  
Paradeep Unit

27.08.2012



### CIRCULAR

With effect from 1.9.2012, the following timings are fixed for cash transactions in Finance & Accounts department.

|           |      |                        |
|-----------|------|------------------------|
| Forenoon  | From | 10.00 A.M to 11.00 A.M |
| Afternoon | From | 02.00 P.M to 04.00 P.M |

Only in case of urgency due to any reasons, cash payments will be allowed with the permission of undersigned or In charge of Cash & Bank section.

All are requested to note the timings as above for cash transactions.

  
(Suresh Goyal)  
Deputy General Manager (F&A)

**Circulation:-**  
GMS/JGMS/SHS  
President/Secretary (IOA/IKS)  
AM (CORD) to Sr.GM –for kind inf  
Notice Boards