

V.O.CHIDAMBARANAR PORT TRUST  
INTEGRATED MANAGEMENT SYSTEM MANUAL

# V.O.CHIDAMBARANAR PORT TRUST



PROCESS	GENERAL AND ADMINISTRATION DEPARTMENT
SECTION	MANUAL FOR ESTABLISHMENT I SECTION

ISSUE NO	: 00
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## INTEGRATED MANAGEMENT SYSTEM MANUAL

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	Common-Follow up action on Internal Audit and NCR, Follow up action on External Audit.	

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**LIST OF RECIPIENTS**

<b>SI.NO</b>	<b>NAME OF THE RECIPIENTS</b>	<b>CONTROLLED COPY NO</b>
1.	Section Head	1

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**REVISION SHEET**

**1. ISSUE STATUS :**

SI.NO	ISSUE NO	DATE	REASON FOR REVISION
1	1	05.07.2017	Upgradation & Integration of QMS(9001:2015),EMS(14001:2015),OHSAS(18001:2007)

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### SCOPE

Establishment Section-I is looked after by Sr. Assistant Secretary, who is under the control of Deputy Secretary. Secretary is the Head of Department. The Sr. Assistant Secretary is assisted by a Superintendent / Head Clerk. One Dealing Assistant is working in Establishment-I Section. This Section is dealing with all Establishment matters relating to Class I & II Officers.

### 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 prompt disposals on matters relating to Establishment the Port To Implement the Government Policies on various issues relating to Port Establishment. To give advice to various department of this Port on various issues relating to the Port Establishment.

**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 ensure prompt disposal on matters relating to Establishment of Class - I & II Officers

**EMS**

To ensure reduction of paper and to conserve energy.

**OHSAS**

To ensure prevention of ill health and injury.

