

**PARADIP PORT TRUST FINANCE AND ACCOUNTS DEPARTMENT CITIZEN/CLIENTS CHARTER**

Sl. No.	Name of the Section/ Wing	Basic Function	Service Standard	Responsible Person/ Designation/Co ntact No.	Process	Document Required	Fees		Any other
							Category	Amount	
1	2	3	4	5	6	7	8	9	10
01.	Finance & Accounts Department	Concurrence of the proposal	As per rules	FA & CAO 06722-222049	7 Days of receipt of the proposal	Budget provision	—	—	—
02.	Finance & Accounts Department	Claim of the Party/Firm	As per condition of contract	FA & CAO 06722-222049	7 Days of receipt of the Claim	As per condition of contract	—	—	—
03.	Finance & Accounts Department	Information on Finance	—	FA & CAO 06722-222049	7 Days of receipt of the request.	—	—	—	—