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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	1

LIST OF RECIPIENTS

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
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

The General Section is dealing with GPF Advance/Withdrawal, Computer Advance, Conveyance Advance, Festival Advance, Tour Advance, Leave Sanction, Encashment of EL, Special Leaves, OTA, Incentive for Family Planning, Reimbursement of Tuition Fees, Medical Identity Card, Medical Advance Reimbursement bill, TA/TTA bill for Employees / Retired Employees, Purchase of stores / stationary, Tools and Plants items. Awarding of maintenance contract for xerox machine, fax machine, etc.

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 meet the Personal claims of the Officers & Staff of General Administration Department within the Benchmark

EMS

To ensure reduction of paper and to conserve energy.

OHSAS

To ensure prevention of ill health and injury.

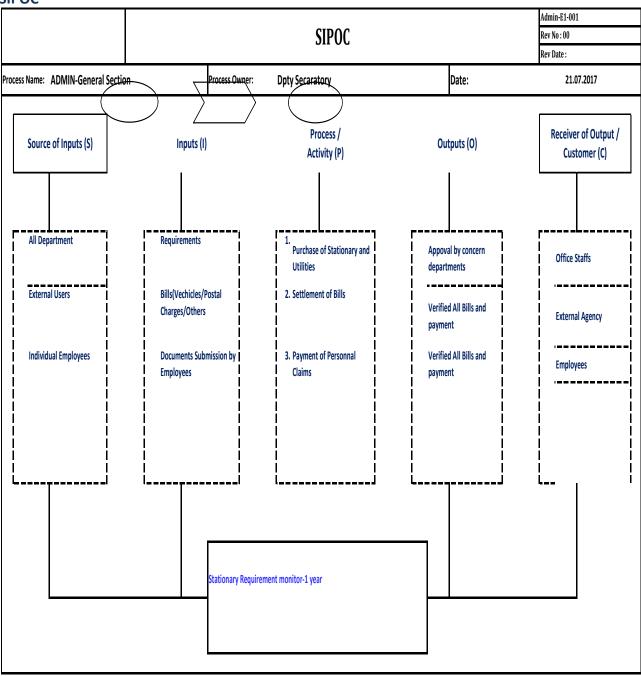
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	ABBREVIATIONS
СРТ	Chairman Port Trust
Dy.CPT	Deputy Chairman Port Trust
HODs / Dy.HOD	Heads of Department / Deputy Heads of Department
СМО	Chief Medical Officer
V.O.C PT	V.O.C Port Trust
Secy.	Secretary
SR.DS	Senior Deputy Secretary
SR.AS	Senior Assistant Secretary
PRO	Public Relation Officer
SH	Section Head
DA	Dealing Assistant
F/D	Finance Department
DD/EDP	Deputy Director / Electronic Data Processing
F/D(Rev.II)	Finance Department(Revenue-II)
TA	Tour Advance
LTC/HTC	Leave Travel Concession / Home Town Concession
FSS	Family Security Scheme
TA / TTA	Travelling Allowance / Transfer Travelling Allowance
PC	Personal Computer
ОТ	Over Time
SAP	System Application and Product
EL/HPL/Com.L/EOL	Earned Leave / Half Pay Leave/ Commuted Leave/ Ex-ordinary Leave

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SIPOC



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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	
External Agency	Stationaries and Utilities	
Office Staffs	Settlement of bills	

