

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
DATE	: 05.07.17
APPROVED BY (WITH SIGN)	SECRETARY

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# V.O.CHIDAMBARANAR PORT TRUST

## INTEGRATED MANAGEMENT SYSTEM MANUAL

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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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## INTEGRATED MANAGEMENT SYSTEM MANUAL

### 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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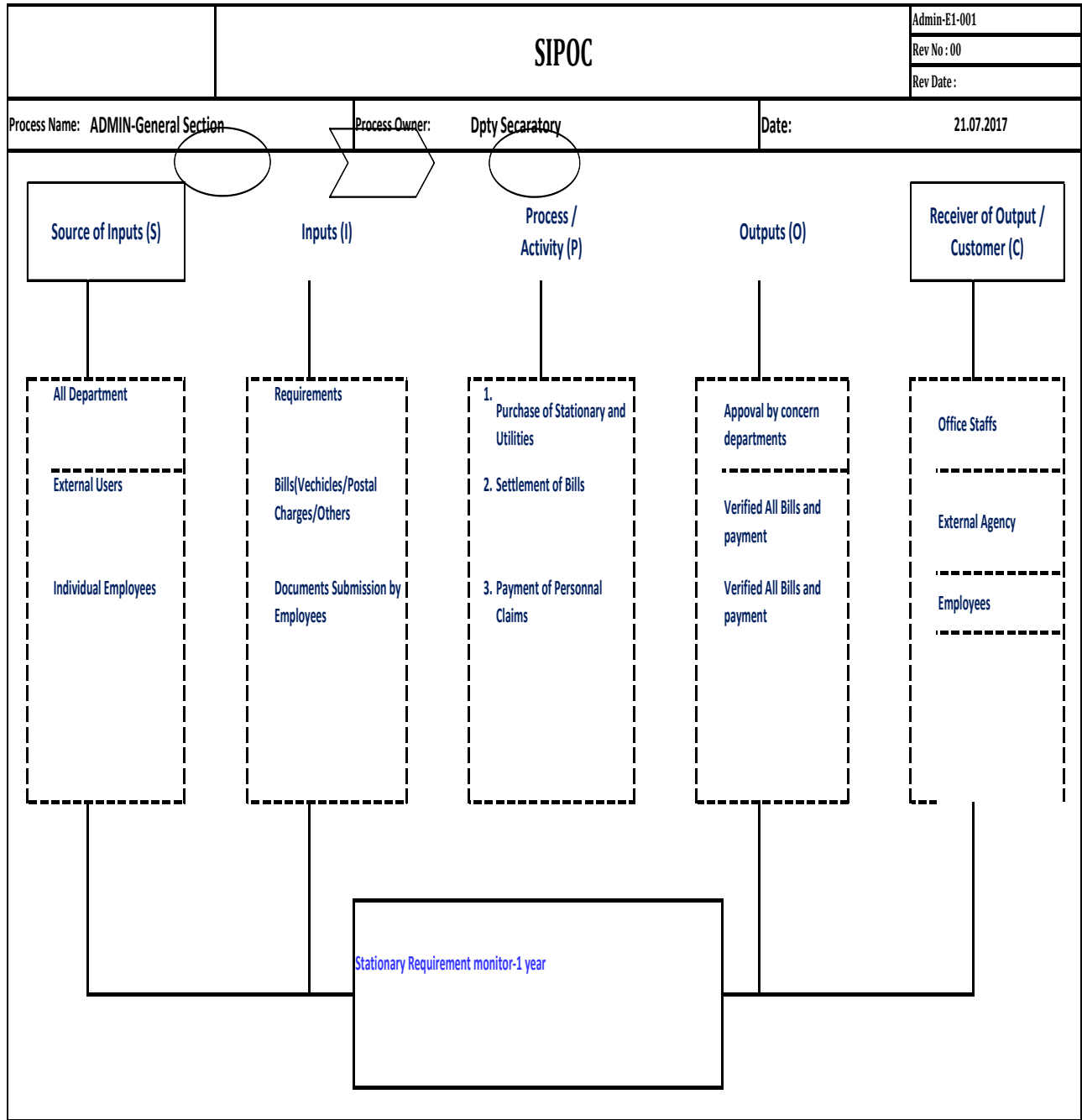
ABBREVIATIONS	
CPT	Chairman Port Trust
Dy.CPT	Deputy Chairman Port Trust
HODs / Dy.HOD	Heads of Department / Deputy Heads of Department
CMO	Chief Medical Officer
V.O.C PT	V.O.C Port Trust
Secy.	Secretary
SR.DS	Senior Deputy Secretary
SR.AS	Senior Assistant Secretary
PRO	Public Relation Officer
SH	Section 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
OT	Over Time
SAP	System Application and Product
EL/HPL/Com.L/EOL	Earned Leave / Half Pay Leave/ Commuted Leave/ Leave Ex-ordinary

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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>
External Agency	Stationaries and Utilities
Office Staffs	Settlement of bills

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<b>Benchmark</b>			
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 <sup>th</sup> 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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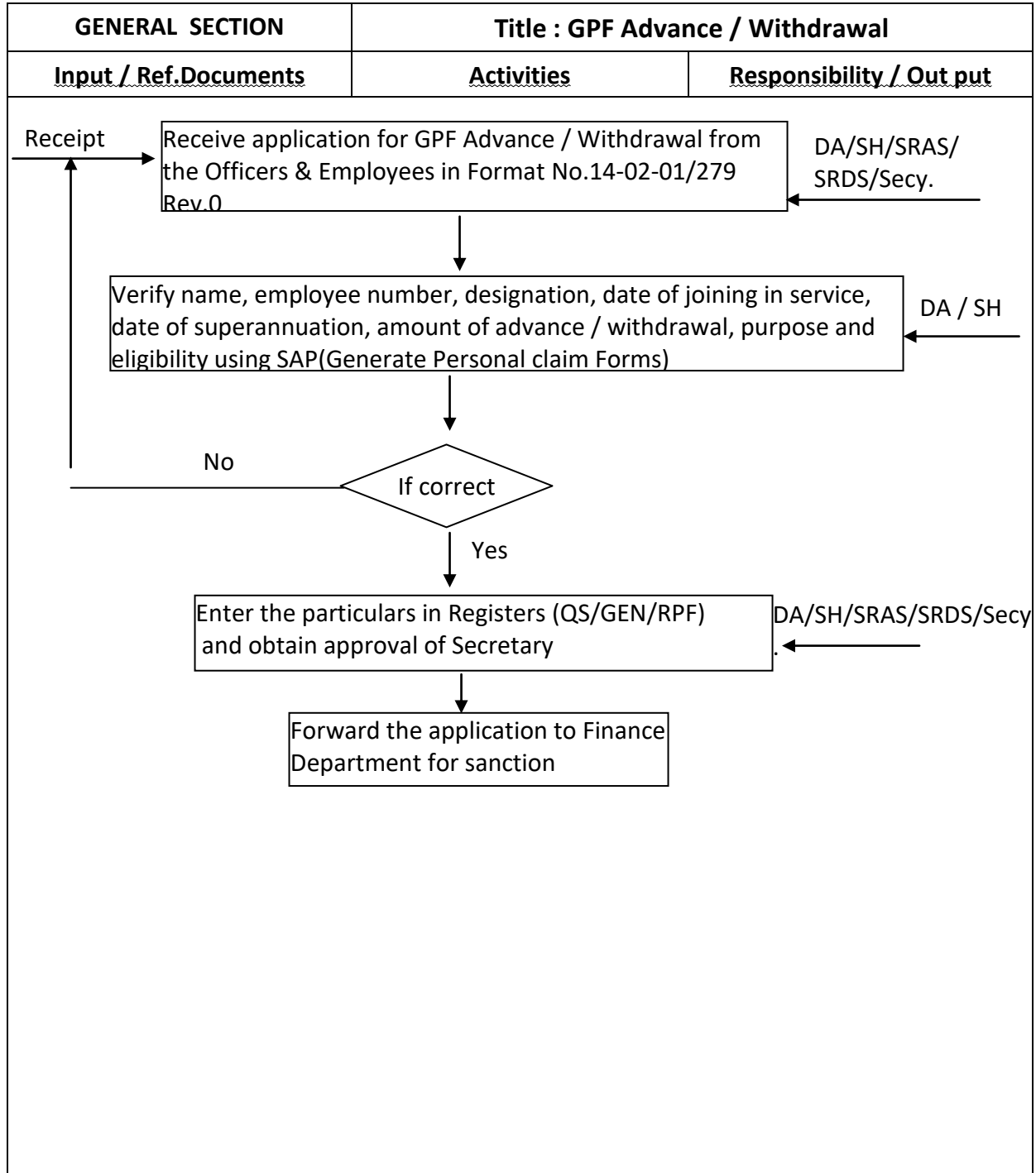
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GENERAL SECTION	Title : Procedure for Purchase	
Input / Ref.Documents	Activities	Responsibility / Out put
Purchase Requisition from various	Verify & consolidate the requisitions. Ensure the availability of budget provisions	DA / SH / SRAS / SRDS
	↓	
	Call for the quotations from the local enlisted suppliers with a cut off date	DA / SH / SRAS / SRDS
Quotations	Receive & enter the quotations in the Register(QS/GEN/RQT) Open the quotations in the presence of a representative from Finance Department	DA / SH / SRAS / SRDS
	↓	
	Prepare a comparative statement, obtain concurrence of Finance Dept.and put up to CPT / Board, as the case may be for approval	7 days DA / SH / SRAS / SRDS/ Secy./Dy.CPT/CPT
	↓	
	After approval of competent authority, place supply order to the one who has quoted lowest rate to supply the product	5 days DA / SH / SRAS / SRDS
Suppliers	Receive & verify the product supplied by the supplier with reference to the specification in the Supply Order.	DA / SH / SRAS / SRDS
	↓	
	Receive bill from the supplier and sent to Finance Department for payment after passing the Bill	DA / SH / SRAS / SRDS
	↓	
	All products received from the supplier should be taken in Receipt & Issue Register(QS/GEN/RRI)	DA / SH / SRAS / SRDS
	↓	
	Distribute the products to the concerned section through	DA / SH / SRAS / SRDS
	↓	
	In the case of emergencies the above procedure will be superseded with the approval of the competent	

