



ISO 9001 : 2008  
ISO 14001 : 2004  
ISO 27001 : 2005  
OHSAS 18001 : 2007

## JAWAHARLAL NEHRU PORT TRUST

पत्तन कार्यालय : प्रशासन भवन, शेवा, तालुका-उरण, नवी मुंबई - 400 707. Port Office : ADMINISTRATION BLDG., SHEVA, TALUKA - URAN, NAVI MUMBAI - 400 707.  
मुख्य प्रबंधक (प्रशासन) Chief Manager (Admn.)-(022) 2724 2233, मुख्य प्रबंधक (यातायात) Chief Manager (Traffic)-(022) 2724 2218,  
मुख्य प्रबंधक (यां.एवं.वि.अ.) Chief Manager (M&EE)-(022) 2724 2218, मुख्य सतर्कता अधिकारी Chief Vigilance Officer- (022) 2724 4151,  
मुख्य प्रबंधक (वित्त) Chief Manager (Fin.)-(022) 2724 2241, मुख्य प्रबंधक (प.यो.वि.) Chief Manager (PPD)-(022) 2724 2326, उप-संरक्षक Dy. Conservator (022) 2724 2301  
Website : www.jnport.gov.in E-mail : info@jnport.gov.in

JNP/Fin-Rev/Invoice/2014

March 25, 2014.

### CIRCULAR

#### Sub: Invoice Copy.

At present we are sending both soft copy as well as hard copy of invoices through courier to the Shipping Lines/Agents in respect of bills raised by us. Keeping in view the increasing volumes and avoidable wastage of stationery, manpower and practices followed in neighboring Terminals, it has been decided that with effect from 1<sup>st</sup> April 2014 only soft copy of invoices will be sent through e-mail in respect of container, vessel and cargo bills.

All Shipping Lines/Agents are requested to immediately get their e-mail ID updated so that bills can be sent to them without any problem. Further in rare cases based on request hard copies will be provided for any specific reason.

The above may be brought to the notice of all concerned for smooth implementation of the above system.

Chief Manager (F)

To,  
All Shipping Lines/Agents  
MANSAA, BCHAA, WISBA  
CDC Notice Board  
Copy to:  
CM(T)/HM  
PS to Chairman

*Handwritten notes:*  
127/3  
DM(MS) 27/3  
Adm. AM (MS-IT)/AM(MS-IT)  
With a request to display on website & also to send to all shipping Agents pl.

✓ Copy to DM(MS):

प्रबंधक (प्र. से) आ. क्र.  
MGR (M. S.) I. No: 470  
दि / Date - 27/3/14