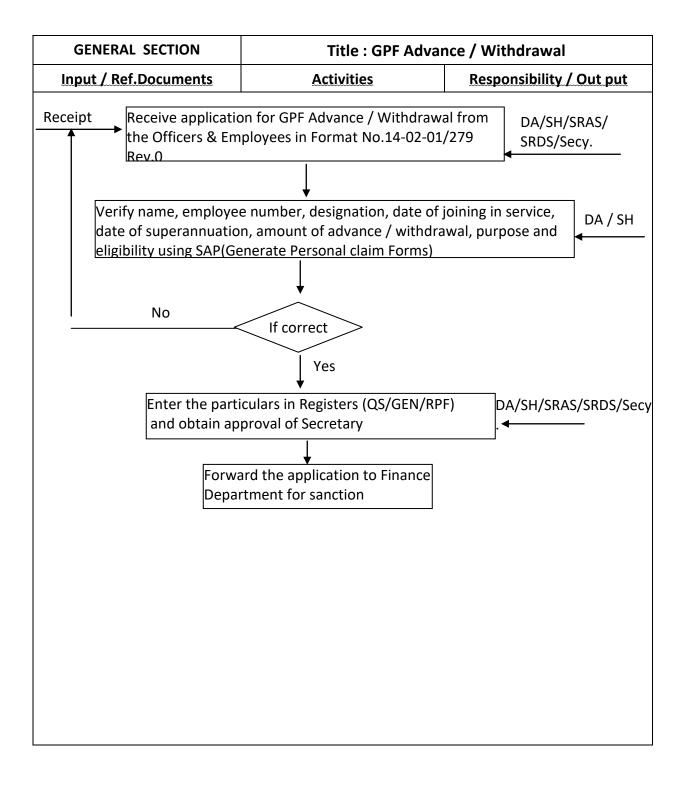
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Ве	nchmark		
1	G.P.F	3	Working days
2	LTC / Home Town Permission / Advance	4	Working days
3	Tour Advance	4	Working days
4	Encashment of E.L. for officers & staff	4	Working days
5	EL / Com.L / HPL / EOL	5	Working days
6	Conveyance Advance: (a) Send to Accounts Department for Verification (b) Prepare & put up to Competent authority for approval (c) Issue Sanction order.	6 1 1	Working days Working day Working day
7	Computer Advance :		
	(a) For sending to A/D for verification (b) Prepare & put up to DD/EDP & Accounts for verification (c) Issue of sanction order	6 3 2	Working days Working days Working days
8	T.A. Bill of Employees	3	Working days
9	T.T.A. Bill for Retired Employees	5	Working days
10	O.T. / N.W. Statement	10 th of every month	
11	Festival Advance of Class I to IV	4	working days
12	Incentive for Family Planning	4	Working days
13	Special Leave (Paternity Leave, Maternity Leave, Special Disability leave and Family Planning Leave.	4	Working days
14	Reimbursement of Medical Bill: (a) Sent to Medical Department (b) Received from Medical Dept. & send to A/D	3 2	Working days Working days
15	Medical Advance & Adjustment of Bills: (a) Sent to Medical Department (b) Send to A/D for payment	3 2	Working days Working days
16	Reimbursement of Tuition Fees	3	Working days

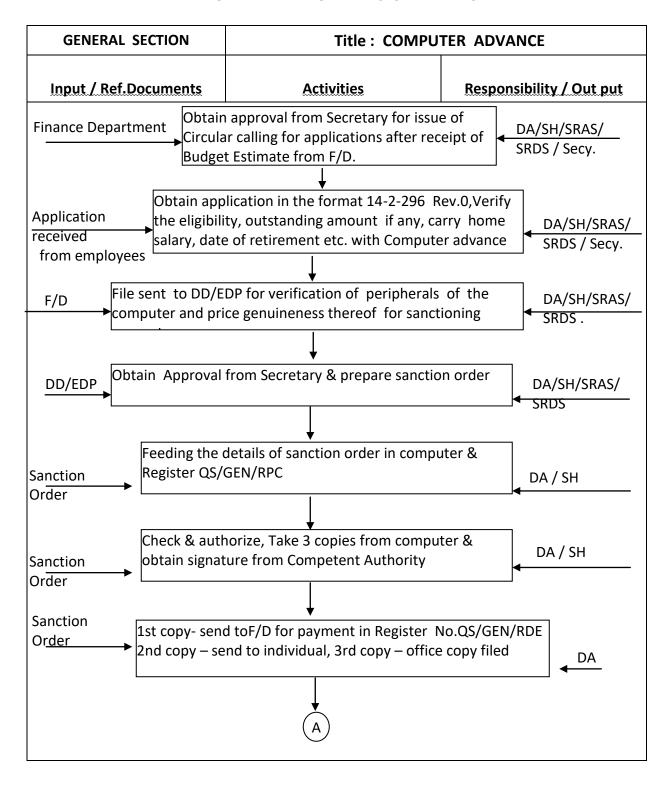
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GENERAL SECTION Title: Procedure for Purchase		
Input / Ref.Documents	Activities	Responsibility / Out put
itrom various 1 1	& consolidate the requisitions. En ailability of budget provisions	DA / SH / SRAS / SRDS
Call for the quotations from	n the local enlisted suppliers with	a cut DA / SH / SRAS / SRDS
	e quotations in the Register(QS/Gine presence of a representative from	I 4
	\undersignarray	7 days
· · · · · · · · · · · · · · · · · · ·	statement, obtain concurrence of / Board, as the case may be for a	pproval DA / SH / SRAS /
		SRDS/ Secy./Dy.CPT/CPT
1	competent authority, place supp as quoted lowest rate to supply th	ly order
		SRDS
Juppliers	fy the product supplied by the supple specification in the Supply Orde	
	rom the supplier and sent to Finar for payment after passing the Bill	DA 311 311A3
l	eceived from the supplier should lossue Register(QS/GEN/RRI)	DA / SH / SRAS / SRDS
Distribute the through	e products to the concerned section	DA / SH / SRAS / SRDS
	of emergencies the above produced with the approval of the	