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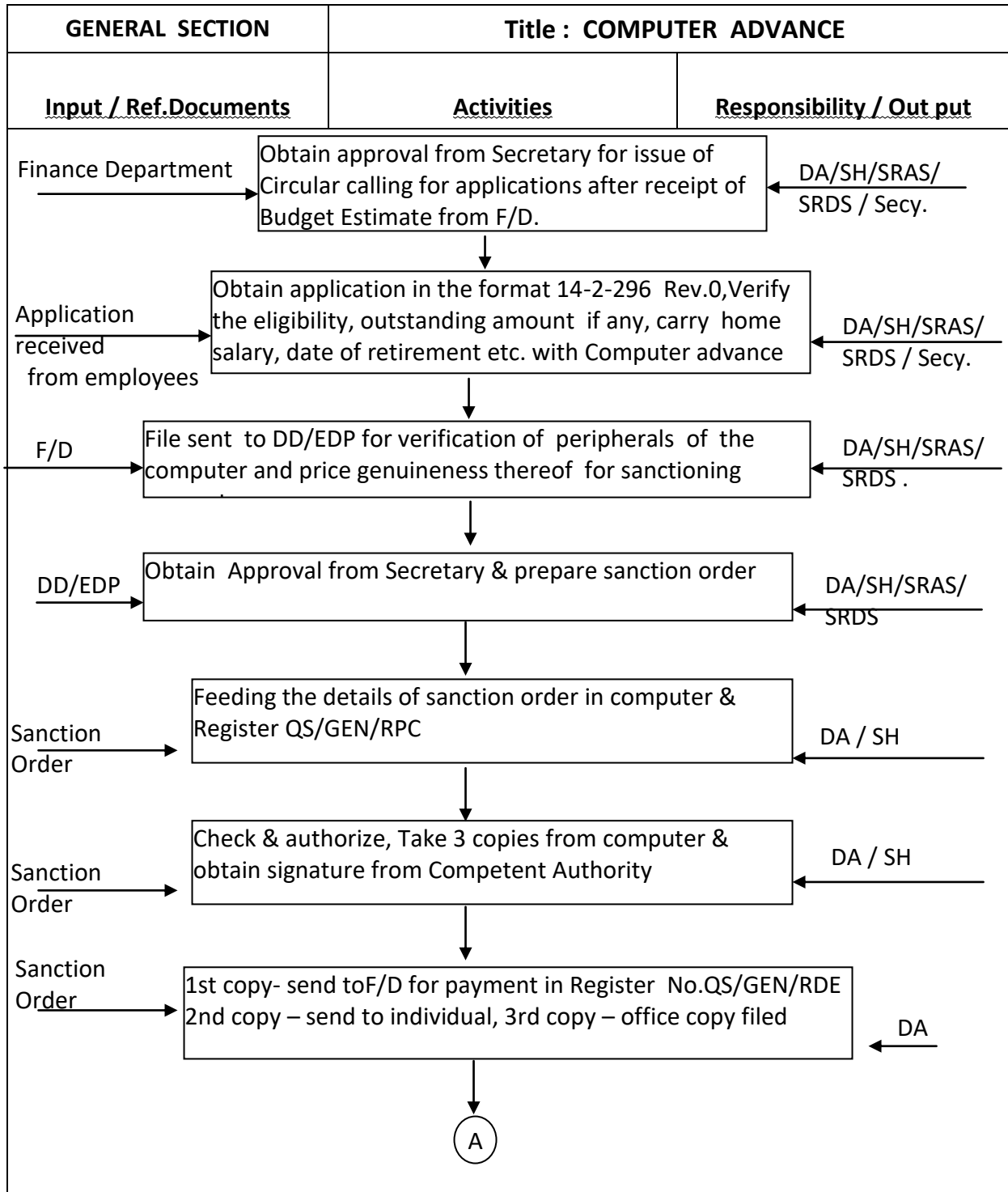
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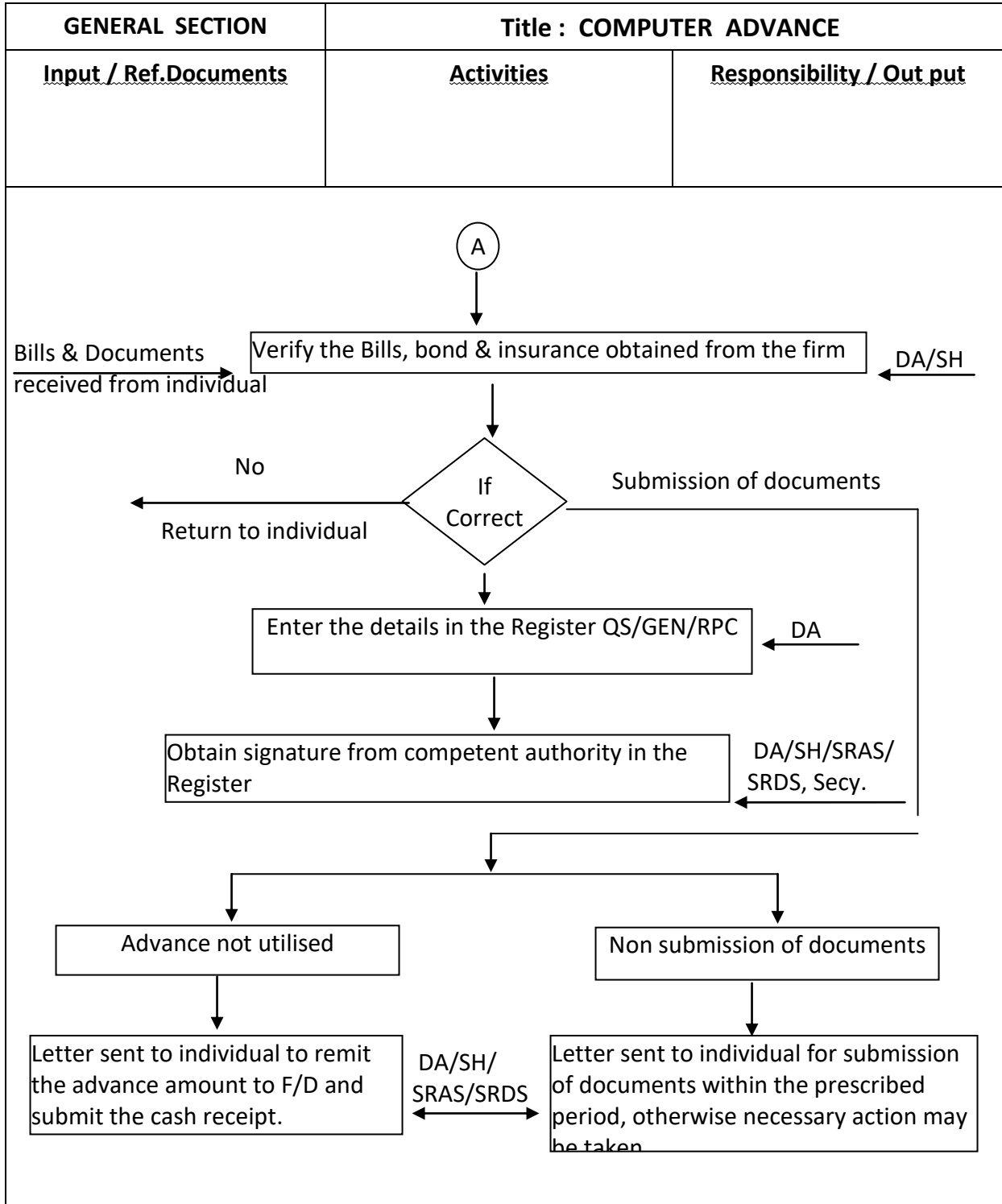
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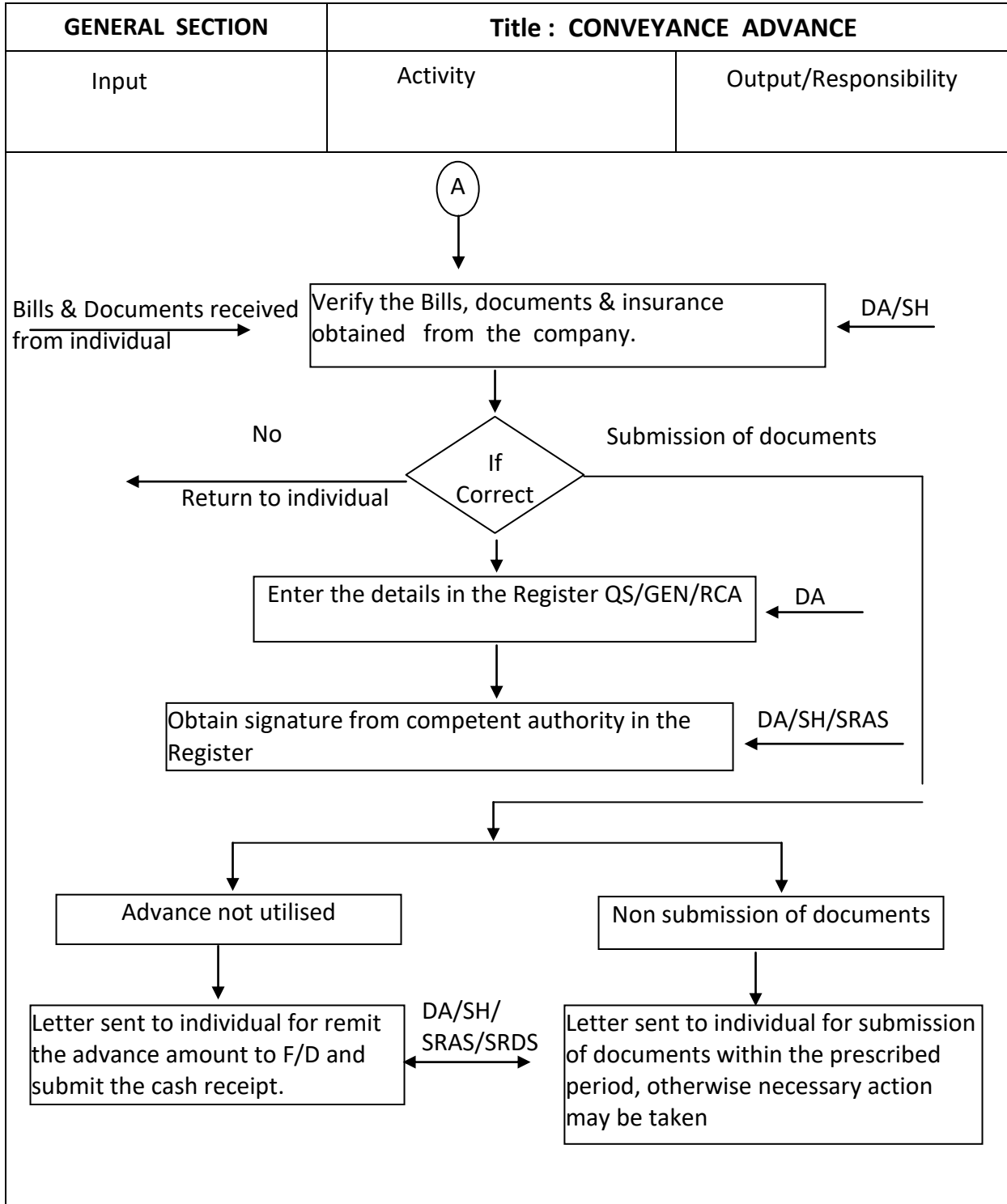


