

**V.O.CHIDAMBARANAR PORT TRUST**  
**INTEGRATED MANAGEMENT SYSTEM MANUAL**

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**V.O. CHIDAMBARANAR PORT TRUST**



**PROCESS: CIVIL ENGINEERING**  
**SECTION: MANUAL FOR ESTABLISHMENT II**

<b>ISSUE NO</b>	<b>: 00</b>
<b>DATE</b>	<b>: 05.07.2017</b>
<b>APPROVED BY</b>	<b>Sd/- (05.07.2017)</b> <b>CHIEF ENGINEER</b>

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# V.O.CHIDAMBARANAR PORT TRUST

## INTEGRATED MANAGEMENT SYSTEM MANUAL

### Procedure : PERSONAL CLAIMS

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<b>LIST OF RECIPIENTS</b>		
<b>SL.NO</b>	<b>RECIPIENTS</b>	<b>CONTROLLED COPY</b>
1	Assistant Secretary/ Superintendent	1

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**REVISION SHEET**

**1. Issue Status :**

<b>Sl. No.</b>	<b>Issue No.</b>	<b>Date</b>	<b>Reason for revision</b>
1	00	05.07.2017	Upgradation and integration of QMS 9001:2015, EMS – 14001:2015, OHSAS – 18001:2007

**2. Revision status of Issue No. 8 dt.**

<b>Sl. No</b>	<b>Page</b>	<b>Section</b>	<b>Revision Number</b>	<b>Date</b>	<b>Reason</b>

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#### SCOPE

The Assistant Secretary (Civil.) who is in-charge of the Personal Claims Section is assisted by superintendent, and UDC. The Personal Claims Section is functioning under the control of the Chief Engineer. This section is responsible for the following works :

1. Forwarding of GPF Advance / withdrawal to CSC Section / Finance Department
2. Processing & sanctioning of LTC Tour permission / Advance / Home Town
3. Forwarding of Festival Advance to CSC Section / Finance Department
4. Forwarding of Encashment of Earned Leave to CSC Section / Finance Department
5. Leave Regularisation ( CL)
6. Over Time Allowances / Night Weightage Allowance
7. Conveyance Advance / Computer Loan
8. TA Bill
9. Tour Advance
10. Medical Identity Cards
11. Family Planning Incentive.
12. Medical Advance & Settlement of Medical Claim
13. Reimbursement of Tuition Fees
14. TTA Bill for retired Employees.

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**IMS Policy of the Port**

We are committed to provide seaport facilities and related support services for seaborne transport facilities by –

- Ensuring quality service to EXIM Trade, by adhering all legal requirements.
- Protecting the environment including prevention of pollution.
- Ensuring safety by preventing injury and ill health.
- Continually improving the overall effectiveness of IMS through

Employee motivation and empowerment with social responsibility towards the progress of the Nation.

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**IMS Objective of the Department**

**QMS**

To ensure user agencies satisfaction through continual improvement of facilities and services by creating infrastructure and maintain the same at optimum cost

**EMS**

To ensure reduction of paper and to conserve energy

**OHSAS**

To ensure prevention of ill health and injury.

**IMS Objective of the Section**

**QMS**

To meet the Personal claims of the Officers & Staff of the Department within the Benchmark.

Civil

**EMS**

To ensure reduction of paper and to conserve energy

**OHSAS**

To ensure prevention of ill health and injury.

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### INTEGRATED MANAGEMENT SYSTEM MANUAL

SECTION : Personal Claims	TITLE : ABBREVIATION
CPT	Chairman Port Trust
Dy.CPT	Deputy Chairman Port Trust
CE	Chief Engineer
CMO	Chief Medical Officer
SE(M)	Superintending Engineer (Mechanical)
A/D	Accounts Department
RAO	Resident Audit Officer
EDP	Electronic Data Processing
DD	Deputy Director
EE	Executive Engineer
JAO	Junior Accounts Officer
A.S.	Assistant Secretary
Supdt.	Superintendent
Dn.	Division
GPF	General Provident Fund
E.No.	Employee No.
DA	Dealing Assistant (LDC/UDC/SA)
PC	Personal Computer
LTC	Leave Travel Concession
TA	Travelling Allowance
R.I. Class	Related Instruction Class
E.L.	Earned Leave
Com.L.	Commutated Leave
HPL	Half Pay Leave
EOL	Extraordinary Leave
LND	Leave not Due
OT	Over Time
HTC	Home Town Concession
NWA	Night Weightage Allowance
GC Section	General Co-ordination Section
TTA	Transfer Travelling Allowance
HOD	Head of Department.
OTA	Overtime Allowance
NW	Night Weightage .
ID CARD	Identification Card.
RIR	Receipt Issue Record.
CHER	Container Handling Equipment Repair.
Mech.	Mechanical
LDC	Lower Division Clerk
UDC	Upper Division Clerk
CL	Casual Leave
SECTION: Personal Claims	<b>TITLE : ABBREVIATION</b>
SA	Senior Assistant