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Title : CO	OMPUTER ADVANCE
Activities	Responsibility / Out put
ne Rills, hond & insurance	obtained from the firm
	DA/SH
lf	Submission of documents
ual Correct —	
the details in the Register	ty in the DA/SH/SRAS/
	SRDS, Secy.
	Non submission of documents
	↓
nd SRAS/SRDS of do	er sent to individual for submission ocuments within the prescribed od, otherwise necessary action may
	Activities Activities A property of the Bills, bond & insurance of the details in the Register A property of the Bills, bond & insurance of the Bills, b

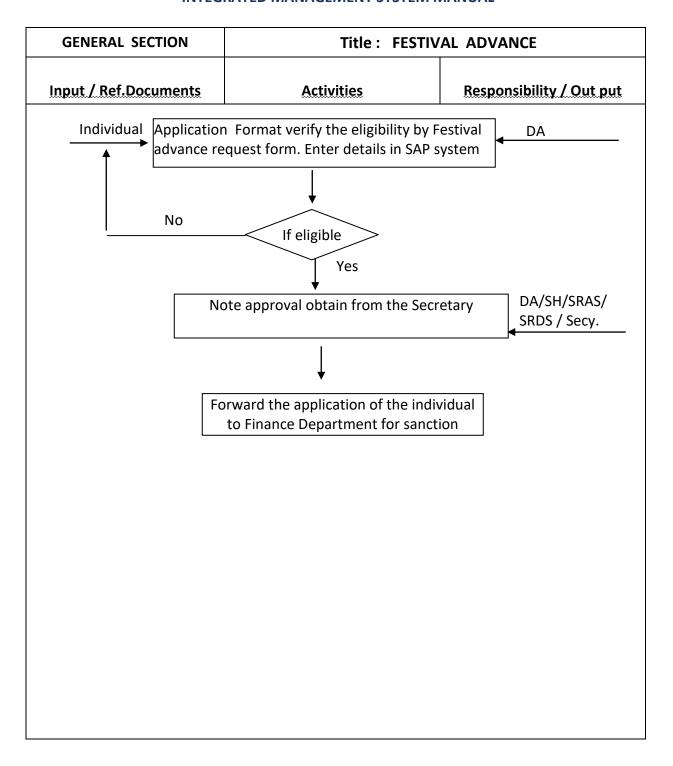
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GENERAL SECTIO	N	Title: CONVEYANCE ADVANCE	
Input / Ref.Docume	ents	Activities	Responsibility / Out put
Finance Department	Circula	approval from Secretary for issum calling for applications after retestimate from F/D.	110/54/5805/
Application received from employees Obta PC, p signe	ev.0,Ver ny, arry hor letails av nin appro prepare ed by Se	poplication in the format 14-2-296 rify the eligibility, outstanding and the salary, date of retirement etc. vailable in Conveyance advance retardate in Conveyance retardate in Conveyance advance retardate in Conveyance retardate retardate retardate reta	DA/SH/SRAS/SRDS / Secy. Tails in the diget then DA/SH/SRAS/SRDS/Secy. DA/SH/SRAS/SRDS/Secy.