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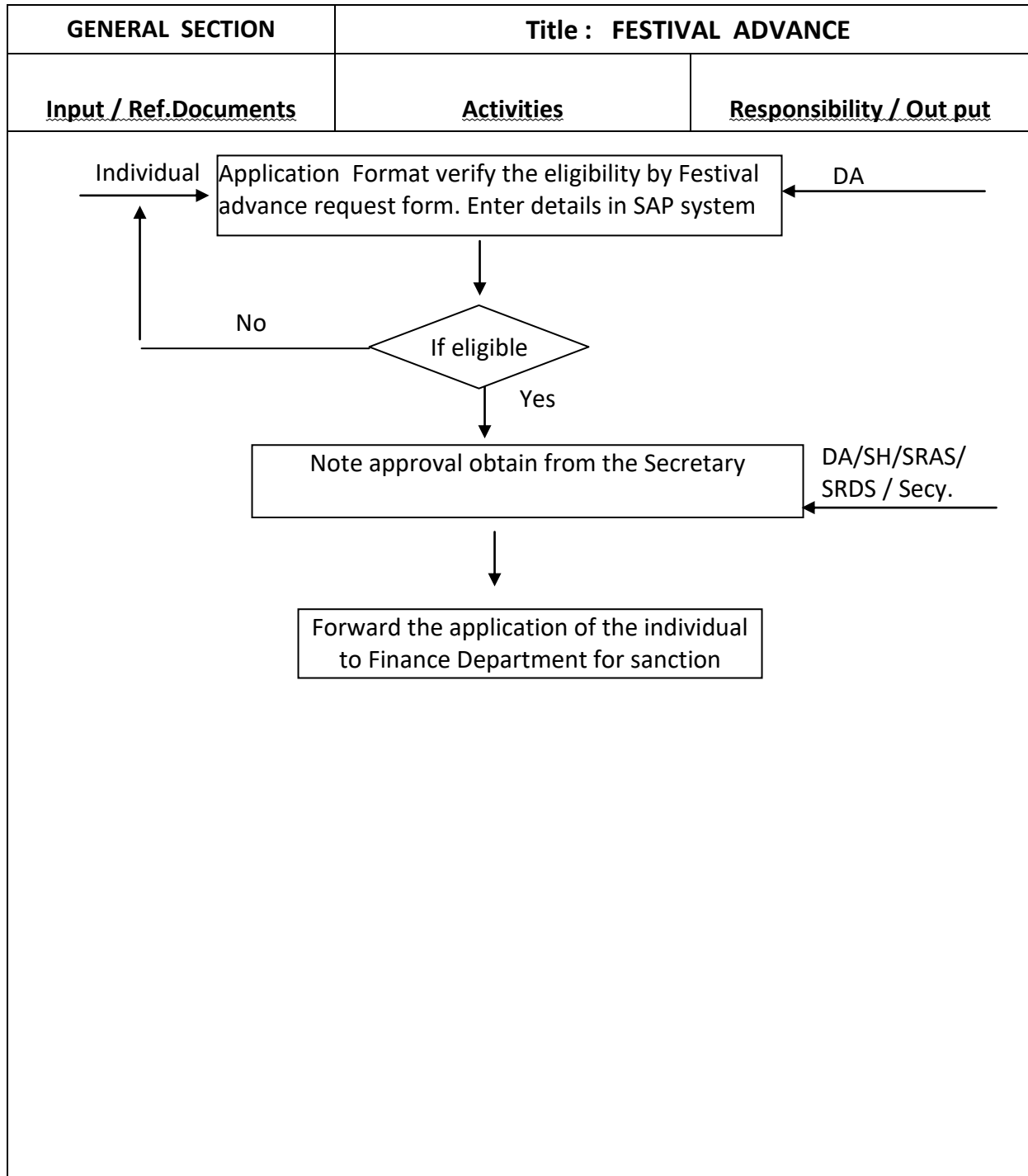
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