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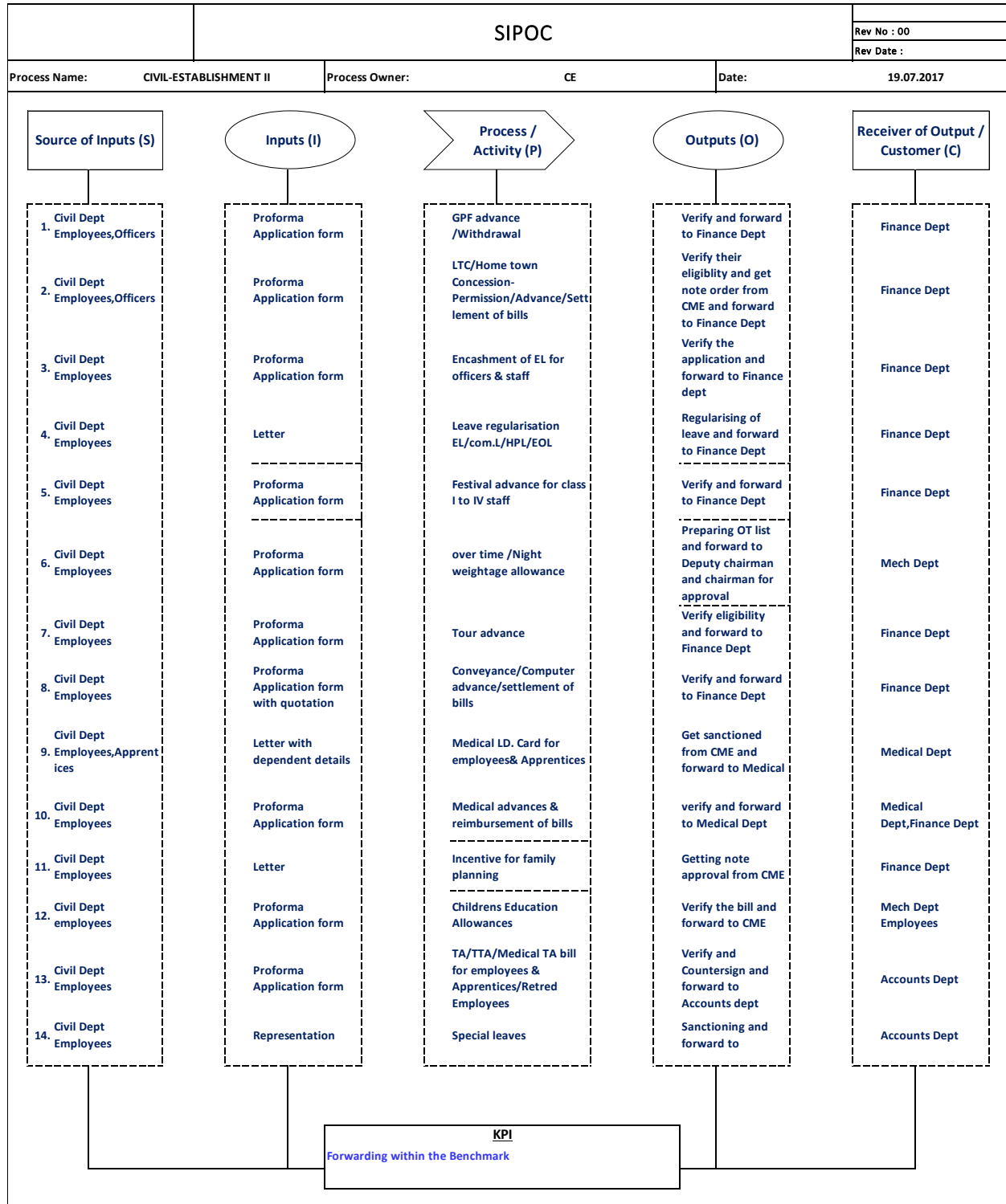
AO	Accounts Officer
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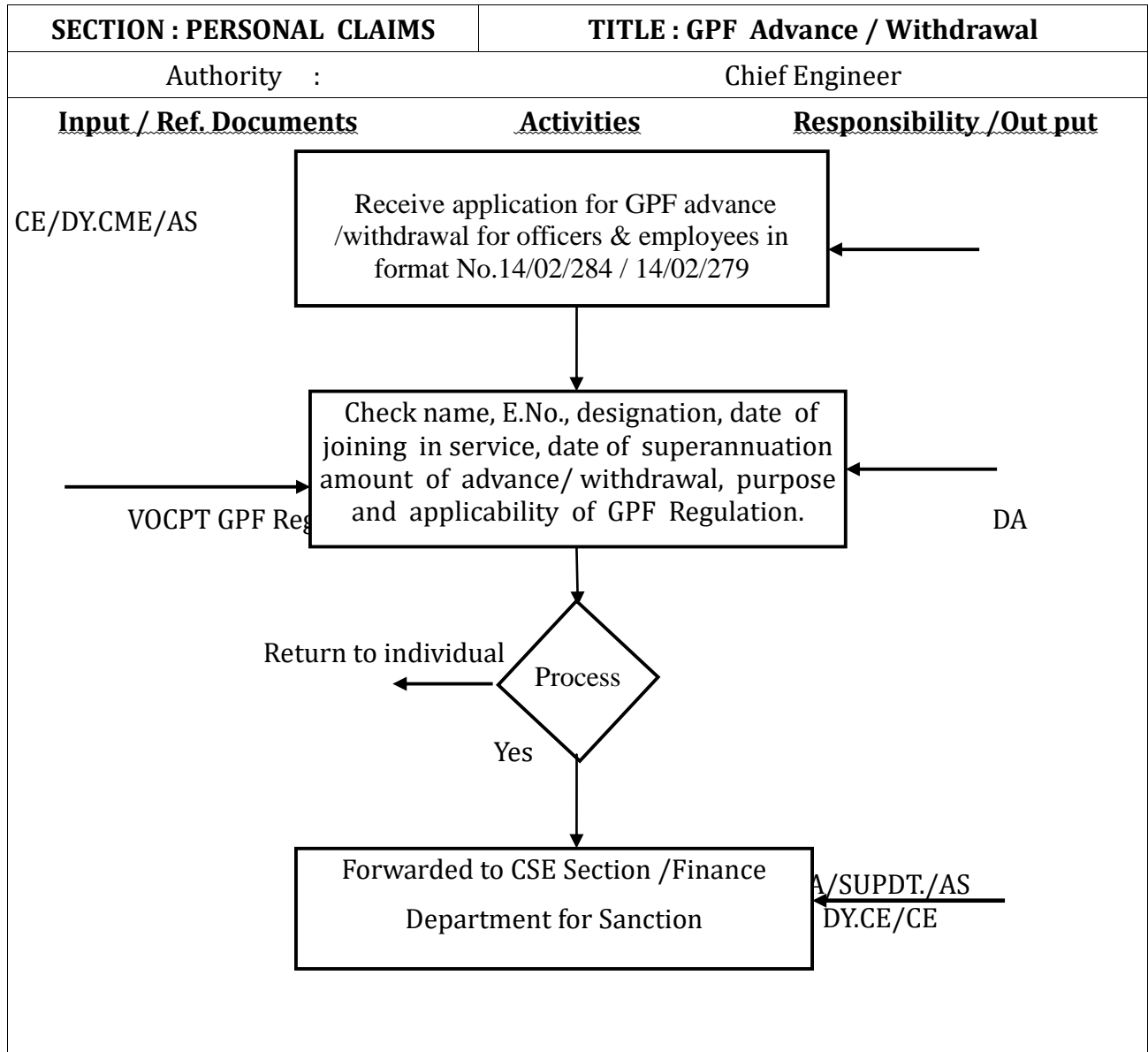
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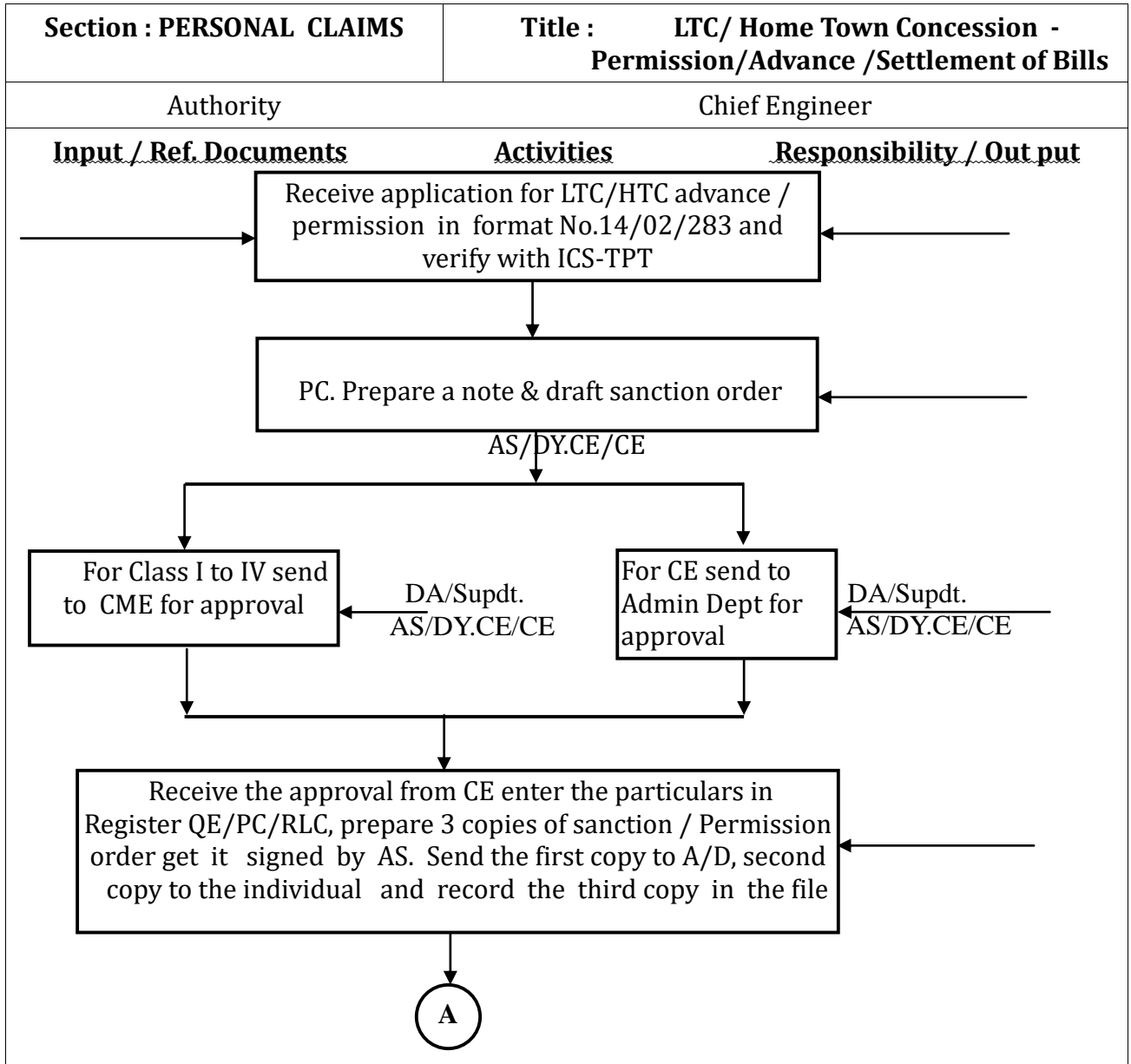
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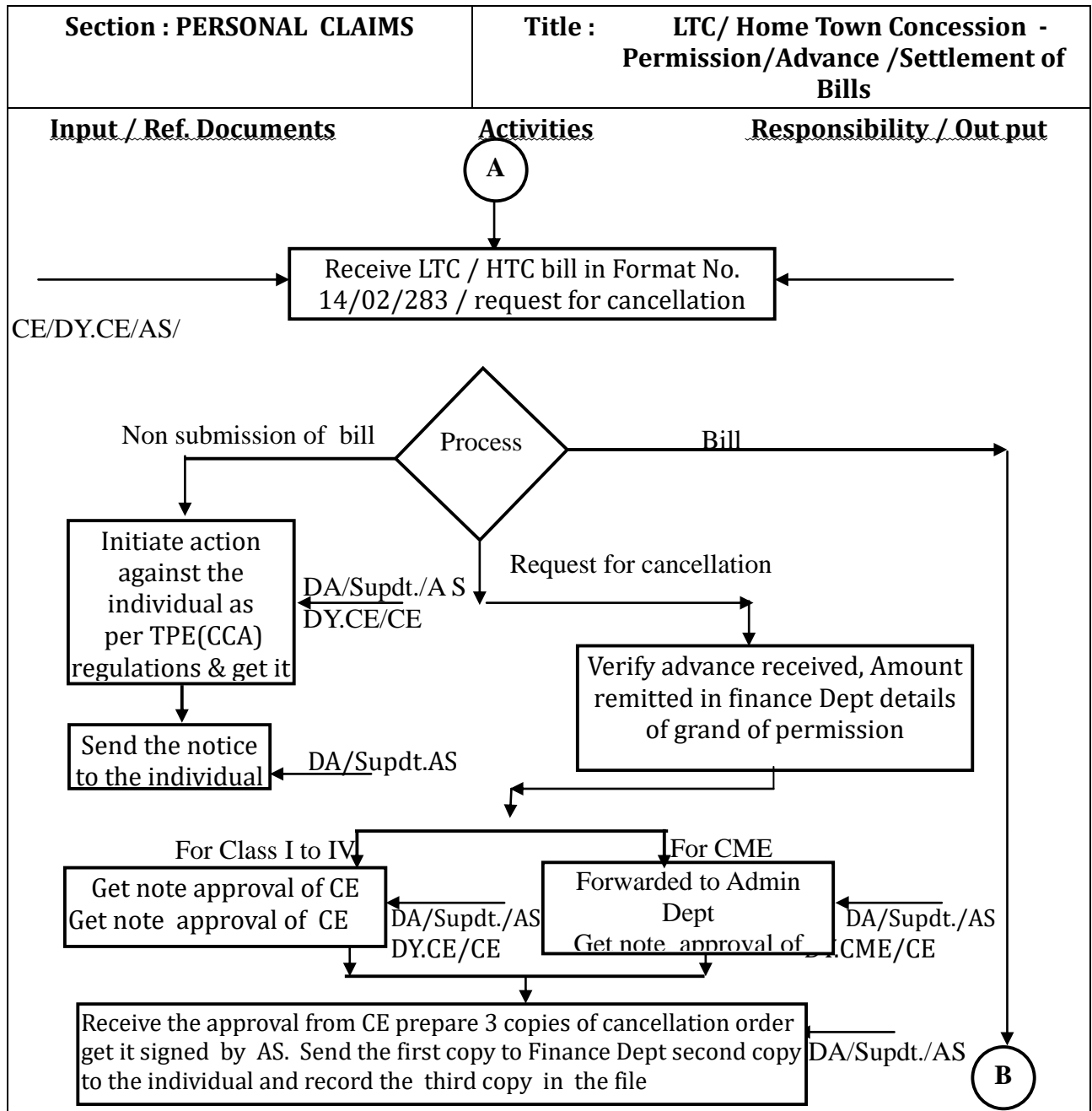
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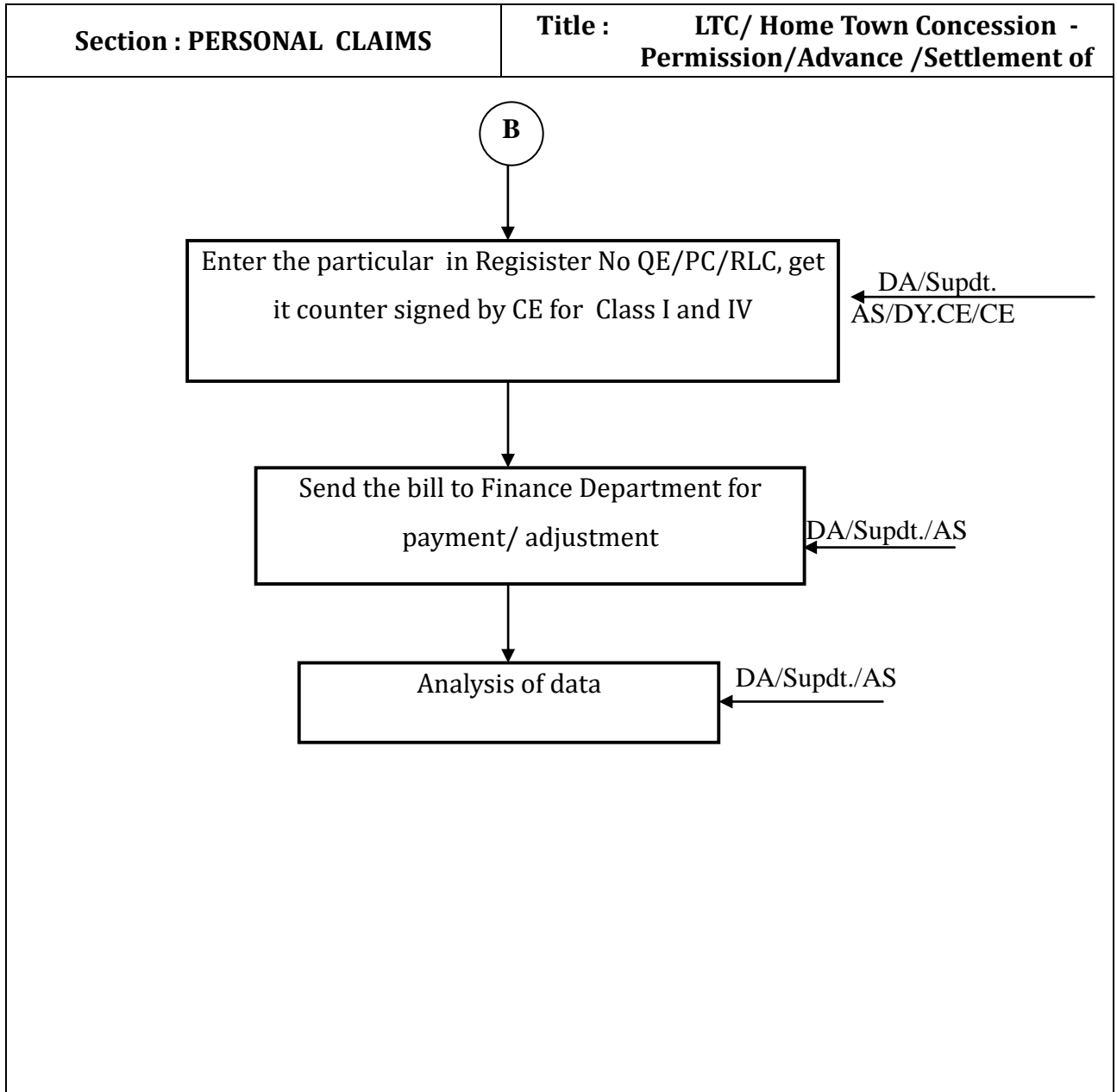
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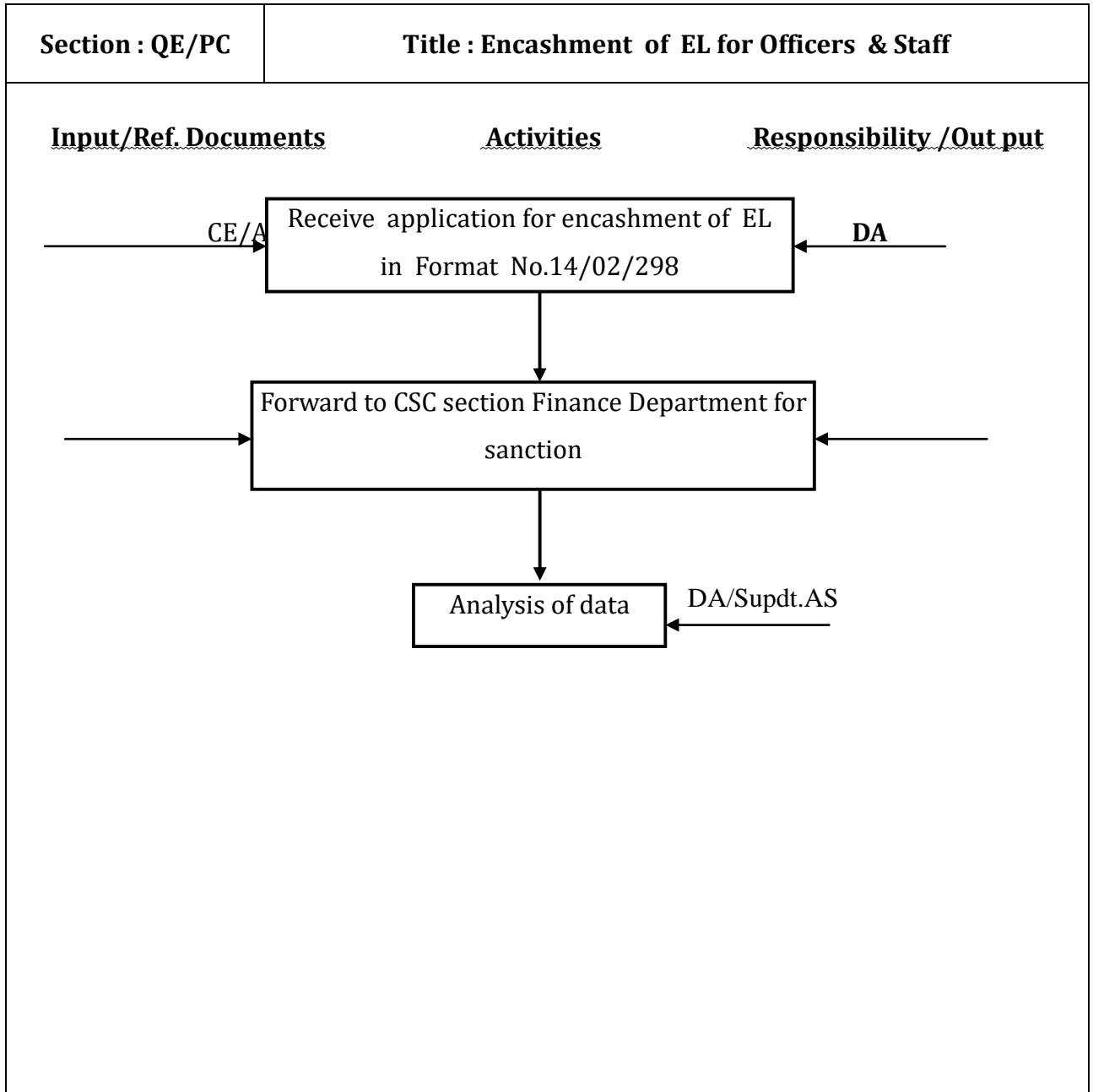
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<b>Section : QE / PC</b>	<b>Title : Leave Regularisation EL / Com.L / HPL / EOL</b>																		
Authority	Chief Engineer																		