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GENERAL SECTION	Title: CONVEYANCE ADVANCE			
Input	Activity		Output/Responsibility	
A ————————————————————————————————————				
bills a bocaments received	Verify the Bills, documen obtained from the com		DA/SH ◆	
No Submission of documents Return to individual Correct				
Enter the details in the Register QS/GEN/RCA DA				
Obtain signatu Register	Obtain signature from competent authority in the Register			
	↓			
Advance not utilise Letter sent to individual for the advance amount to F/D submit the cash receipt.	remit DA/SH/ SRAS/SRDS C	etter sent to	individual for submission within the prescribed vise necessary action	

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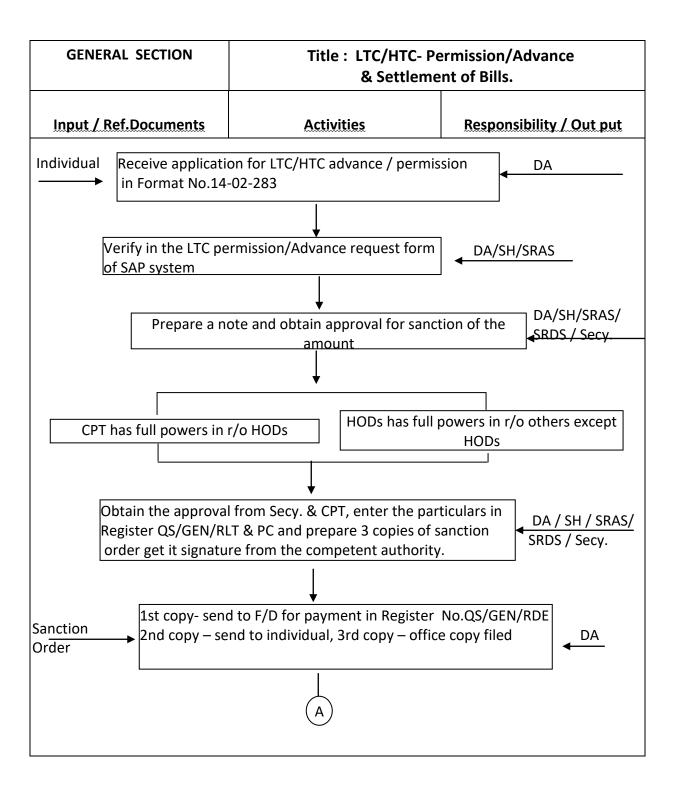
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GENERAL SECTION	Title: TOUR ADVANCE		
Input / Ref. Documents	Activities	Responsibility / Out put	
	on for TA in Format No.14-02-294 ity and quantum of advance requ	4	
No	CPT./Class I If correct Dy.CPT/Class I	Obtain approval from CPT Obtain approval from	
Enter the particul	ars in the Register QS/GEN/RTA	Dy.CPT DA / SH	
advance request form	↓	DA / SH	
	ise. Take 3 copies of sanction ord	DA/SH/SRAS/S ■ RDS	
	nd to F/D through Register No.QS end to individual, 3rd copy – office	e copy filed DA	
Submission of	Tour Bills enter the particulars in	DA/SH/SRAS/S the Register RDS/Secy	
Obtain co	↓ ountersignature in format by Secr	DA/SH/SRAS/S etary ← RDS/Secy	
TA bill send to	F/D through the Register (QS/GE payment/adjustment	EN/RDE) for DA	