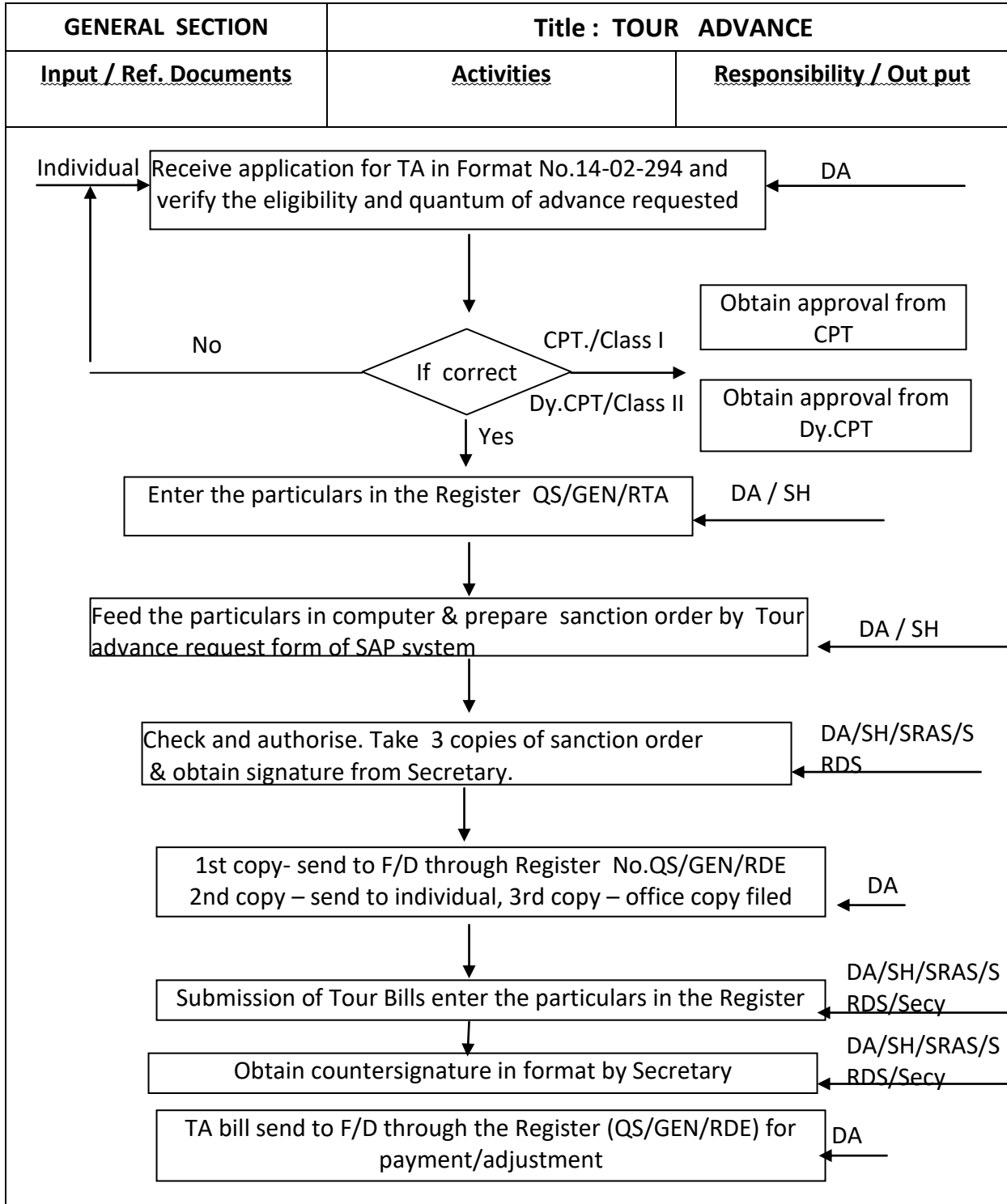
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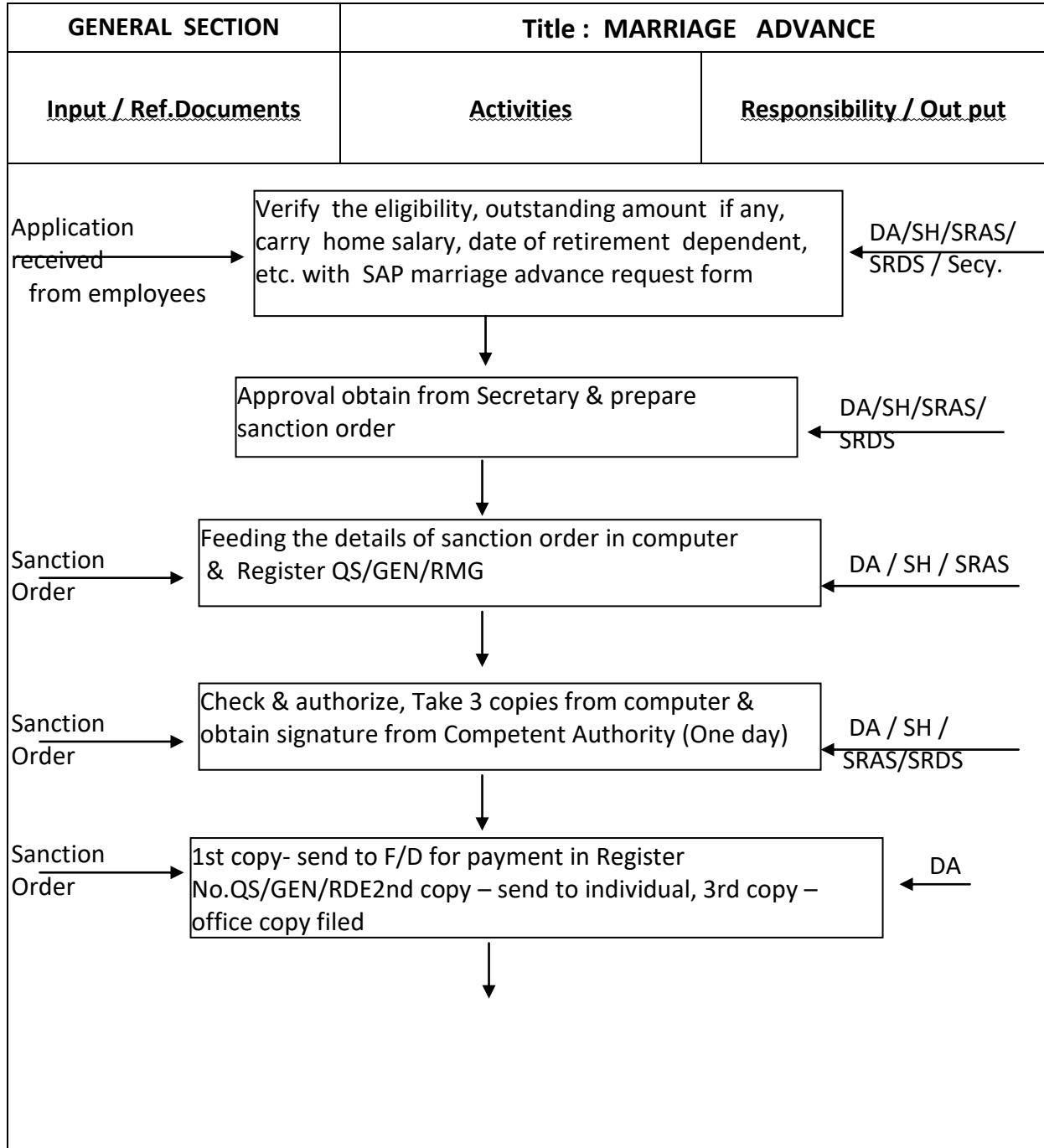
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