<table border="1"> <thead> <tr> <th><u>Input/Ref. Documents</u></th> <th><u>Activities</u></th> <th><u>Responsibility /Out put</u></th> </tr> </thead> <tbody> <tr> <td> <p>→</p> </td> <td> <p>Receive the application for EL/EOL/HPL/Com.L in format No.14/02/277 and joining report, enter in the register QE/PC/ RLA(Officers/Employees) verify the leave particulars and assess the eligibility.</p> </td> <td> <p>← DA</p> </td> </tr> <tr> <td></td> <td> <p>↓</p> </td> <td></td> </tr> <tr> <td></td> <td> <p>Forward to CSC Section Finance Department for Sanction</p> </td> <td> <p>←</p> </td> </tr> <tr> <td></td> <td> <p>↓</p> </td> <td></td> </tr> <tr> <td></td> <td> <p>Analysis of data</p> </td> <td> <p>←</p> </td> </tr> </tbody> </table>		<u>Input/Ref. Documents</u>	<u>Activities</u>	<u>Responsibility /Out put</u>	<p>→</p>	<p>Receive the application for EL/EOL/HPL/Com.L in format No.14/02/277 and joining report, enter in the register QE/PC/ RLA(Officers/Employees) verify the leave particulars and assess the eligibility.</p>	<p>← DA</p>		<p>↓</p>			<p>Forward to CSC Section Finance Department for Sanction</p>	<p>←</p>		<p>↓</p>			<p>Analysis of data</p>	<p>←</p>
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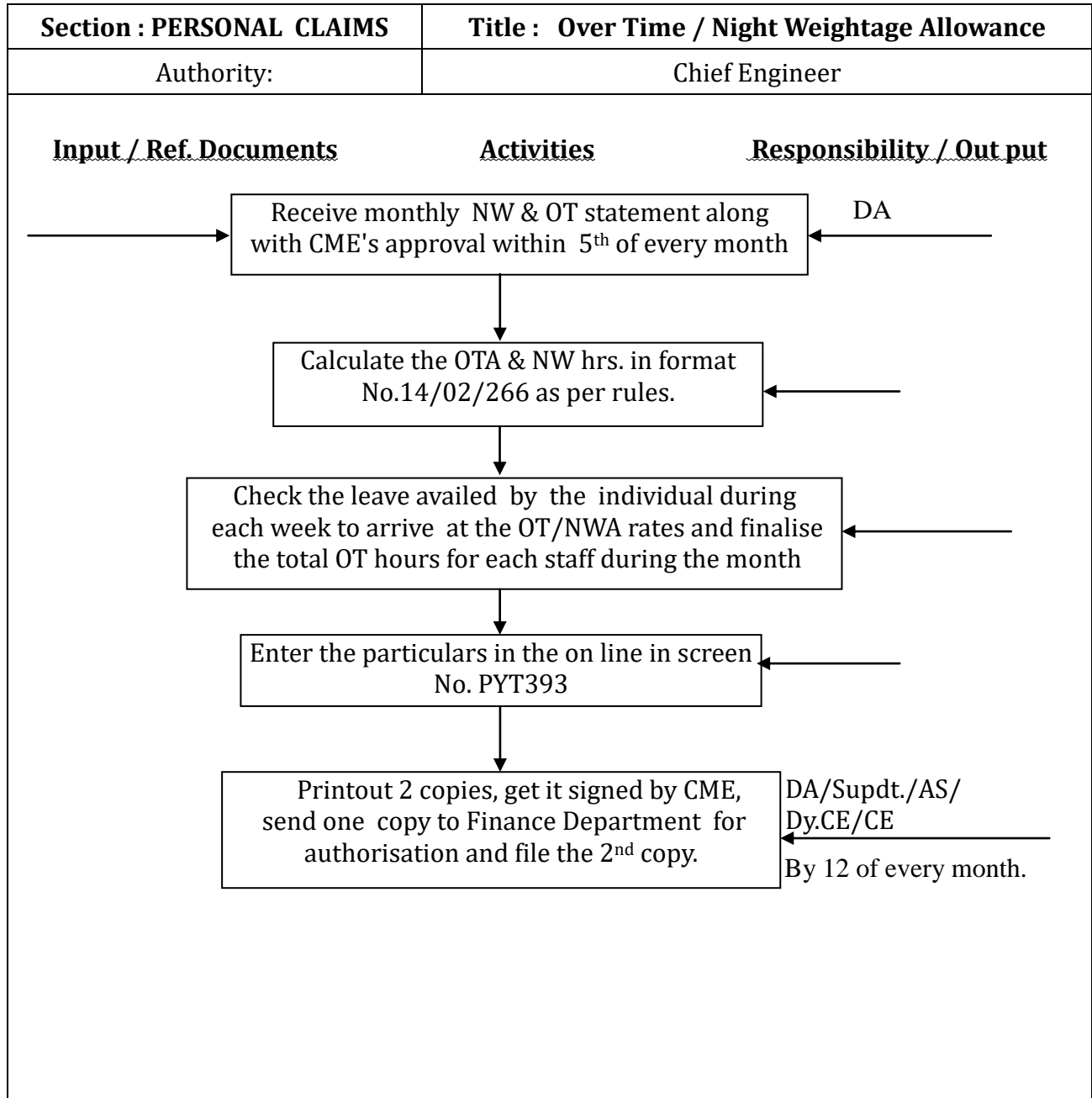
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<b>Section : PERSONAL CLAIMS</b>	<b>Title : Festival Advance for Class I to IV Staff</b>	
Authority :	Chief Engineer	
<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
Dy.CE/A	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">                     Receive application in format No.14/02/286, scrutiny and enter E.No., Festival, amount &amp; instalment in the PC                 </div>	DA