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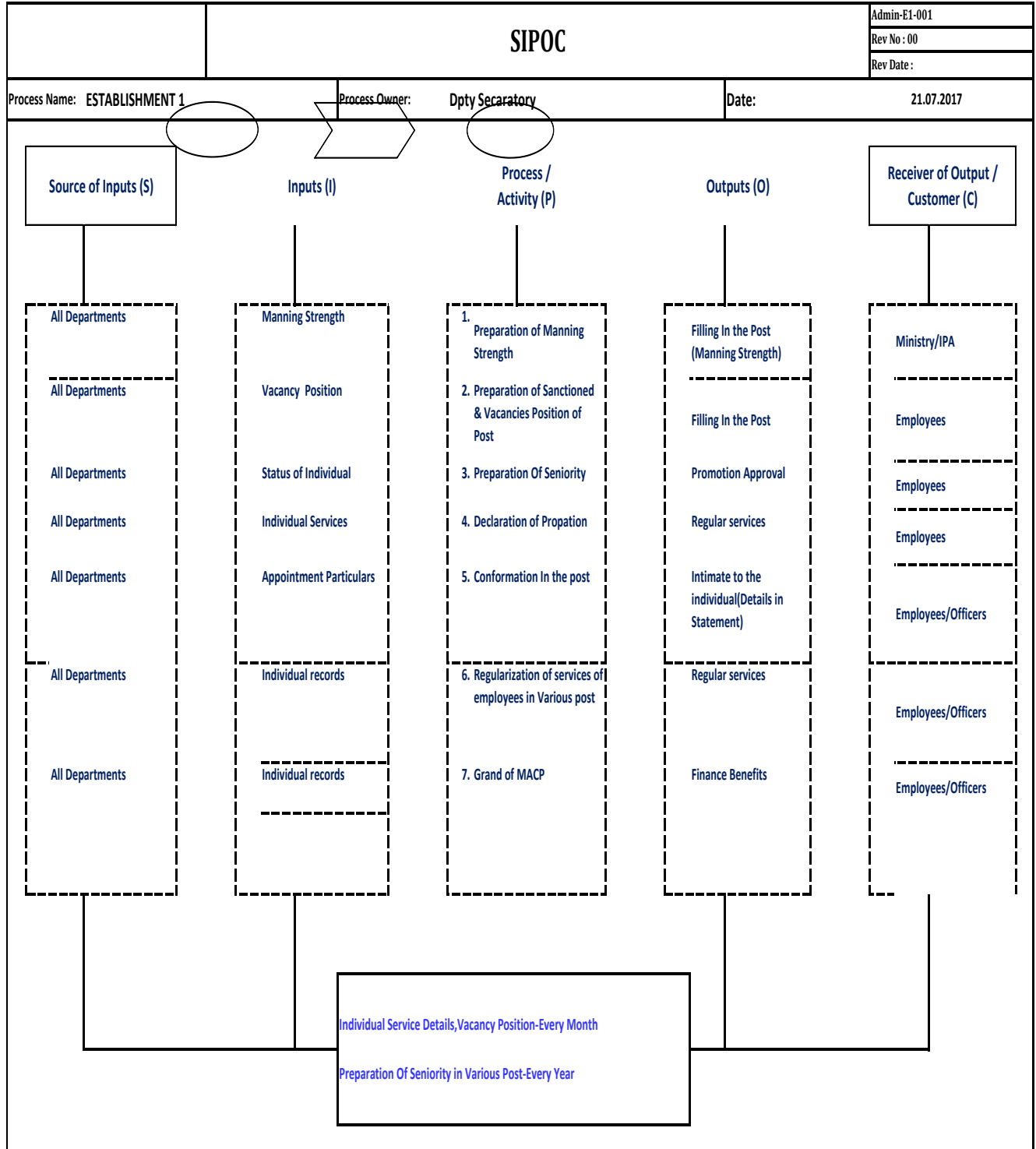
ABBREVIATIONS	
CPT	Chairman Port Trust
Dy.CPT	Deputy Chairman Port Trust
VOCPT	V.O.Chidambaranar Port Trust
CVO	Chief Vigilance Officer
HOD	Head of Department
TPT	Tuticorin Port Trust
Secy.	Secretary
Sr.DS	Senior Deputy Secretary
IRO	Industrial Relations Officer
AS	Assistant Secretary
SH	Section Head
DA	Dealing Assistant
DPC	Departmental Promotion Committee
ACR	Annual Confidential Report
SSC	Services Selection Committee
SAP	System Application and Products
E.I	Establishment Section-I
E.II	Establishment Section-II
CDN & TRG	Co-Ordination and Training Section
PRO	Public Relation Officer
PR	Public Relation
IR	Industrial Relations Section
LO	Law Officer Grade -I

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### SIPOC



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<b>V.O.CHIDAMBARANAR Port Format No. VOC/IP, Issue No: 01, Date: 05.07.2017</b>	
<b>Interested Parties</b>	
<b>4.2 Understanding the requirements of the Interested parties</b>	
<b>Interested Parties</b>	<b>Requirements</b>
Ministry/IPA	Filling the post
Employees/ Officers	Promotion letter, Conformation of the post

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## **Benchmarks**

1. Preparation of Seniority list before 31<sup>st</sup> of May of every year.
2. Put up 'Note' to DPC members within 10 working days from the date of formation of the DPC committee.

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## INTEGRATED MANAGEMENT SYSTEM MANUAL

SECTION: ESTABLISHMENT- I	Title : Filling up of Class-I & II vacant posts by Promotion	
Input / Ref.Documents	Activities	Responsibility / Out put
DA →	Putup proposal for approval for filling up of vacant post in Class-I & II categories of General Administration Department as and when vacancies arise. (Based on Incumbent Register) (OS / E-I / RIT).	← SH/AS/Sr.DS/Secy Dy.CPT/CPT
	↓	
	Call for Disciplinary clearance from Legal & Disciplinary Action Section and then Vigilance clearance from Vigilance Department and obtaining Annual Confidential Report Dossiers.	← DA/SH/A /Sr.DS
	↓	
DA →	Putup note to DPC within 10 days	← SH/AS/Sr.DS/Secy.
	↓	
DA →	Issue intimation letter to the DPC members to convene the DPC meeting after getting date & time from Chairman	← SH/AS/Sr.DS/Secy Dy.CPT / CPT
	↓	
AS →	Conduct of DPC meeting, prepare the minutes of the DPC meeting and get signatures of members and Chairman of the DPC	← SH/AS/Sr.DS/Secy Dy.CPT/CPT
	↓	
DA →	Putup file for approval of CPT on the minutes of DPC meeting	← SH/AS/Sr.DS/Secy. Dy.CPT/CPT
	↓	
DA →	Issue of promotion orders within a week.	← SH/AS/Sr.DS/Secy Dy.CPT/CPT

