

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

V.O.CHIDAMBARANAR PORT TRUST



PROCESS	GENERAL AND ADMINISTRATION DEPARTMENT
SECTION	MANUAL FOR ESTABLISHMENT II SECTION

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V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

INDEX

SI.NO	TITLE	PAGE NO
1	Cover Page	1
2	Index	2
3	List of Recipients	3
4	Revision Sheet	4
5	Introduction/Quality Policy & Objectives	5
6	Abbreviation	7
7	SIPOC	8
8	Interested Parties	9
9	Benchmark	10
10	Filling up of vacant post in Class-III & IV Of Ministerial cadres.	11
11	Preparation of Seniority List in Class-III & IV of Ministerial cadres.	12
12	Inter Departmental Transfer of Class-III & IV Employees of Ministerial Cadres	13
13	Appointment on Compassionate Grounds to the Dependants of the deceased employees / employees retired medical invalidation of this Port	14
14	Organisation Chart	15
15	Risk Assessment and Risk Treatment	16
16	Key Performance Indicator	16
17	Action to Address Risk and Opportunities	16
18	Hazard Identification, Risk Assessment and Controls	17
19	List of Registers	18
	Common-Follow up action on Internal Audit and NCR, Follow up action on External Audit.	

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

LIST OF RECIPIENTS

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
1.	Section Head	1

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

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)

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SCOPE

Establishment Section-II is looked after by Deputy Secretary, who is under the control of Secretary. Secretary is the Head of Department. The Deputy Secretary is assisted by a Superintendent. Two Dealing Assistants are working in Establishment-II Section. The section is dealing with Appointment, Promotion, Regularization of ad-hoc services, Declaration of Probation period, Preparation of Seniority list, Inter departmental transfers in respect of Class-III & IV employees in the Ministerial Staff of all department of the Port and appointment on Compassionate grounds.

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.

ISSUE NO: 00

DATE: 05.07.17

APPROVED BY

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

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 filling up of vacancies in Class-III & IV ministerial cadres in all Departments once in a year as and when arise. To ensure Seniority List, Inter Departmental Transfers & Compassionate Appointment within Bench Mark.

EMS

To ensure reduction of paper and to conserve energy.

OHSAS

To ensure prevention of ill health and injury.