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GENERAL SECTION	Title: MARRIAGE ADVANCE	
Input / Ref.Documents	Activities	Responsibility / Out put
Application carry ho	he eligibility, outstanding amount ome salary, date of retirement de n SAP marriage advance request	ependent, DA/SH/SRAS/
Approval sanction of	obtain from Secretary & prepare order	DA/SH/SRAS/ ◆ SRDS
Constinu	details of sanction order in compu QS/GEN/RMG	DA / SH / SRAS
Conction	norize, Take 3 copies from comput ure from Competent Authority (C	5.4.6.1.4
	to F/D for payment in Register DE2nd copy — send to individual, ed	3rd copy − DA

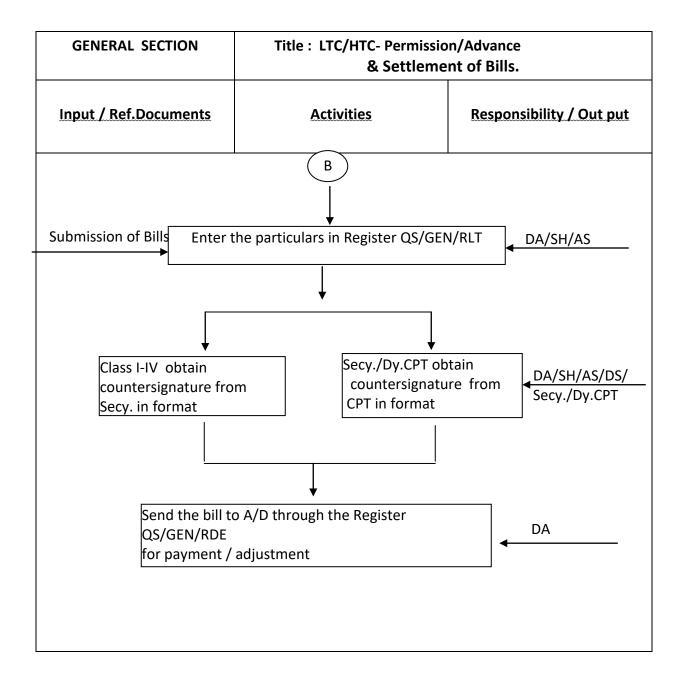
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GENERAL SECTION	Title: LTC/HTC- Permission/Advance & Settlement of Bills.	
Input / Ref.Documents	Activities	Responsibility / Out put
Non submission of Bill Action may be taken against to individual as per LTC/HTC regulation, Register (QS/GEN/RLT)& obtain approvements of the individual of	Request for Cancellation The DA/SH/SRAS/ Verify the a and amount Class-I-IV obtain note pproval from Secy. Counter for class	Submission of Bill dvance received remitted in F/D rsignature from Dy.CPT I and rsignature from CPT for
		В