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SECTION: ESTABLISHMENT- I	Title : Filling up of Class-I & II vacant posts by Direct Recruitment	
Input / Ref.Documents	Activities	Responsibility / Out put
DA →	Putup proposal for approval for filling up of vacant post in Class-I & II categories. (Based on Incumbent Register QS / E-I / RIT)	SH/AS/Sr.DS/Secy ← Dy.CPT/CPT
DA →	Call for applications from other Organisation / Major Port Trust	SH/AS/Sr.DS/Secy. ← Dy.CPT/CPT
DA →	Scrutinize applications and put up to CPT	SH/AS/Sr.DS/Secy. ← Dv.CPT/CPT
	Put-up note to SSC within 10 days	DA/SH/AS/Sr.DS/Secy. ←
DA →	Issue intimation letter to the SSC members to convene the SSC meeting after getting date and time from CPT.	SH/AS/Sr.DS/Secy. ←
AS →	Conduct SSC meeting, prepare minutes of the SSC meeting and get signature of members and Chairman of the SSC	SH/AS/Sr.DS/Secy. ← Dy.CPT/CPT
DA →	Putup file for approval of CPT on the minutes of the SSC meeting	SH/AS/Sr.DS/Secy ← Dy.CPT/CPT
DA →	Issue of appointment order within a week.	SH/AS/Sr.DS/Secy ← Dy.CPT/CPT

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SECTION: ESTABLISHMENT- I	Title : Preparation of Seniority list in respect of Class- I & II Officers	
<u>Input / Ref.Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
DA →	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">                     Putup Draft Seniority List as on 1<sup>st</sup> April every year in respect of Class I &amp; II Officers of General Administration Department                 </div>	← SH/AS/Sr.DS/Secy.
	↓	
	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">                     After approval of the Secretary, the draft seniority list will be sent to all Officers of General Administration Department for circulation among the Officers concerned.                 </div>	← All HODs.
	↓	
DA →	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">                     After 15 days from the date of issue of the draft Seniority list, after considering objections/ corrections if any raised, the same will be attended. Then the finalised seniority list is circulated among the Officers concerned, on or before 31<sup>st</sup> May every year.                 </div>	← SH/AS/Sr.DS/Secy.

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SECTION: ESTABLISHMENT- I	Title : Abolition and Creation of Post	
Input / Ref.Documents	Activities	Responsibility / Out put
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Proposals for creation / abolition of post have been scrutinized and sent to Accounts Department for financial concurrence and then submitted to CPT for approval</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Preparation of Board Note for getting approval of the Board as ordered by CPT.</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Proposals sent to Ministry for approval</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px;">On receipt of Ministry's approval, orders issued for creation / abolition of post</div>	<p style="text-align: right;">DA/SH/AS/Sr.DS/Sy</p> <p style="text-align: center;">←</p> <p style="text-align: right;">FA / Dy.CPT/CPT</p> <p style="text-align: right;">DA/SH/AS/Sr.DS/Secy</p> <p style="text-align: center;">←</p> <p style="text-align: right;">Dy.CPT/CPT/Board</p> <p style="text-align: right;">SH/AS/Sr.DS/Secy.</p> <p style="text-align: center;">←</p> <p style="text-align: right;">Dy.CPT/CPT</p> <p style="text-align: right;">DA/SH/AS/Sr.DS/Secy</p> <p style="text-align: center;">←</p> <p style="text-align: right;">Dy.CPT/CPT</p>
DA →		
DA →		