ISSUE NO: 00

DATE: 05.07.17

APPROVED BY

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

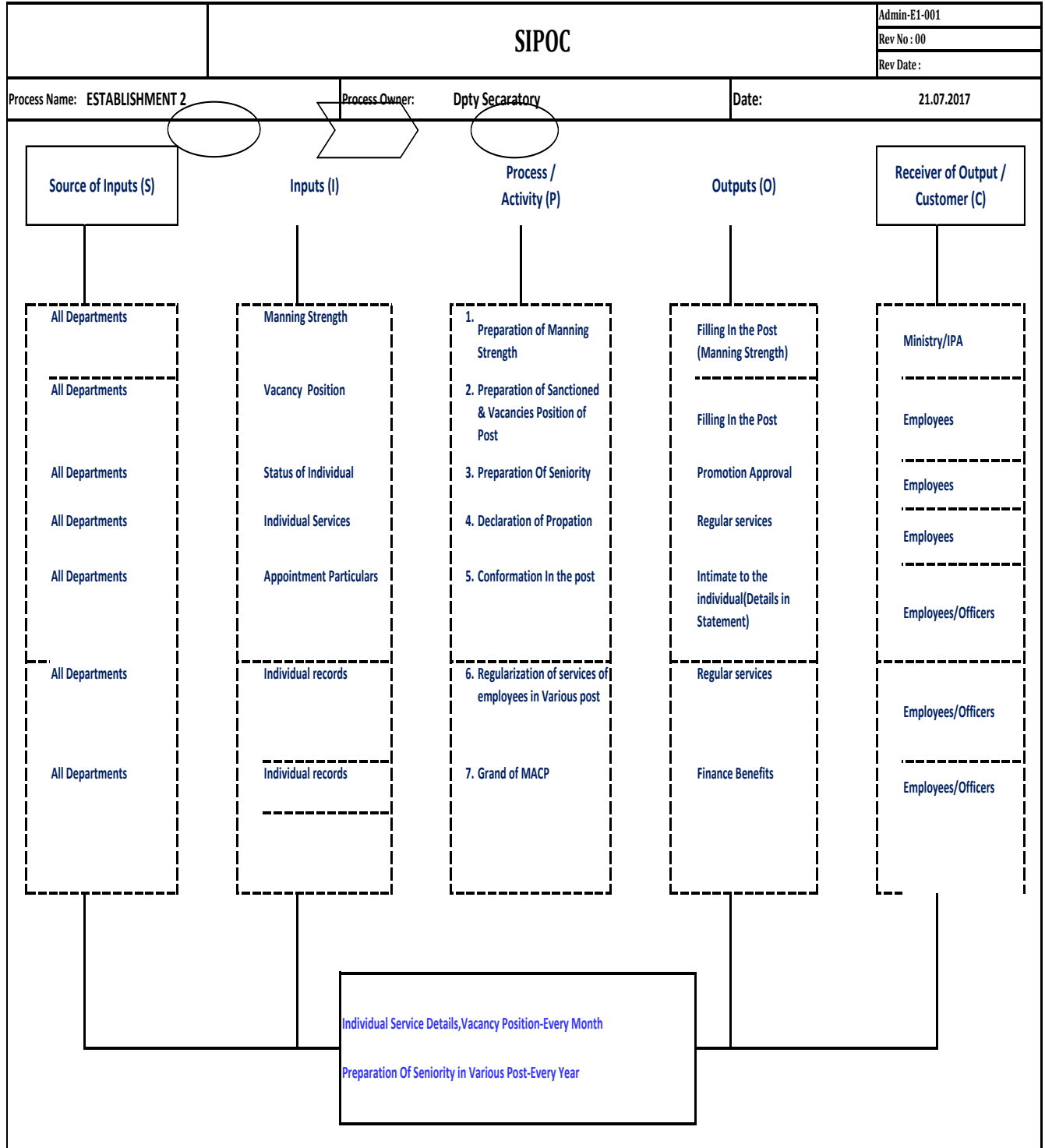
ABBREVIATIONS	
CPT	Chairman Port Trust
Dy.CPT	Deputy Chairman Port Trust
HOD	Heads of Department
VOCPT	V.O.Chidambaranar Port Trust
Secy.	Secretary
DS	Deputy Secretary
AS	Assistant Secretary
SH	Section Head
DA	Dealing Assistant
DPC	Departmental Promotion Committee
ACR	Annual Confidential Report
SAP	System Application & Product
E-I	Establishment Section-I
E-II	Establishment Section-II
CDN	Co ordination & Training section
IR	Industrial Relations Section

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SIPOC



ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

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

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

List of Benchmark :	
Seniority List in Class-III & IV Ministerial cadres.	31 st Sep every year.
Inter Departmental Transfer of Class-III & IV Employees	Once in year OR otherwise by Competent Authority
Appointment on Compassionate Grounds	31 st May every year.

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SECTION: ESTABLISHMENT- II	Title : Filling up of vacant post in Class-III & IV Ministerial cadres.	
Input / Ref. Documents	Activities	Responsibility / Out put
DA →	As per the vacancy position mentioned in the incumbent register, proposals are put up for approval for filling up of vacant post in Class-III & IV Ministerial cadres.	← SH/DS Secretary
	↓	
	Afterwards, call for ACR and Vigilance / Disciplinary clearance	← Concerned HOD & Vigilance Dept.
DA →	Submit file to CPT to form the DPC members. Then prepare Note to DPC	← SH/DS/Secy.
DA →	Issue of intimation letter to the DPC members to convene the DPC meeting & conduct the DPC meeting	← SH/DS Secretary
DA →	Prepare the minutes of the DPC meeting.	← SH/DS Secv
DA →	Putup the file for approval of CPT on the proceedings of the minutes of the DPC meeting	← SH/DS Secretary
DA →	After approval of the Chairman, Appointment / Promotion orders will be issued.	← SH/DS/Secy.