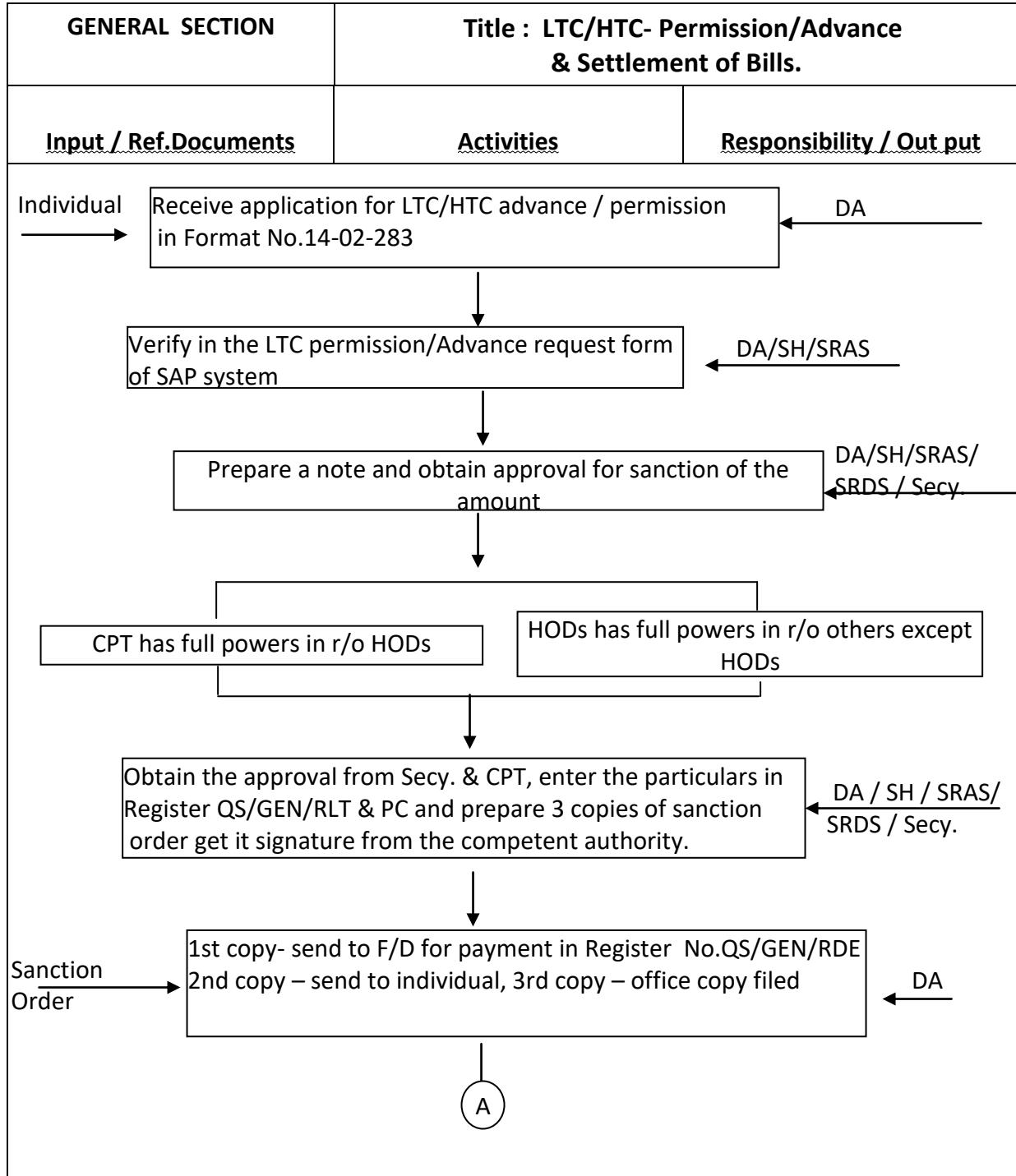
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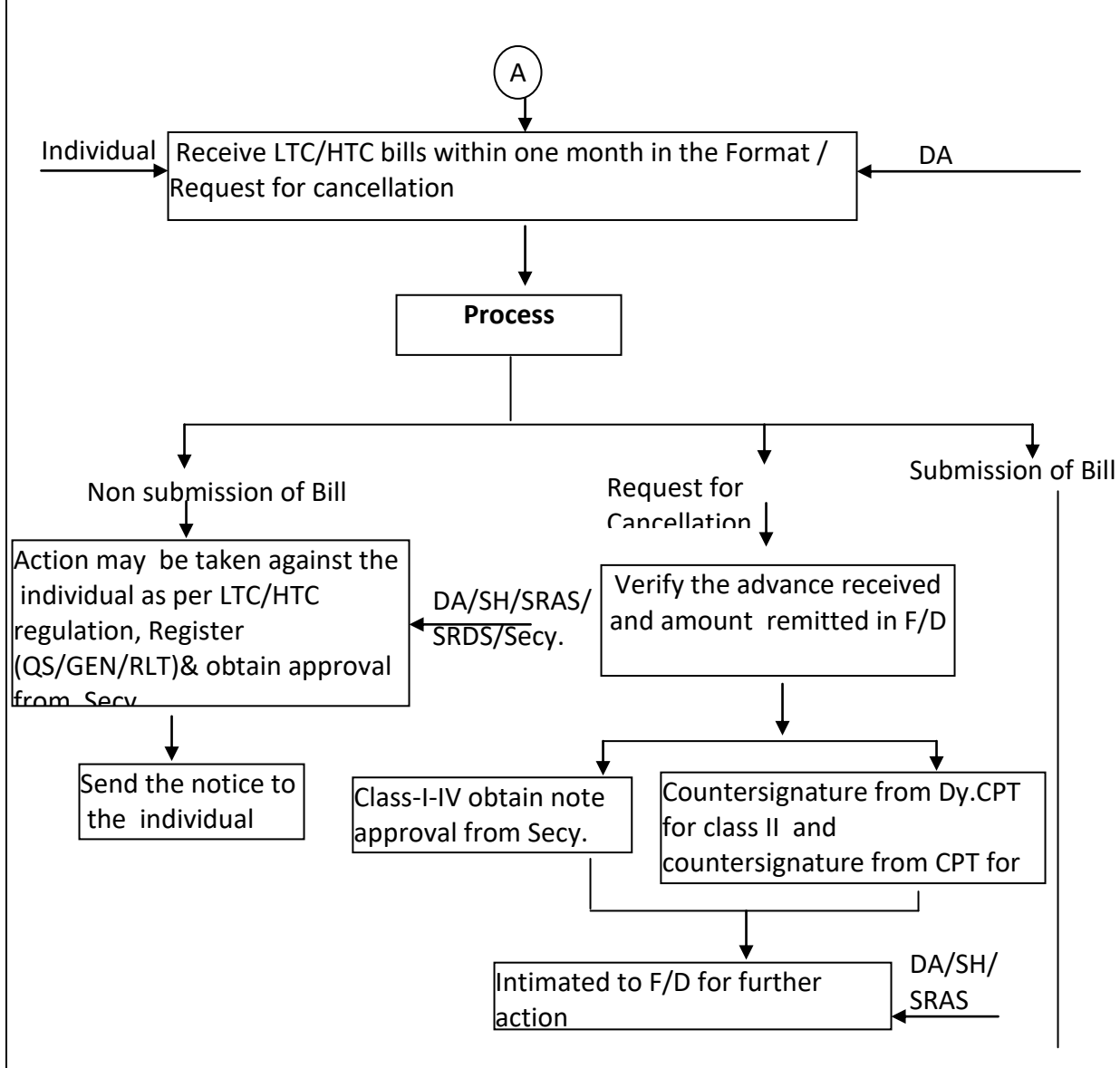