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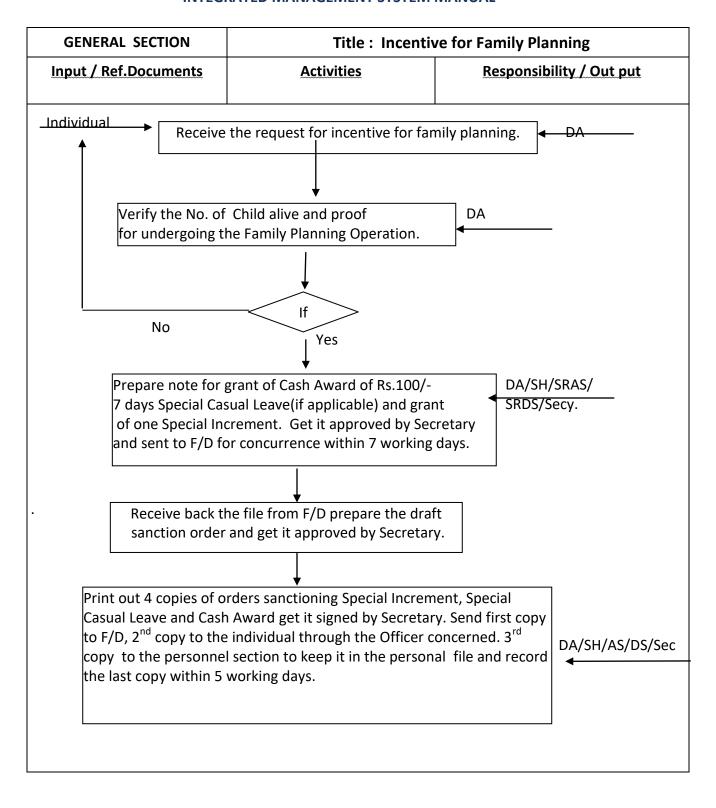
GENERAL SECTION	Title :Leave Sanction	(EL/HPL/Com.L/EOL)	
Input / Ref.Documents	Activities	Responsibility / Out put	
	Receive from Section Receive the application for EL/HPL/Com.L/EOL DA for in Format No.14-02-277 and joining report.		
1 .	leave particulars and assess the dister QS/GEN/RLR at the end of t		
QS/GEN/R	leave at credit using SAP leave st LR& PC. If available at credit, san as EL/HPL/Com.L/EOL accordingly	ction DA/SH/SRAS/	
Leave sanctioned by CPT for E Leave sanctioned by Secy. Fo	· Class I O II Office of	sanctioned by Secy.	
	Prepare Absentee Statement in		
	t 3 copies & obtain approval from t t t t t t t t t t t t	SRDS/Secy.	
F/D (Pay Bil	I Section) through Register QS/GI	· ·	

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GENERAL SECTION	ON	Title: Overti	me Allowance
Input / Ref.Docum	ents	Activities	Responsibility / Out put
Secy's approval of OTA PB-13	Check each withe to month	the leave availed by the individuated arrive at the OT rates and fital OT hours for each staff during the ter the particulars in the Online in No.PYT393 Approval through intramail from or class III and Dy.CPT for class IV tout 2 copies, of approval mail a statement and send one copy to authorization and file the 2 nd compared to the compared to the copy to authorization and file the 2 nd compared to the copy to authorization and file the 2 nd compared to the copy to authorization and file the 2 nd compared to the copy to authorization and file the 2 nd compared to the copy to a copy to the cop	month SRDS/Secy. Jual during inalise g the DA/HC DA/HC DA/HC/AS/DS/Secy DA/SH/SRAS/ SRDS/Secy DA/SH/SRAS/ SRDS/Secy

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GENERAL SECTION	. SECTION Title: Reimbursement of Tuition Fees	
Input / Ref.Documents	Activities	Responsibility / Out put
QS/DOC/FTF of Tuition fe	application for reimbursement ees in respect of Class I to IV.	DA/SH DA/SH/SRAS /SRDS/Secy.
	Yes Ster QS/PC/RTF & prepare a not proval of Secretary.	te for DA/HC/AS/DS/Secy.
it signed	two copies of sanction order and by Secretary. Send one copy to ng payment and file the 2 nd copy	F/D DA/SH/SRAS/ SRDS/Secy.

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Title .	Special Leaves
Activities	Responsibility / Out put
eceive representation from indiv	vidual
+	DA/SH/SRAS/SRDS/Secy.
planning leave, prepare a note yed by Secretary & send it to F/I concurrence within 5 working d	get it D for lays.
gned it by Secretary and send or copy to the individual, 3 rd copy	ne copy SH/SRAS/SRDS/Secy.
rv	re a note, get it approved by Secves except Family Planning leave planning leave, prepare a note ved by Secretary & send it to F/c concurrence within 5 working designed it by Secretary and send of copy to the individual, 3 rd copy section and file the 4 th copy.