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SECTION: ESTABLISHMENT- II	Title : Preparation of Seniority List in Class-III & IV Ministerial cadres.	
<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
<pre> graph TD A[Put up Draft Seniority List as on 1st April every year in respect of Class-III & IV ministerial cadres.] --> B[After approval of the Secretary, the draft seniority list will be sent to all HODs for circulation among the employees concerned.] B --> C[After 15 days from the date of issue of the draft seniority list, after considering the objections / corrections if any raised, the same will be finalized and circulated among the employees concerned, by 30th September every year.] DA1[DA] --> A DA2[DA] --> C SH[SH/AS/DS/Secy.] --> A HODs[All HODs.] --> B SH2[SH/AS/DS/Secy.] --> C </pre>		

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

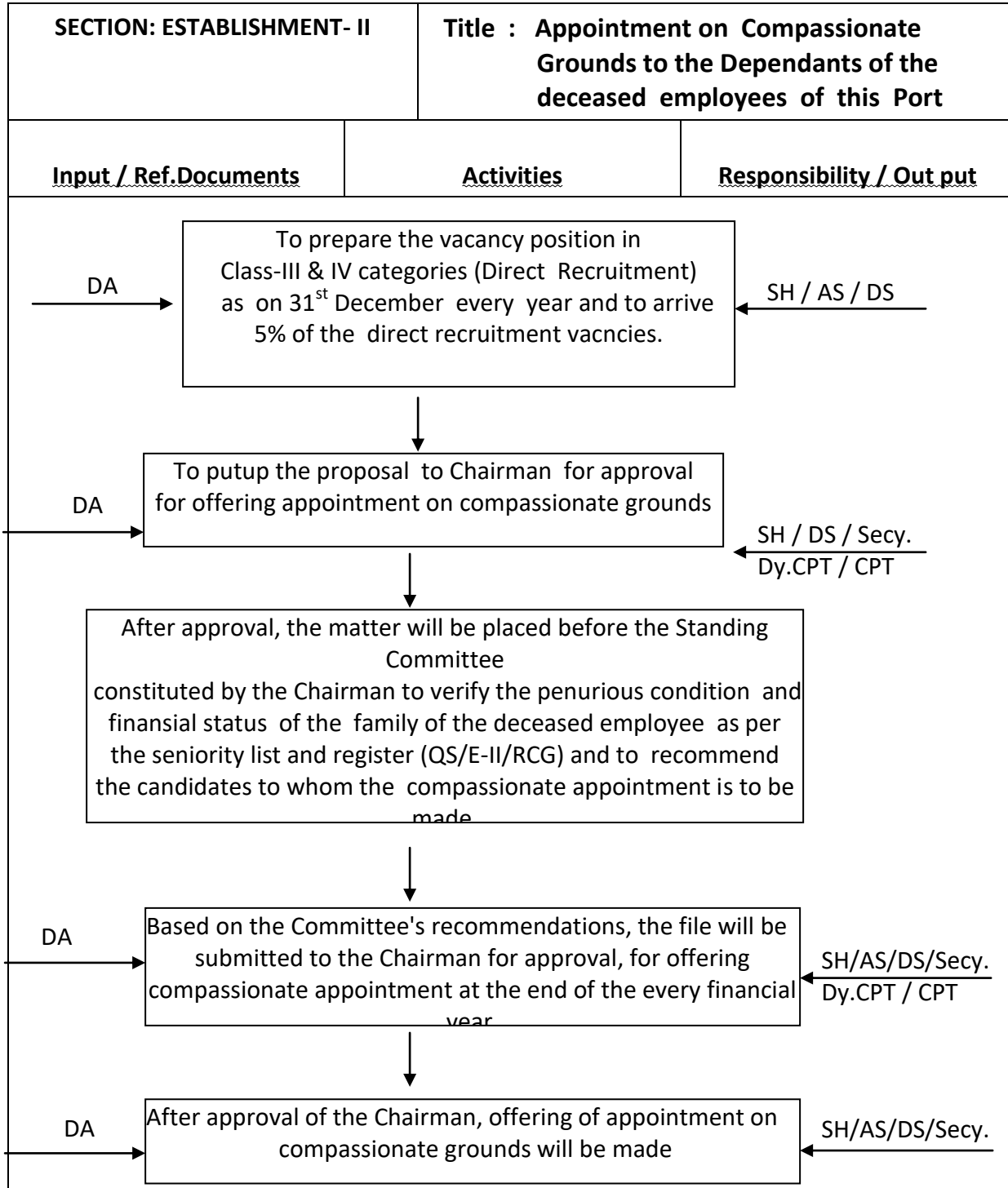
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SECTION: ESTABLISHMENT- II	Title : Inter Departmental Transfer of Class-III & IV Employees in Ministerial Cadres	
<u>Input / Ref.Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>DA →</p> </div> <div style="border: 1px solid black; padding: 10px; width: 80%;"> <p>Put up Statement regarding Inter departmental transfer of Class-III & IV employees in ministerial cadres every year, for those who have completed more than 2 years service in a particular department based</p> </div> <div style="text-align: center;"> <p>← SH/AS/DS/Secy. Dy.CPT/CPT</p> </div> </div> <div style="text-align: center; margin: 10px 0;">↓</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>DA →</p> </div> <div style="border: 1px solid black; padding: 10px; width: 80%;"> <p>After approval of the Chairman, the the transfer orders will be issued to all Departments to effect the transfers every year or otherwise decided by Competent Authority</p> </div> <div style="text-align: center;"> <p>← SH/AS/DS/Secy.</p> </div> </div>		

ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

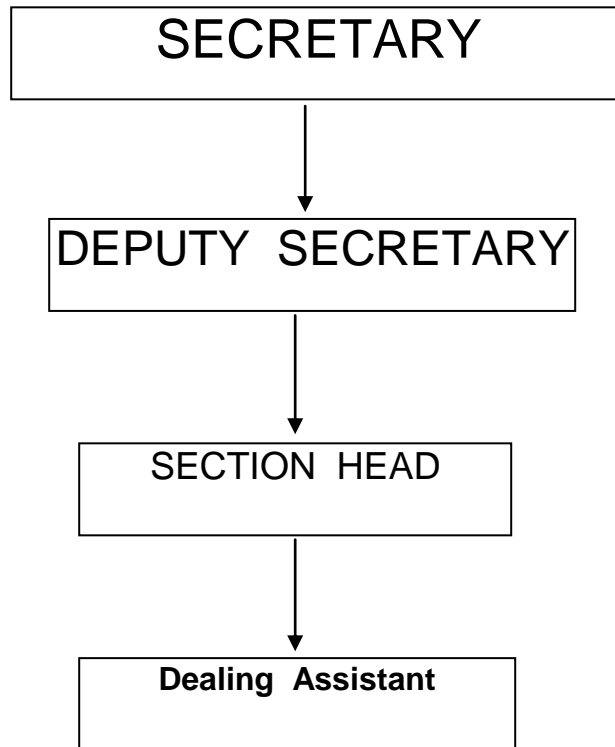
INTEGRATED MANAGEMENT SYSTEM MANUAL



ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

ORGANISATION CHART

E-II SECTION



ISSUE NO: 00	APPROVED BY
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
Filling up the post of Class III & Class IV on Promotion	Regular review of vacancies
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

ISSUE NO: 00	APPROVED BY
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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/3
2	Electrocution	Human Injury	SOP/1
3	Dust	Health hazard	SOP/3

ISSUE NO: 00	APPROVED BY
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V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SECTION: ESTABLISHMENT- II		Title : List of Registers, Benchmark and Reference Rule Books	
List of Register :			
Sl.No.	Name of the Register	Code No.	Retention Period
1.	Compassionate Appointment Register	QS / E-II / RCG	Permanent
2	Incumbent Register	QS / E-II / RIT	Permanent
List of Reference Rule Books:			
1	Swamy's Complete Manual on Establishment and Administration		
2	Swamy's Compilation on Reservations and Concessions for SC/ST/OBC		
3	Swamy's Compilation on Seniority and Promotion.		
4	Brochure on Reservation for SC/ST in Services (Sixth Edition)		

ISSUE NO: 00	APPROVED BY
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