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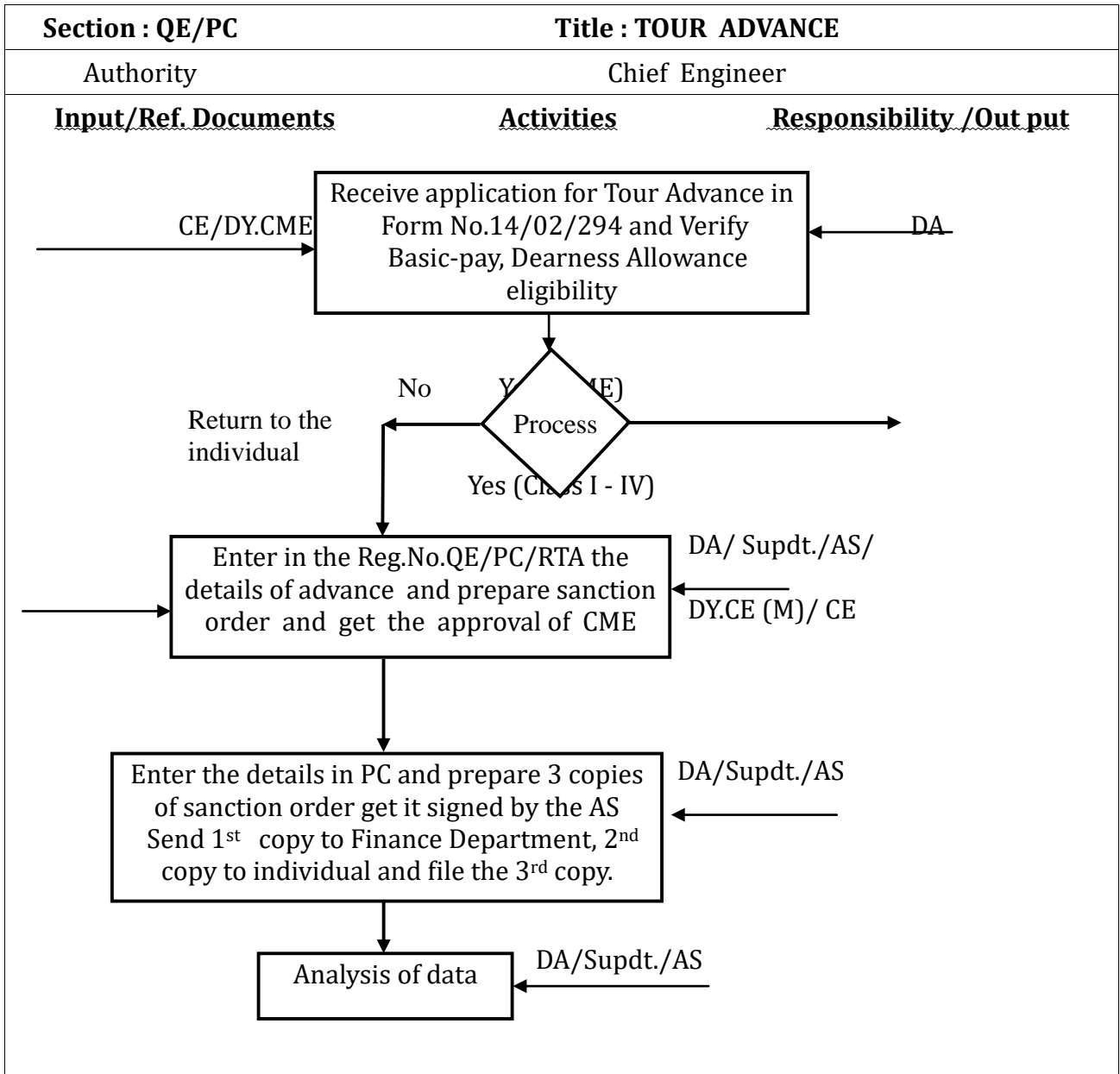
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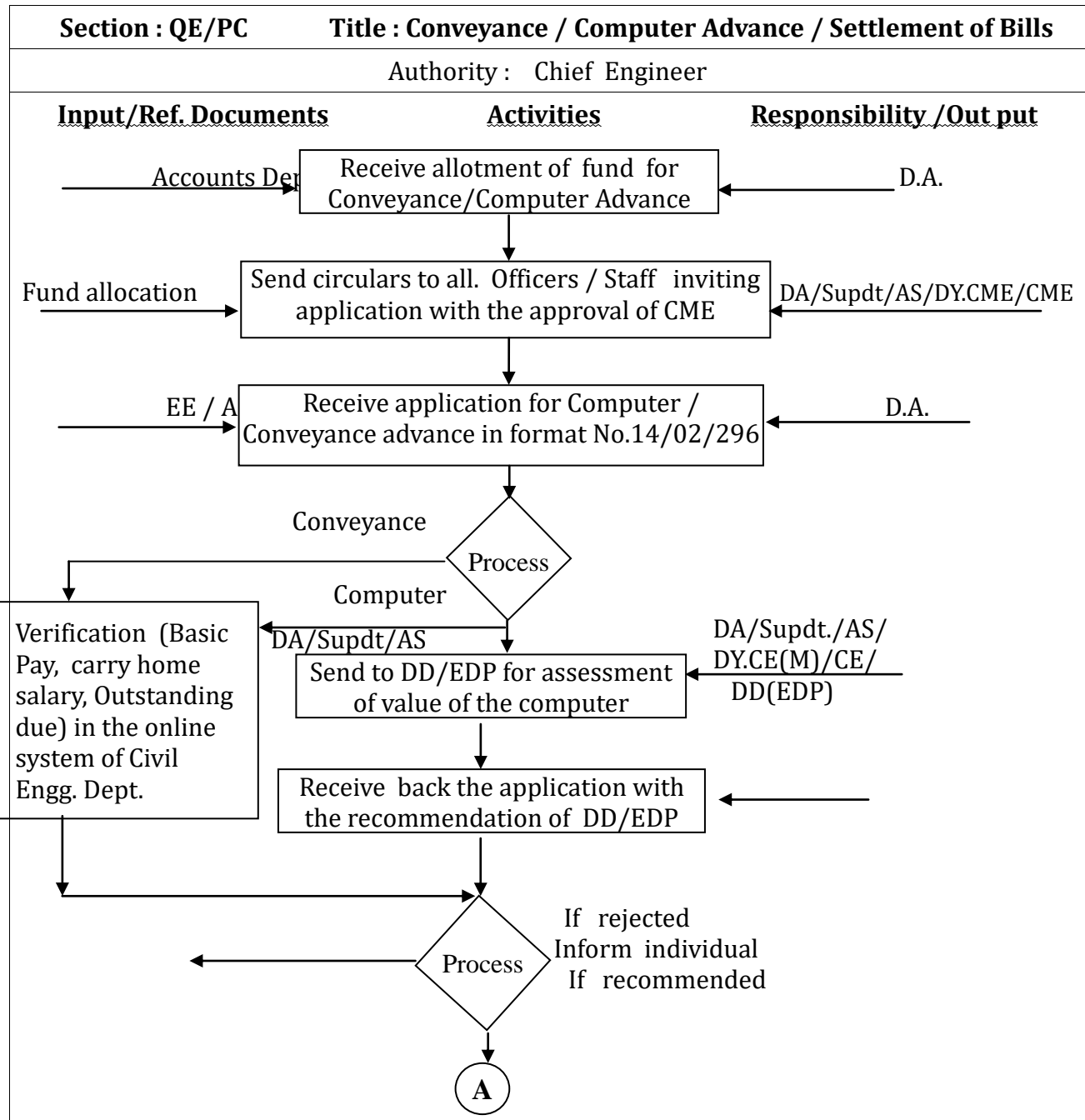
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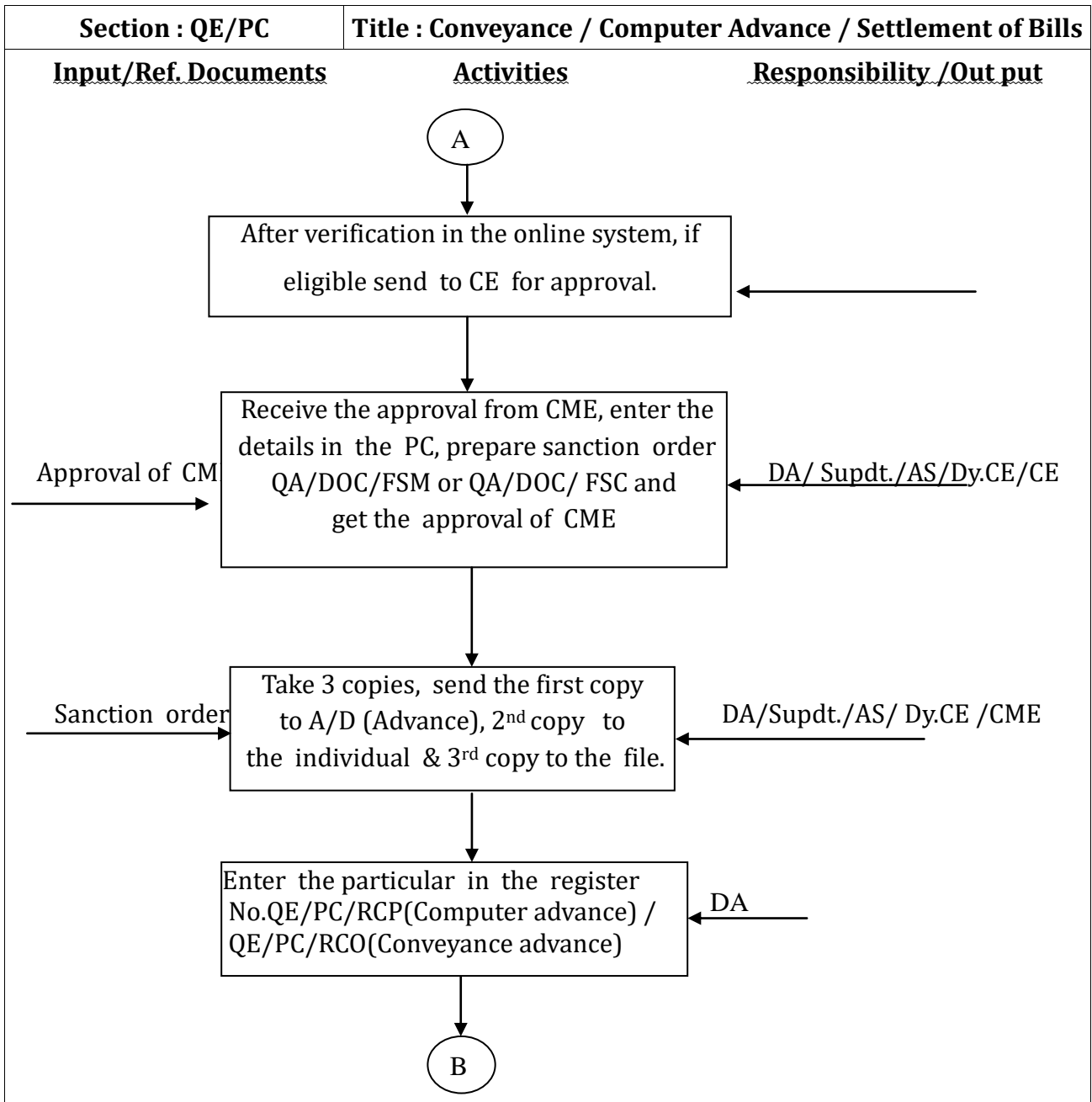
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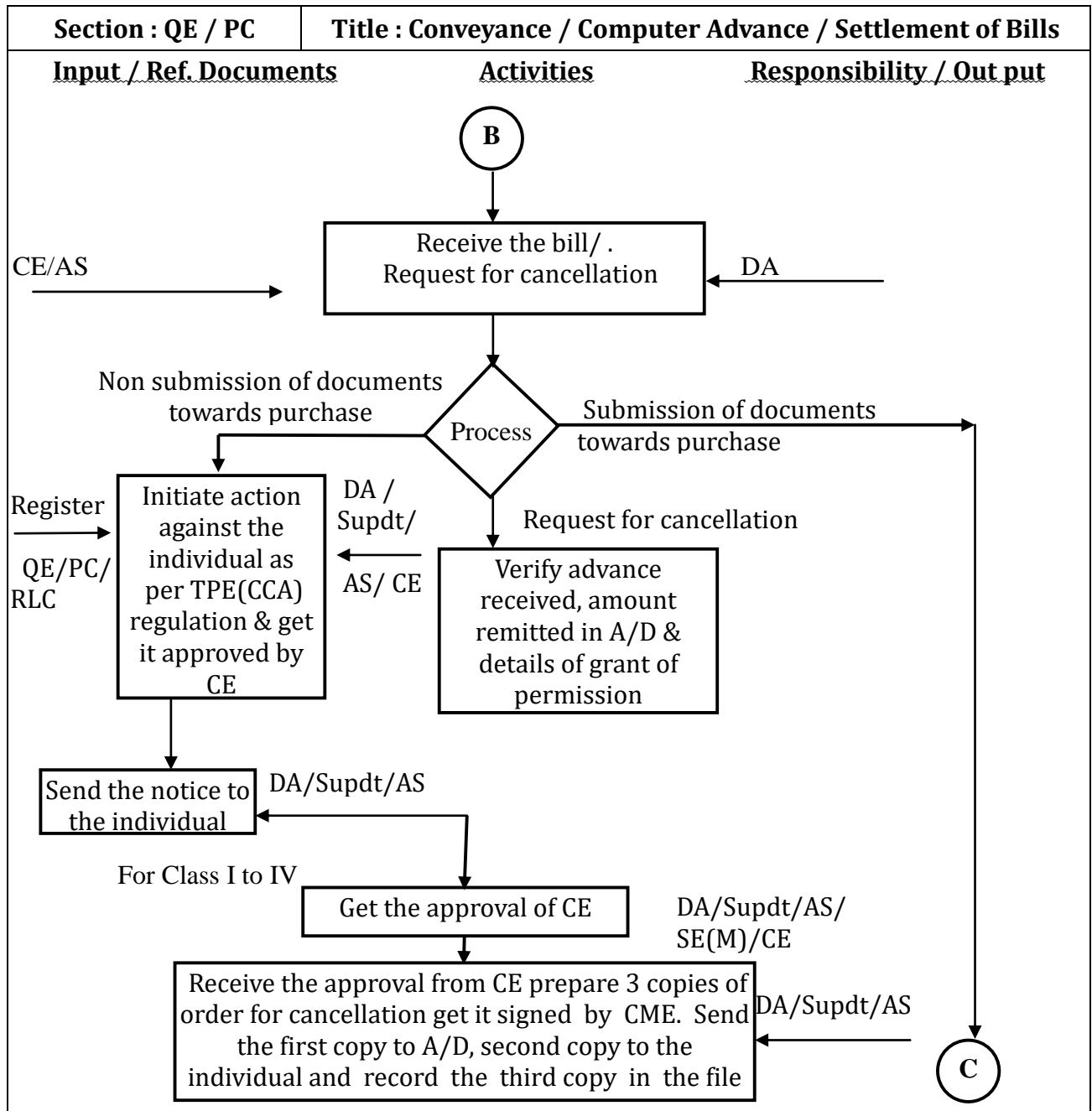
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<b>Section : QE / PC</b>	<b>Title : Conveyance / Computer Advance / Settlement of Bills</b>	
<u><b>Input / Ref. Documents</b></u>	<u><b>Activities</b></u>	<u><b>Responsibility / Out put</b></u>
	<pre> graph TD     C((C)) --&gt; A[Enter the particulars in Register No. QE/PC/RCO or QE/PC/RCP get it counter signed by CME for Class I to IV]     A --&gt; B[Analysis of data]             </pre>	DA/Supdt./AS/CE ←  DA/Supdt./AS ←