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<b>GENERAL SECTION</b>	<b>Title : LTC/HTC- Permission/Advance &amp; Settlement of Bills.</b>	
<u>Input / Ref.Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>

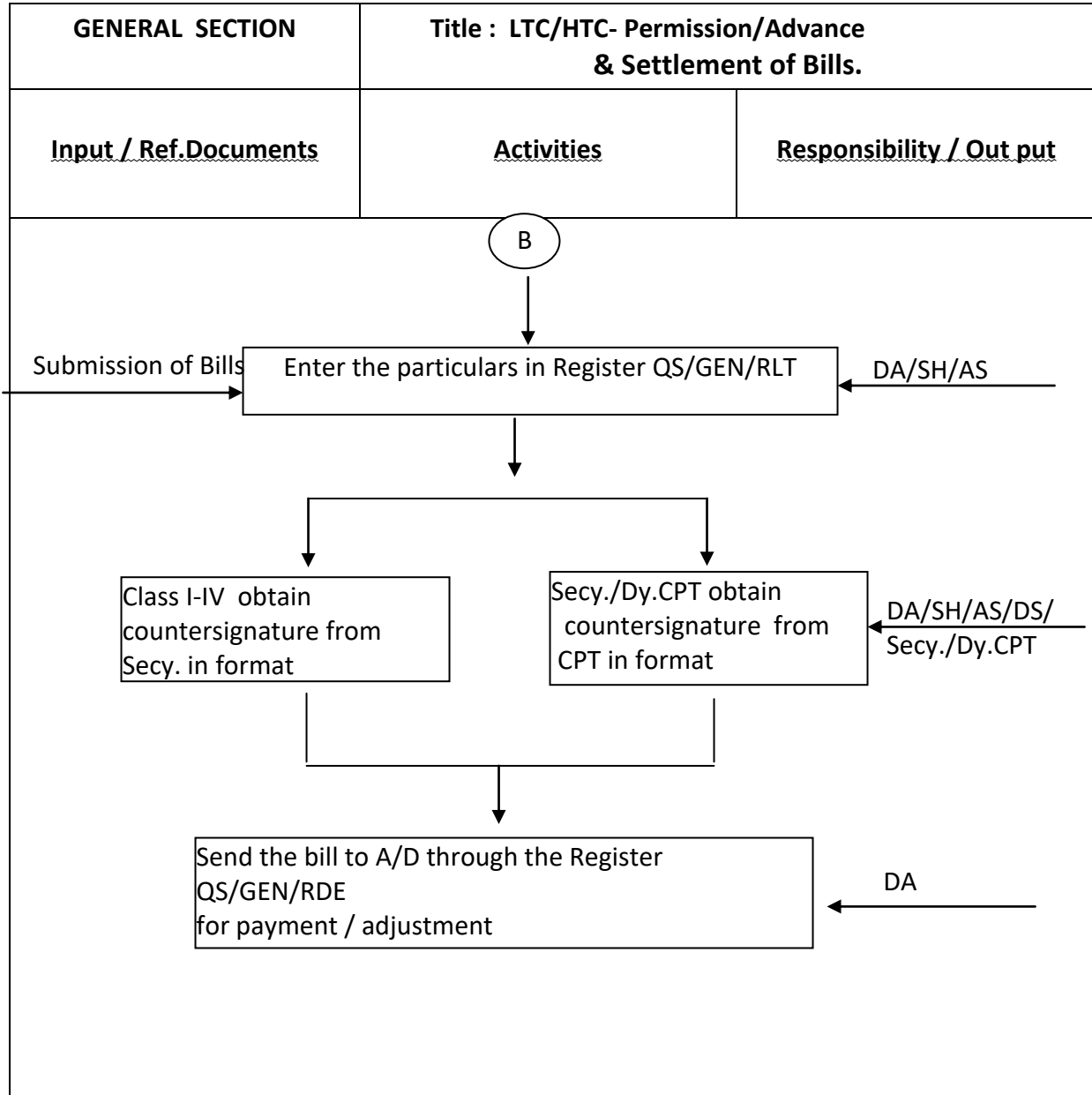


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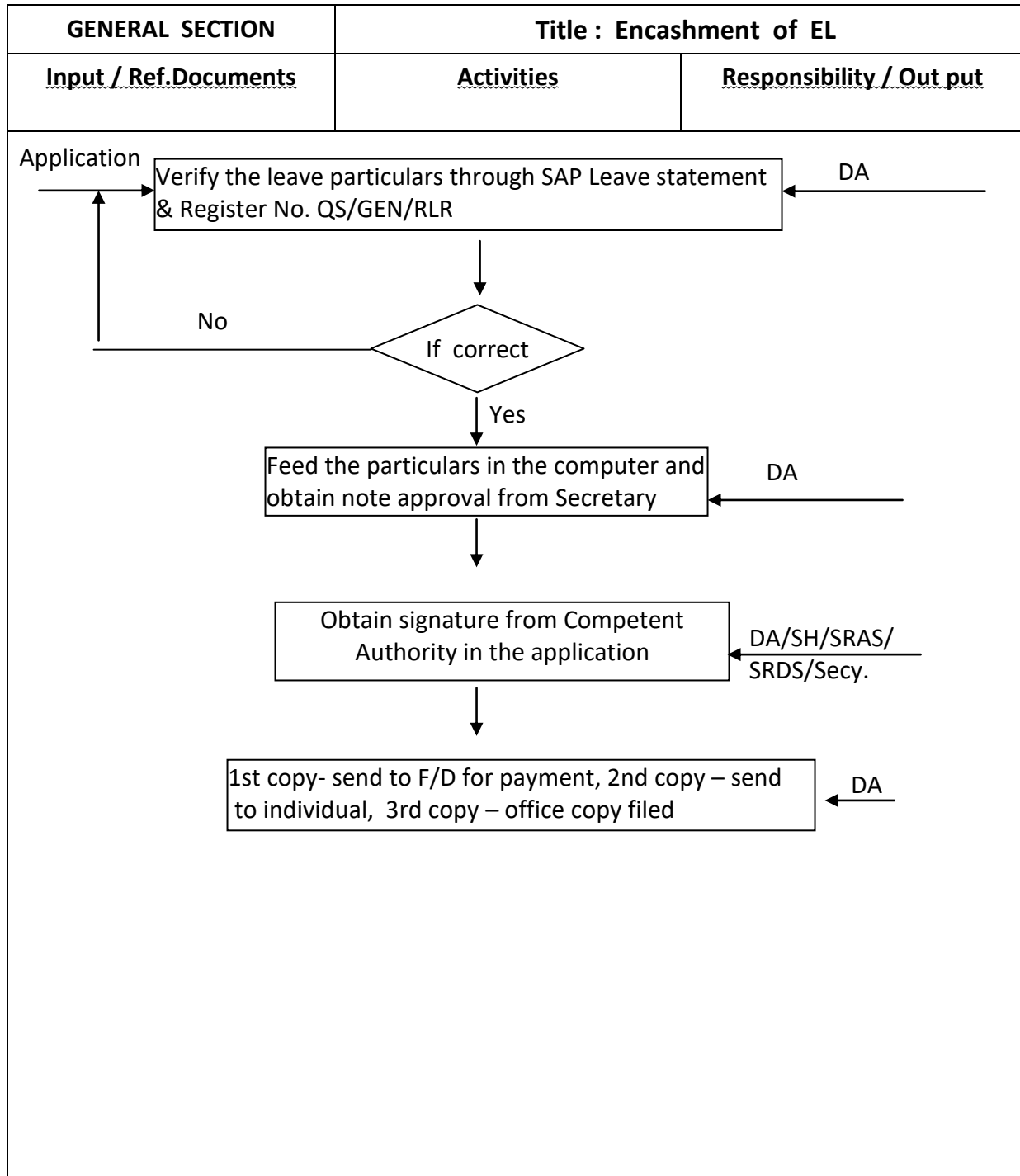
## INTEGRATED MANAGEMENT SYSTEM MANUAL

GENERAL SECTION	Title :Leave Sanction (EL/HPL/Com.L/EOL)	
Input / Ref.Documents	Activities	Responsibility / Out put
Receive from Section	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Receive the application for EL/HPL/Com.L/EOL for in Format No.14-02-277 and joining report.</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Verify the leave particulars and assess the eligibility. Enter in the Register QS/GEN/RLR at the end of the month</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Check the leave at credit using SAP leave statement QS/GEN/RLR&amp; PC. If available at credit, sanction the leave as EL/HPL/Com.L/EOL accordingly.</div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;">                     Leave sanctioned by CPT for Dy.HOD/HODs &amp; Leave sanctioned by Secy. For Class I &amp; II Officers .                 </div> <div style="border: 1px solid black; padding: 5px; width: 45%;">                     Leave sanctioned by Secy. for Class III &amp; IV employees                 </div> </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Prepare Absentee Statement in the PC</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Print out 3 copies &amp; obtain approval from Secretary</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">1st copy send to F/D On line Section, 2nd copy send to F/D (Pay Bill Section) through Register QS/GEN/RDE 3rd copy -Office copy filed.</div>	DA DA DA/SH/SRAS/SRDS DA DA/SH/ SRAS/ SRDS/Secy. DA

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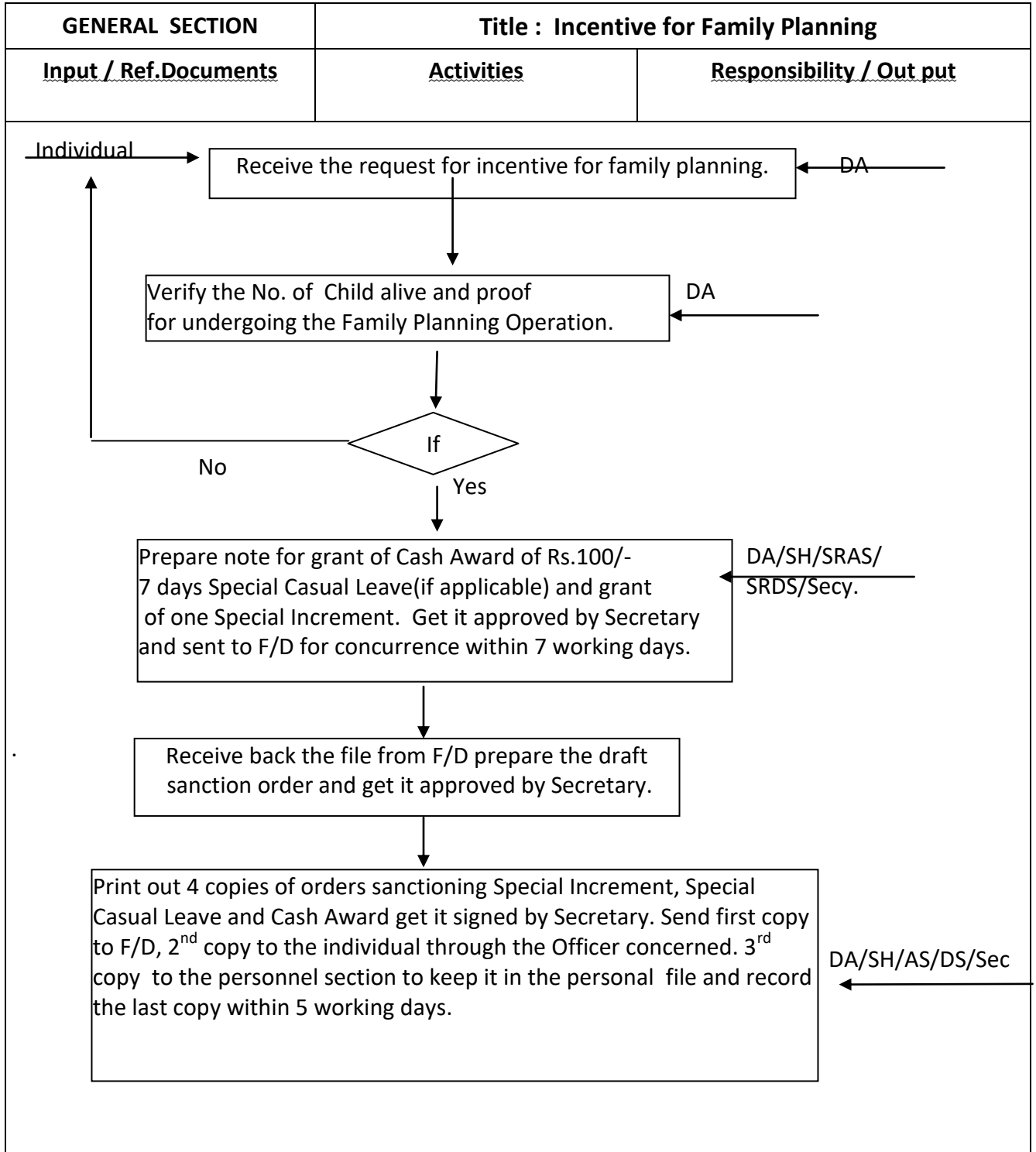
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GENERAL SECTION	Title : Overtime Allowance	
<u>Input / Ref.Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
<p>Secy's approval of OTA PB-13</p>	<p>Receive monthly O.T Statement along with Secretary's approval within 5<sup>th</sup> of every month</p> <p>Check the leave availed by the individual during each week arrive at the OT rates and finalise the total OT hours for each staff during the month</p> <p>Enter the particulars in the Online in screen No.PYT393</p> <p>Get approval through intramail from CPT for class III and Dy.CPT for class IV</p> <p>Printout 2 copies, of approval mail and OT statement and send one copy to F/D for authorization and file the 2<sup>nd</sup> copy</p>	<p>DA/SH/SRAS/ SRDS/Secy.</p> <p>DA/SH DA/HC</p> <p>DA</p> <p>DA/HC/AS/DS/Secy</p> <p>DA/SH/SRAS/ SRDS/Secy. By 12<sup>th</sup> of every month</p>