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SECTION: ESTABLISHMENT- I		Title : Amendment to Rules & Regulations	
Input / Ref.Documents	Activities	Responsibility / Out put	
	Prepare proposals for amendment to Rules & Regulations and get approval from CPT	DA/SH/AS/Sr.DS/Sy	← Dy.CPT/CPT
DA →	Prepare Board Note for approval of the Board	DA/SH/AS/Sr.DS/Sy	← Dy.CPT/CPT/Board
DA →	Send proposals to Ministry for approval and Notification in the Official Gazette of India.	SH/AS/Sr.DS/Secy.	← Dy.CPT/CPT
DA →	On receipt of Gazette Notifications, amended Rules & Regulations will be forwarded to all HODs	SH/AS/Sr.DS/Secy	← Dy.CPT/CPT

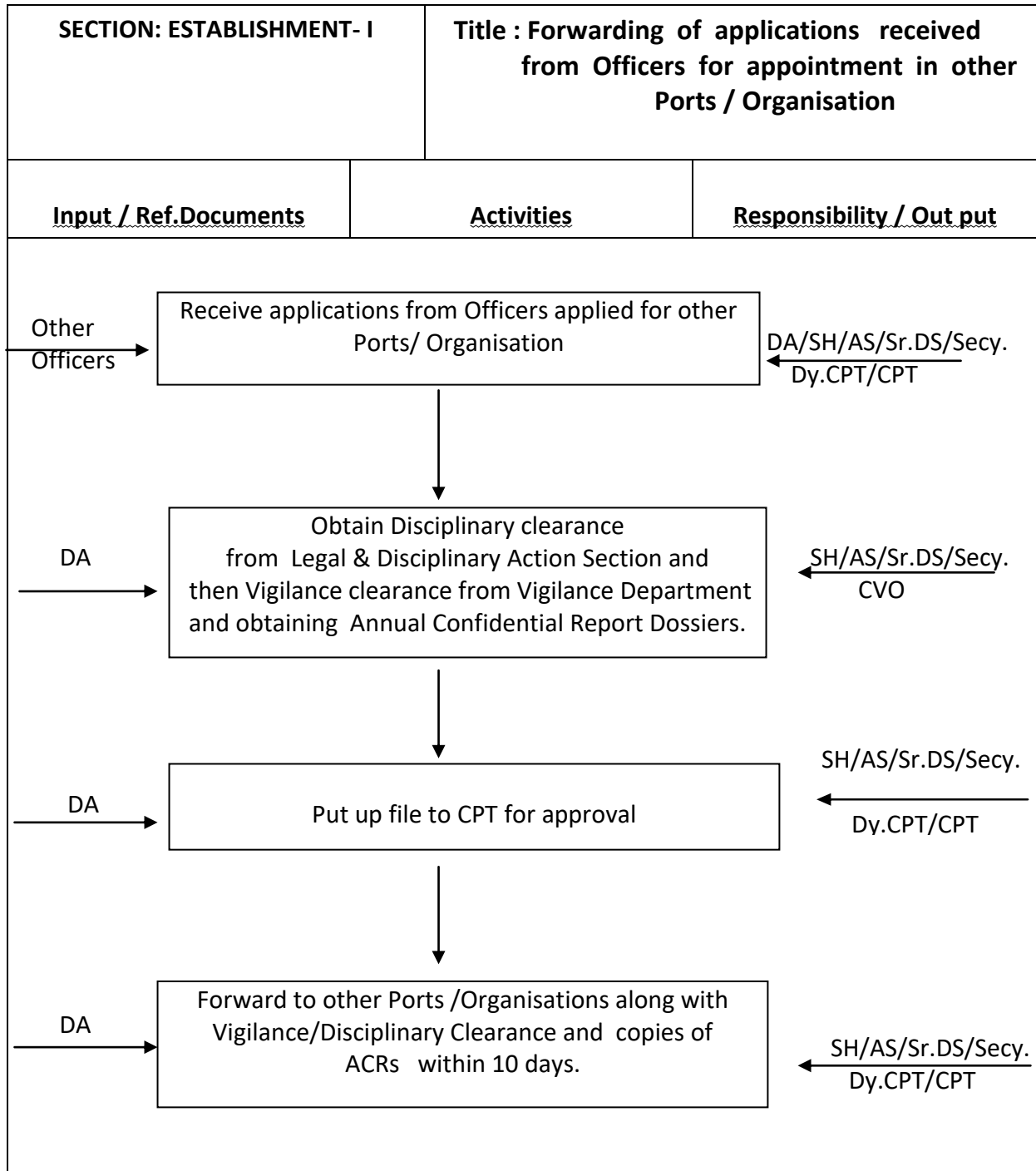
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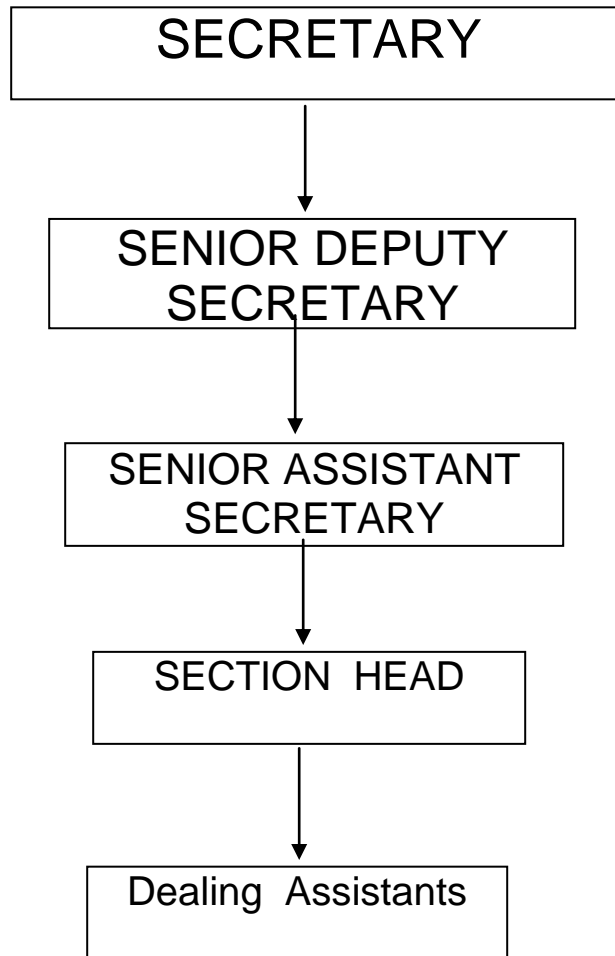
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SECTION: ESTABLISHMENT- I	Title : Files seeking clarifications from Other Departments	
<u>Input / Ref.Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
Other →	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">                     Scrutinizing the files with reference to rules and regulations and submit for CPT 's approval.                 </div> <div style="text-align: center; margin: 10px 0;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">                     On approval, return files to concerned HODs.                 </div>	<p style="text-align: right;">← SH/AS/DS/Secy. Dy.CPT/CPT</p> <p style="text-align: right;">← DA/SH/AS/Sr.DS/Sy</p>

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**ORGANISATION CHART**

**E-I SECTION**



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### RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
Timely reply to Ministry letters	Time frame should be fixed
Preparation of seniority	Time frame should fixed
System Problems	Proposal to New System

### KEY PERFORMANCE INDICATOR:

SI.NO	OBJECTIVES	DESCRIPTION	TARGET
1			

### ACTION TO ADDRESS RISK 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

### Reference Standard Requirement

ISO 14001:2015, Clause: 6.1.1

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**Hazard Identification, Risk Assessment and Controls**

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SI NO	HAZARD	RISK	CONTROL METHOD
1	Radiation	Eye strain	SOP/3
2	Electrocution	Human Injury	SOP/1
3	Dust	Health hazard	SOP/3

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### List of Register :

Sl. No.	Name of Register	Code	Period
1.	Incumbent Register	QS / E-I / RIT	Permanent

### List of Reference Rule Books:

1	Swamy's Complete Manual on Establishment and Administration
2	Swamy's Compilation on Reservations and Concessions
3	Swamy's Compilation on Seniority and Promotion.
4	Brochure on Reservation for SC/ST in Services (Sixth Edition)
5	Tuticorin Port Regulations

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