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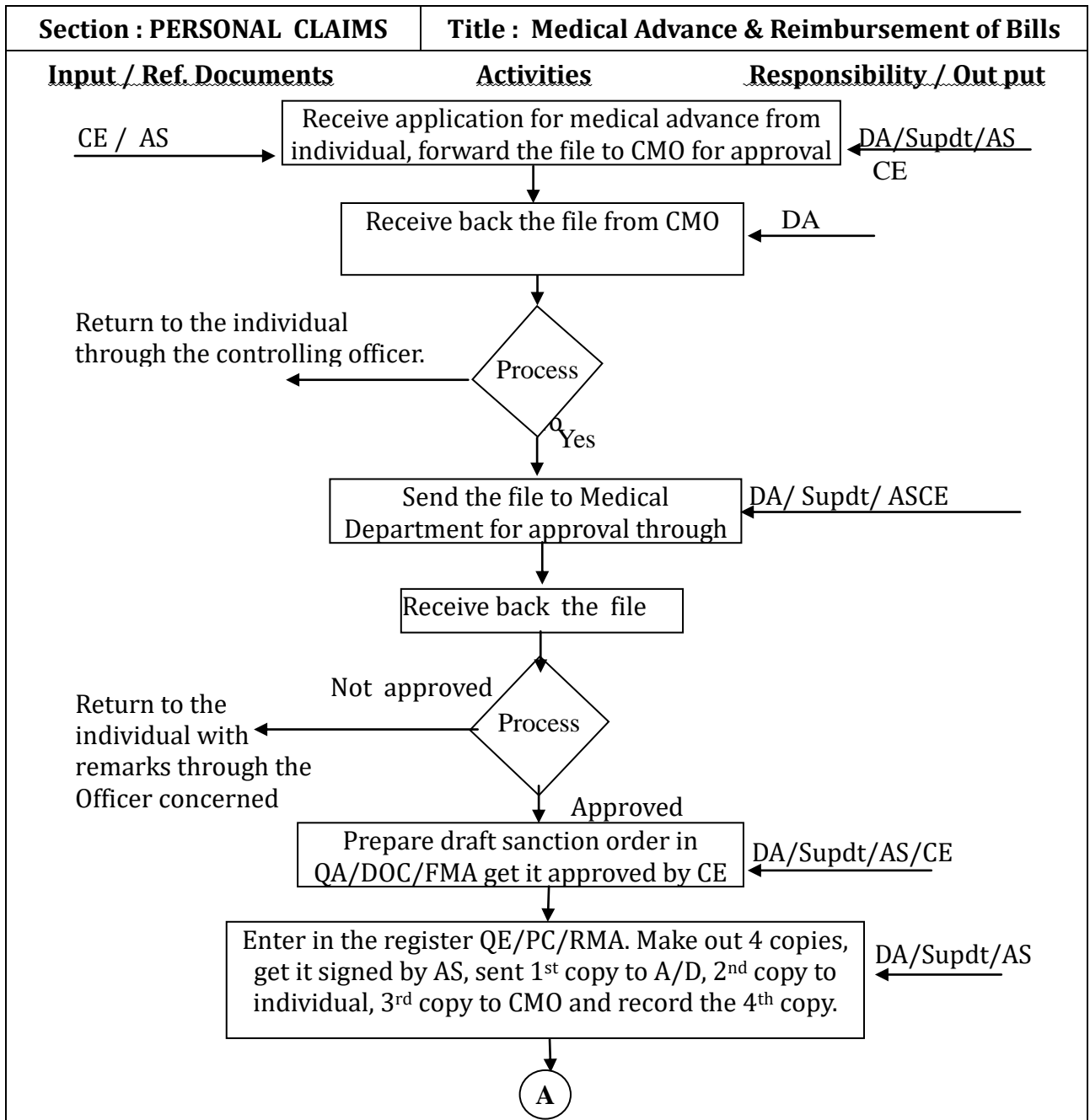
<b>Section : Personal Claims</b>	<b>Title : Medical I.D. Card for Employees &amp; Apprentices</b>	
Authority :	Chief Engineer	
<b>Input / Ref. Documents</b>	<b>Activities</b>	<b>Responsibility / Out put</b>
RIR Section receipt →	<p>Receive request for new I.D. card / addition or deletion in the old I.D.card along with declaration in triplicate in format No.14/02/288</p>	←
	<p>In case of addition / deletion verify the proof with Birth certificate / Wedding card / Death certificate. Prepare new card / revise the old card and prepare note &amp; draft and get it signed by CE</p>	←
	<p>Send the I.D. card to the individual through officer concerned and two copies of the Medical Declaration in format No.14/02/288 to Medical Department</p>	←