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GENERAL SECTION	Title: Medical Advance Reimbursement Bill				
Input / Ref.Documents	Activities	Responsibility / Out put			
Section Receipt individual, f	Receive the application for medical advance from individual, forward the file to CMO for approval within 3				
Return the individual through controlling officer. No	Process Yes				
	the file to CPT for approval throu ithin 2 working days	DA/SH/SRAS/SRDS/ Secy./FA/Dy.CPT/CPT			
Return the Not approve	Receive back the file				
individual with remarks through the Officer concerned.	1100033	DA/SH/SRAS/SRDS/Secy.			
Prepare draft sanction order FMA get it approved by Secretary					
Enter in the register QS/PC/RMA. Make out 4 copies, get it signed by Secretary sent 1 st copy to F/D. 2 nd copy to individual, 3 rd copy to CMO and record the 4 th copy within 3 working days					
	A				

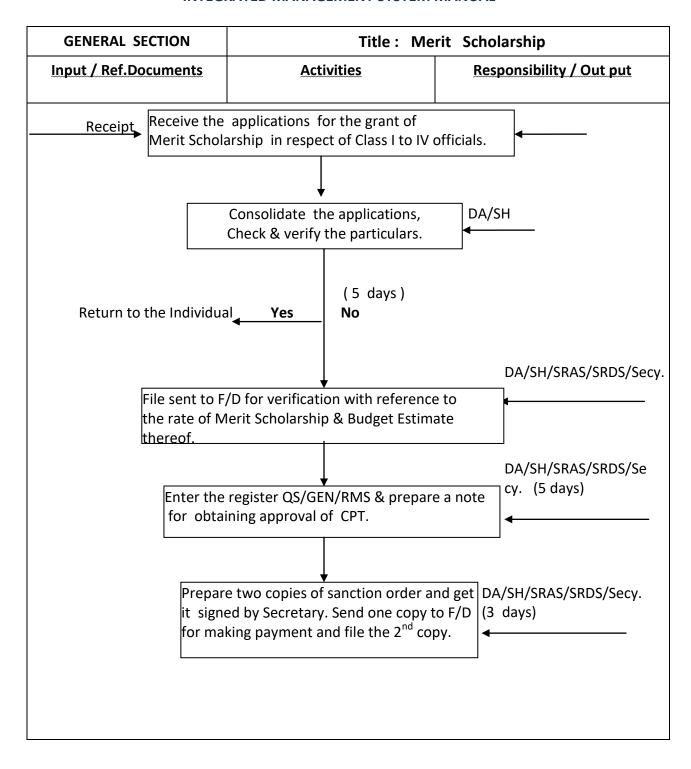
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GENERAL SECTION	Title: Medical Advance Reimbursement Bill	
Input / Ref.Documents	Activities	Responsibility / Out put
	A	
	nd enter in the Register o.QS/PC/I Ivance forward to Medical Depart roval within 3 days	17
Receive back th	ne Medical Bill Countersigned/app	proved by DA
No To the individual ◀ hrough Officer	Process	
countersig	e register QS/PC/RMA get it ned by Secretary and forward to yment within 3 working days	DA/SH/SRAS/SRDS/S ecy. ◀

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GENERAL SE	CTION	Title: TA/TTA/Medical TA Bill of Employees / Retired Employees			
Input / Ref.Do	cuments	Activities Responsibility / Out p			
Secy/DS/AS Tour Advance	NO.14/02/0/ III UUDIICALE EIILEI III NEVISLEI				
•	Class III & IV Other bills	Process Other bills Medical TA Bill	Submitted for CPTs counter signature		
	Receiv	ve the TA bill from Medical countersigned by CMO	DA/SH/SRAS/SRDS/Secy. DA/SH/SRAS/SRDS/Sec y.		
		ent to F/D for making payment			

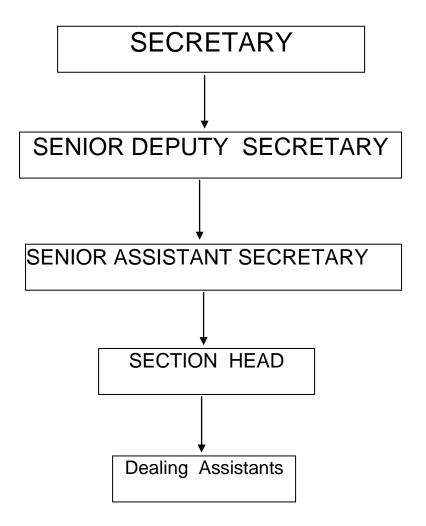
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ORGANISATION CHART