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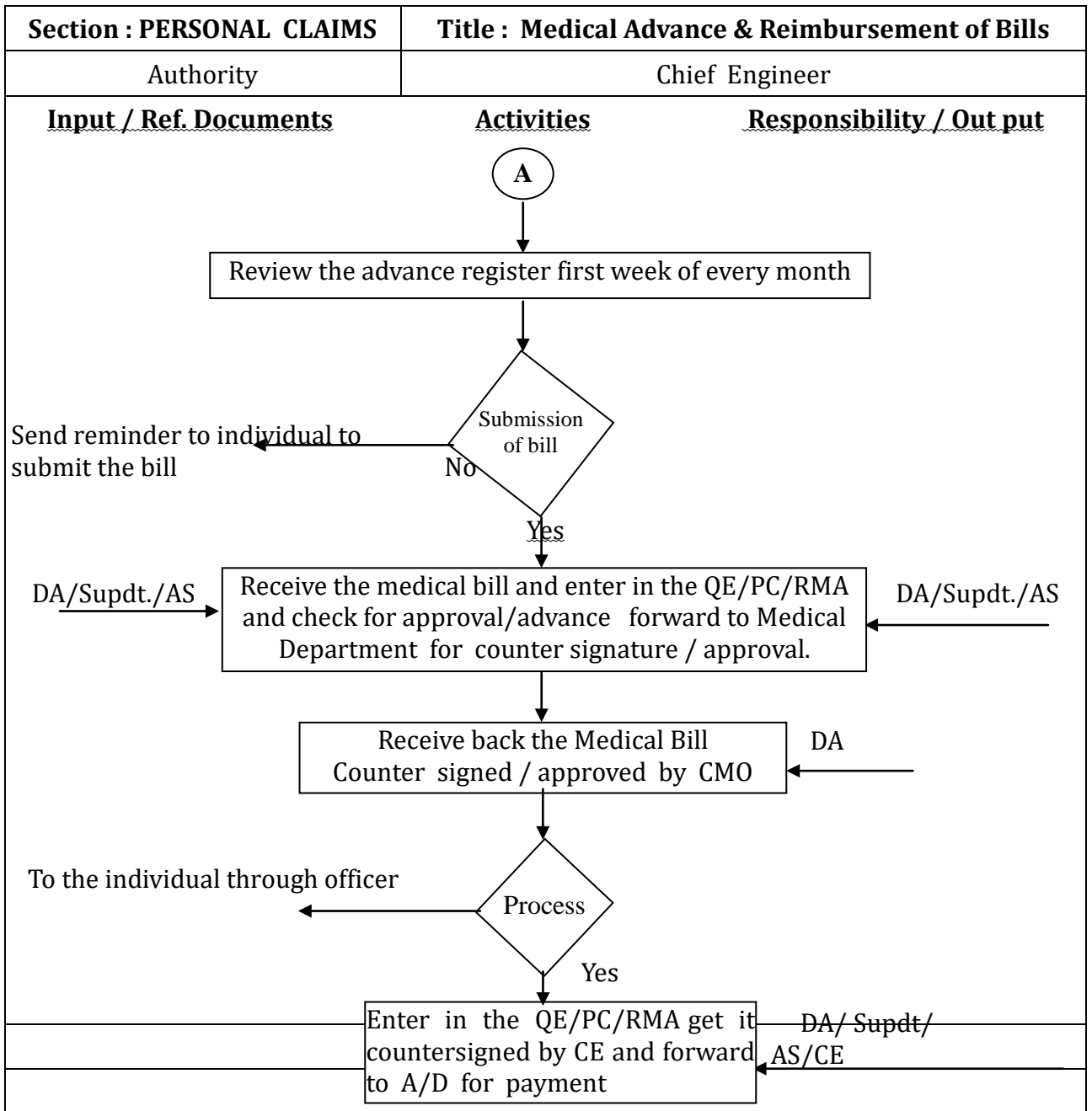
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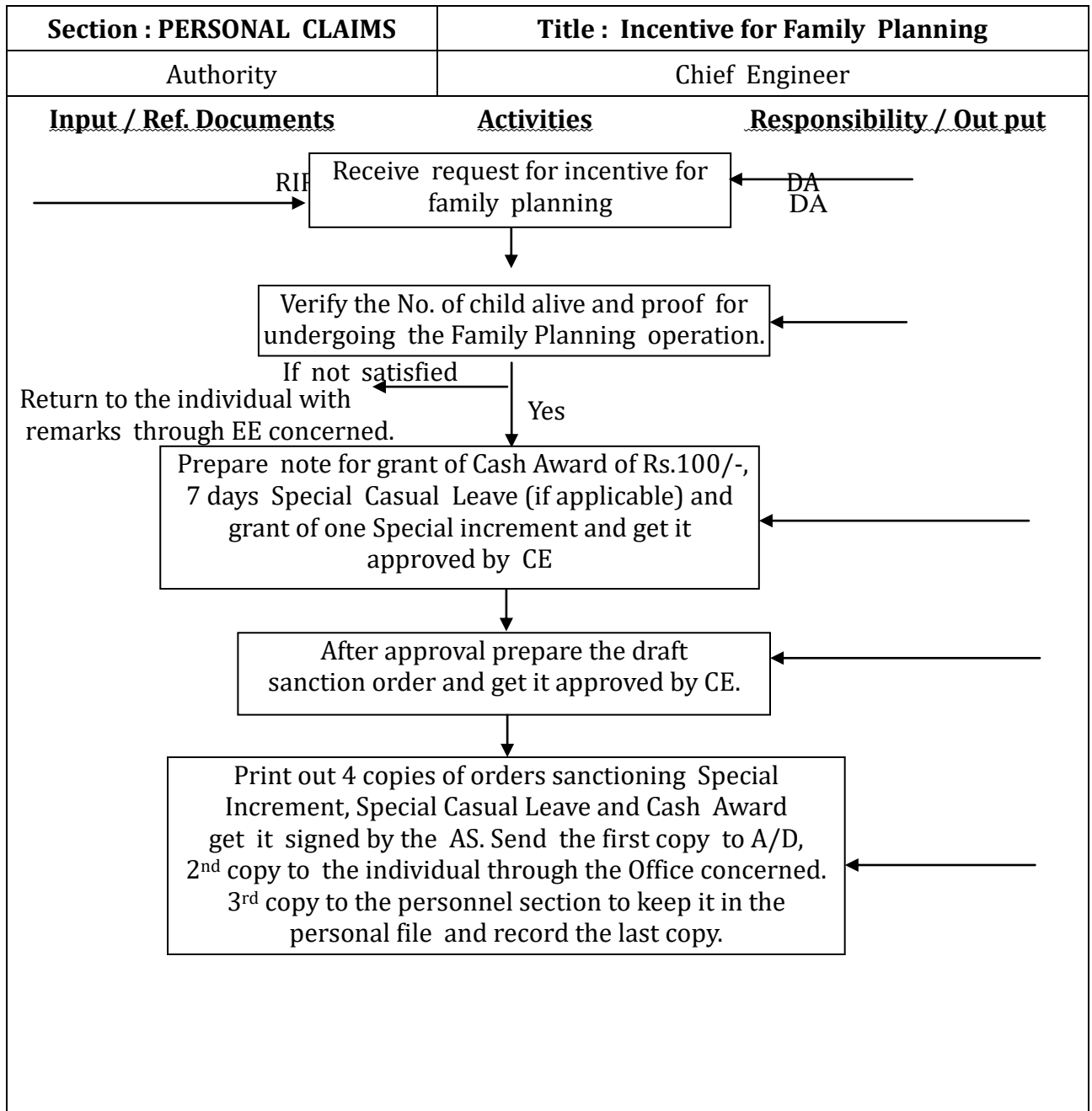
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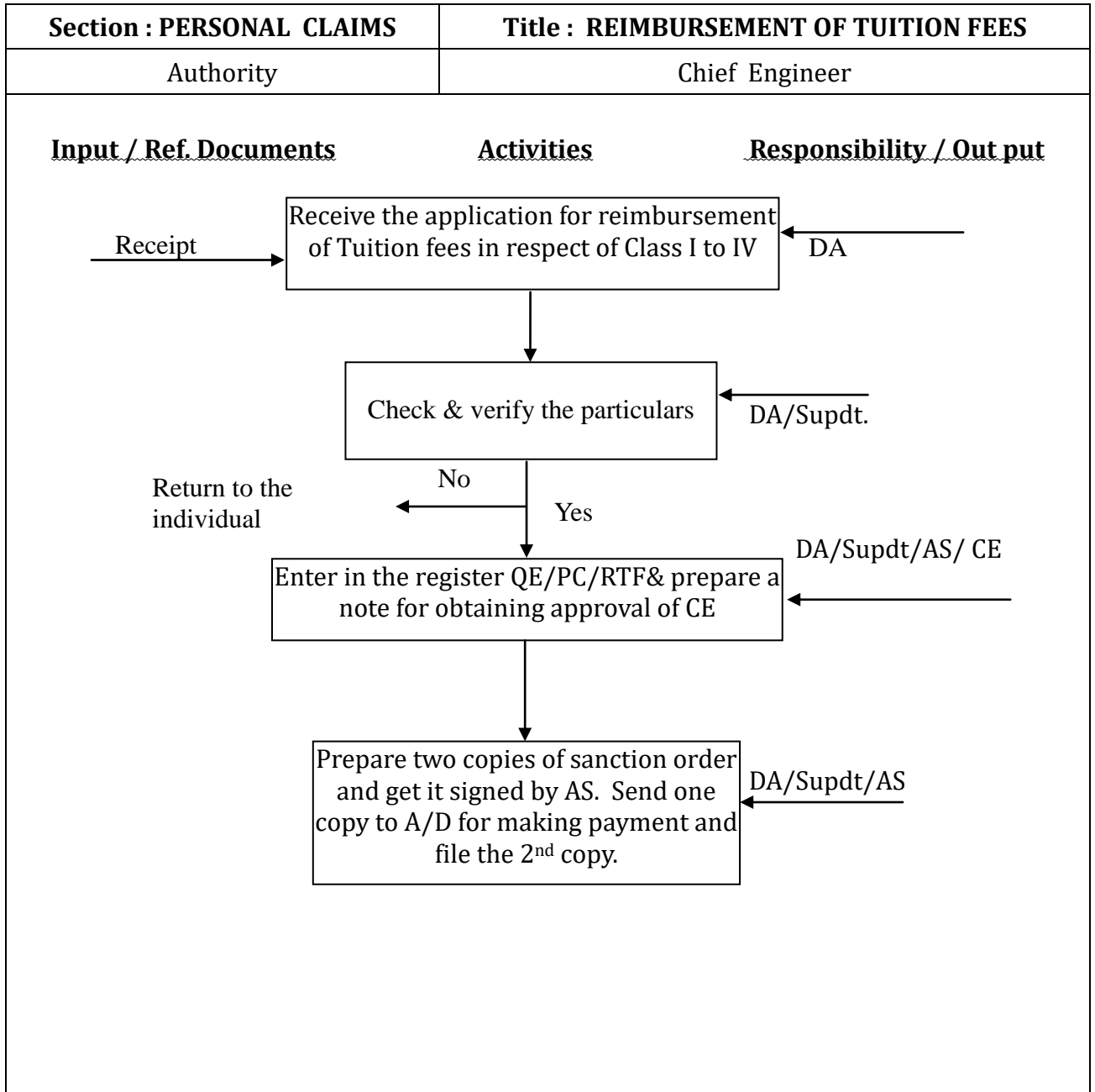
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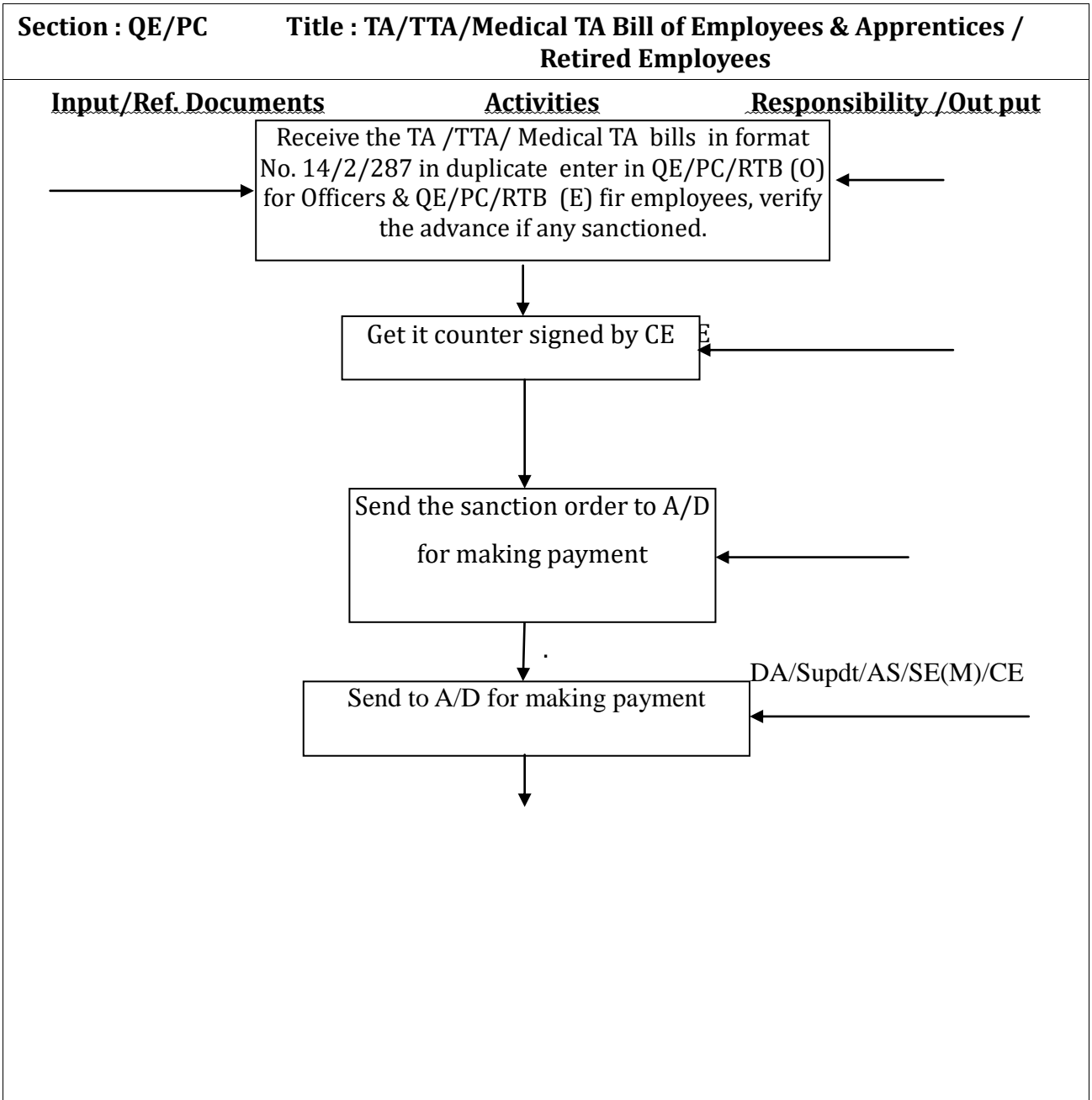
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<b>Section : PERSONAL CLAIMS</b>	<b>Title : SPECIAL LEAVES</b> <b>(Paternity Leave/Maternity Leave/Special Disability Leave/Hospital Leave/Family Planning Leave)</b>												
Authority :	Chief Engineer												
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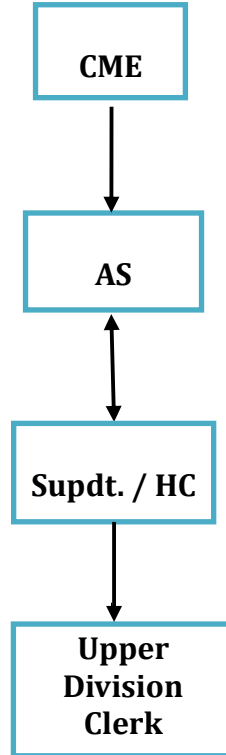
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## SECTION CHART