GENERAL SECTION



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RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS	
Personal Claims	Time frame should be fixed for Finance Dept	
Stationary shortages	Time frame should fixed	
Payment of bills	Online Billing to be improve	

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,

To impliante obligations (See 10.1) 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

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

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List of Register

Name of the Register	Code No.	Retention Period	
Quotation Register	QS / GEN / RQT	5 Years	
Receipt & Issue Register	QS / GEN / RRI	3 Years	
Despatch Register for Personal Claims	QS / GEN / RDE	3 Years	
GPF Advance	QS / GEN / RPF	3 Years	
GPF Withdrawal	QS / GEN / RPA	3 Years	
Computer Advance	QS / GEN / RPC	3 Years	
Conveyance Advance	QS / GEN / RCA	3 Years	
Tour Advance	QS / GEN / RTA	3 Years	
LTC Advance	QS / GEN / RLT	3 Years	
Leave Sanction - EL/HPL/Com.L/EOL	QS / GEN / RLR	3 Years	
Reimbursement of Tuition Fees	QS / GEN / RTF	3 Years	
Medical Advance & Reimbursement of Bill	QS / GEN / RMA	3 Years	
TA / TTA / Medical TA Bill	QS / GEN / RTB	3 Years	
Marriage Advance	QS / GEN / RMG	3 Years	
	Quotation Register Receipt & Issue Register Despatch Register for Personal Claims GPF Advance GPF Withdrawal Computer Advance Conveyance Advance Tour Advance LTC Advance Leave Sanction - EL/HPL/Com.L/EOL Reimbursement of Tuition Fees Medical Advance & Reimbursement of Bill TA / TTA / Medical TA Bill	Quotation Register QS / GEN / RQT Receipt & Issue Register QS / GEN / RRI Despatch Register for Personal Claims QS / GEN / RDE GPF Advance QS / GEN / RPF GPF Withdrawal QS / GEN / RPA Computer Advance QS / GEN / RPC Conveyance Advance QS / GEN / RCA Tour Advance QS / GEN / RTA LTC Advance QS / GEN / RTA LTC Advance QS / GEN / RLT Leave Sanction - EL/HPL/Com.L/EOL QS / GEN / RLR Reimbursement of Tuition Fees QS / GEN / RTF Medical Advance & Reimbursement of Bill QS / GEN / RTB	

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Lis	List of Formats:		
1	GPF Withdrawal application	14-02-284 Rev.0	
2	GPF Advance application	14-2-284 Rev.0	
3	Computer / Conveyance Advance application	14-2-296 Rev.0	
4	Festival Advance	14-2-286 Rev.0	
5	LTC application	14-2-283 Rev.0	
6	EL / HPL / Com.L / EOL application	14-2-277 Rev.0	
7	Encashment of EL application	14-2-298 Rev.0	
8	Tour Advance application	14-2-294 Rev.0	
9	TA Bill application	14-2-287 Rev.0	
10	Tuition Fees Reimbursement Application	QS / DOC / FTF Rev.0	
11	Sanction order for GPF Advance / Withdrawal	QS / DOC / FSG Rev.0	
12	Sanction order for Conveyance Advance	QS / DOC / FSM Rev.0	
13	Sanction order for Computer Advance	QS / DOC / FSC Rev.0	
14	Sanction order for Festival Advance	QS / DOC / FSF Rev.0	
15	Sanction order for LTC Advance	QS / DOC / FSL Rev.0	
16	Sanction order for Tour Advance	QS / DOC / FSA Rev.0	
17	Sanction order for Encashment Advance	QS / DOC / FSE Rev.0	
18	Sanction order for Reimbursement of Tuition Fees	QS / DOC / FST Rev.0	
19	Sanction order for Medical Advance	QS / DOC / FSM Rev.0	
20	Format for Pay Bill Input - Overtime	PB - 13 Rev.0	

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