**INTERESTED PARTIES**

**REQUIREMENTS**

### REFERENCE STANDARD REQUIREMENTS

ISO 9001:2015, Clause: 4.2  
ISO 14001:2015, Clause: 4.2

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**RISK ASSESSMENT AND RISK TREATMENT**

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Risk	Control Method/Process
<ul style="list-style-type: none"><li>• Admin Approval</li><li>• Dual work</li></ul>	<ul style="list-style-type: none"><li>• System processing through online</li><li>• Manpower should be increased</li></ul>

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**KEY PERFORMANCE INDICATOR:**

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SNO	Objectives	Description	Target
1			

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**ACTIONS TO ADDRESS RISKS AND OPPORTUNITIES**

We determined the risks and opportunities related to its environmental aspects (see 10.2), compliance obligations (see 10.4) and other issues and requirements,

SI NO	ASPECT	IMPACT	CONTROL METHOD
1	Consumption of electricity	Reduction in Natural resources	EMP/01
2	Consumption of paper	Reduction in natural resources	OCP/01

Note: Detailed RART ref: CIVIL-ASPECT/IMPACT REGISTER –PERSONNAL CLAIMS

**Reference Standard Requirement**

ISO 14001:2015, Clause: 6.1.1

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<b>DATE : 05.07.17</b>	

**V.O.CHIDAMBARANAR PORT TRUST**  
**INTEGRATED MANAGEMENT SYSTEM MANUAL**

**HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROLS**

SI NO	HAZARD	RISK	CONTROL METHOD
1	RADIATION	EYE strain	SOP-03
2	Electrocution	Human Injury	SOP-01
3	Leakage of cartridge	Health Hazard	SOP-01
4	Tin Tag Puncturing	Human Injury	SOP-01
5	Dust	Health Hazard	SOP-03
6	Body joint pain	Human Injury	SOP-03
7	Slippery	Human Injury	SOP-03
8	Dust Emission	Respiratory Disorder	SOP-4

**Reference Standard Requirement**

BS OHSAS 18001:2007, Clause: 4.3.1

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### INTEGRATED MANAGEMENT SYSTEM MANUAL

SECTION : PC		TITLE : MASTER LIST OF DOCUMENTS
<b>I. REGISTER :</b>		
1	Conveyance Advance	QE/PC/RCO
2	Computer Advance	QE/PC/RCP
3	Reimbursement of Tuition Fees	QE/PC/RTF
4	Medical Advance	QE/PC/RMA
5	Leave application of EL / HPL / Commuted leave / EL Encashment	QE/PC/RLA
6	Leave Travel Concession / Home town concession	QE/PC/RLC
7	Tour Advance	QE/PC/RTA (O) QE/PC/RTA (E)
8	Travelling Allowance Bill	QE/PC/RTB
9	Transfer Travelling Allowance	QE/PC/RTT
10	Contingent Bill	QE/PC/RCB
11	Incentive Bill	QE/PC/RIN
12	General Provident Fund	QE/PC/RPF

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## V.O.CHIDAMBARANAR PORT TRUST

### INTEGRATED MANAGEMENT SYSTEM MANUAL

SECTION : PC	TITLE : MASTER LIST OF DOCUMENTS	
<b>II. FORMAT :</b>		
1	General Provident Fund Advance / withdrawal	14/02/284/279
2	Conveyance / Computer Advance	14/02/296
3	Festival Advance	14/02/286
4	EL / Com.L / HPL Application	14/02/277
5	EL Encashment	14/02/298
6	Leave Travel Concession	14/02/283
7	Tour Advance	14/02/294
8	Travelling Allowance	14/02/287
9	OTA & NW form	14/02/266
10	Medical Declaration form	14/02/288
11	Contingent Bill form	FCB
12	Incentive Format	FIN
13	Tuition fees reimbursement application	QA/DOC/FTF
14	Sanction order form for GPF Advance / withdrawal	QA/DOC/FSG
15	- do - Conveyance / Motor Car Advance	QA/DOC/FSM
16	- do - Computer Advance	QA/DOC/FSC
17	- do - Festival Advance	QA/DOC/FSF
18	- do - LTC Advance	QA/DOC/FSL
19	- do - EL / Encashment	QA/DOC/FSE
20	- do - Tour Advance	QA/DOC/FSA
21	- do - Tuition Fees	QA/DOC/FST
22	- do - Medical Advance	QA/DOC/FMA
23	- do - Special Leave	QA/DOC/FSS
24	Common Procedures	--

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