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GENERAL SECTION	Title : Reimbursement of Tuition Fees	
<u>Input / Ref.Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
<p>Receipt QS/DOC/FTF →</p>	<p>Receive the application for reimbursement of Tuition fees in respect of Class I to IV.</p> <p>↓</p> <p>Check &amp; verify the particulars.</p> <p>↓</p> <p>No Return to the Individual ←</p> <p>Yes ↓</p> <p>Enter the register QS/PC/RTF &amp; prepare a note for obtaining approval of Secretary.</p> <p>↓</p> <p>Prepare two copies of sanction order and get it signed by Secretary. Send one copy to F/D for making payment and file the 2<sup>nd</sup> copy.</p>	<p>DA/SH</p> <p>DA/SH/SRAS /SRDS/Secy.</p> <p>DA/HC/AS/DS/Secy.</p> <p>DA/SH/SRAS/ SRDS/Secy.</p>

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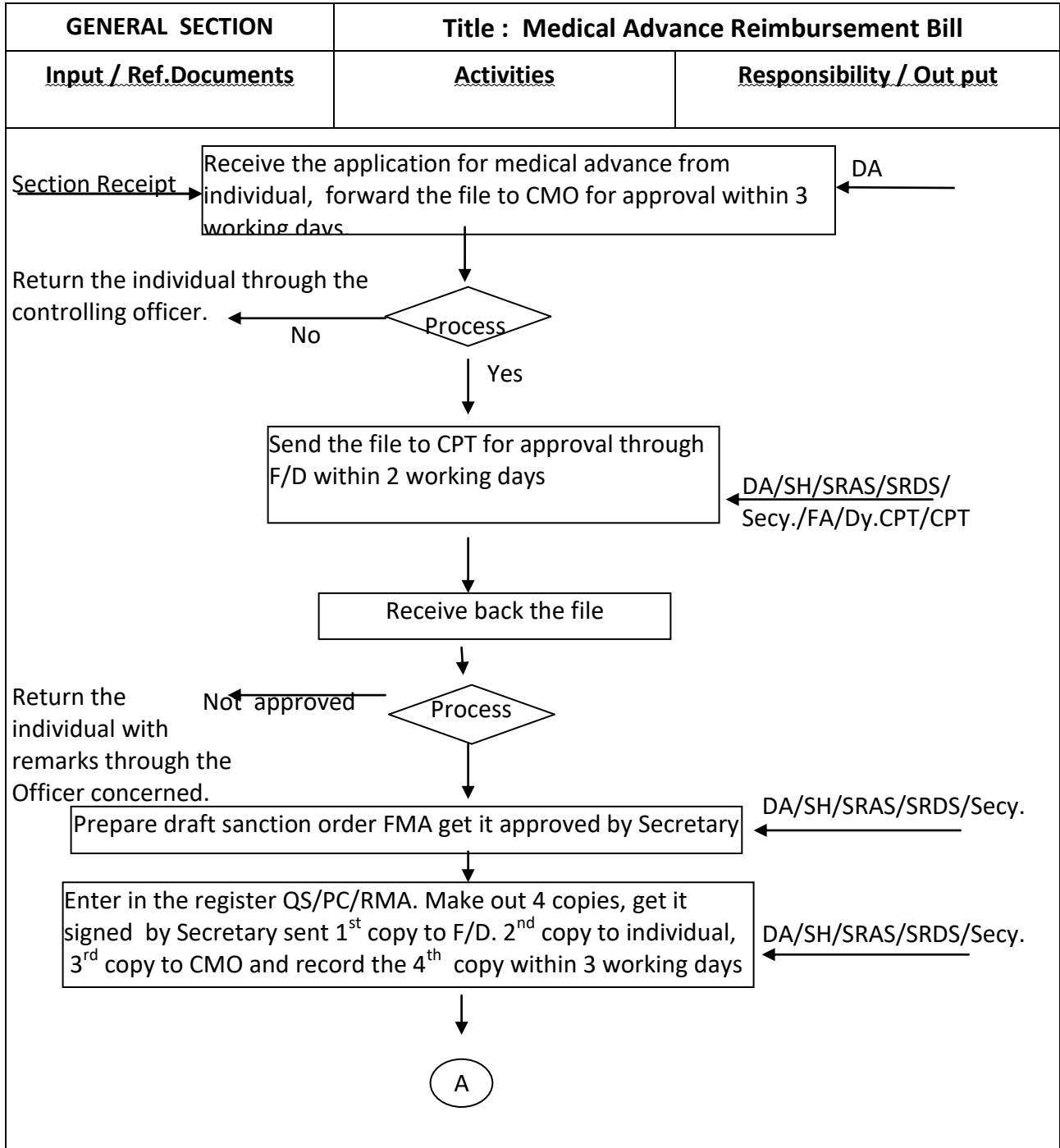
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GENERAL SECTION	Title : Special Leaves	
<u>Input / Ref.Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
AS/DS/Secretary	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Receive representation from individual</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     Prepare a note, get it approved by Secretary for all leaves except Family Planning leave. For family planning leave, prepare a note get it approved by Secretary &amp; send it to F/D for their concurrence within 5 working days.                 </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">                     After approval, prepare sanction order 4 copies of FSS get it signed it by Secretary and send one copy to F/D &amp; 2<sup>nd</sup> copy to the individual, 3<sup>rd</sup> copy personnel section and file the 4<sup>th</sup> copy.                 </div>	<div style="text-align: right; margin-bottom: 10px;">←</div> <div style="text-align: right; margin-bottom: 10px;">DA/SH/SRAS/SRDS/Secy.</div> <div style="text-align: right; margin-bottom: 10px;">←</div> <div style="text-align: right;">← SH/SRAS/SRDS/Secy.</div>

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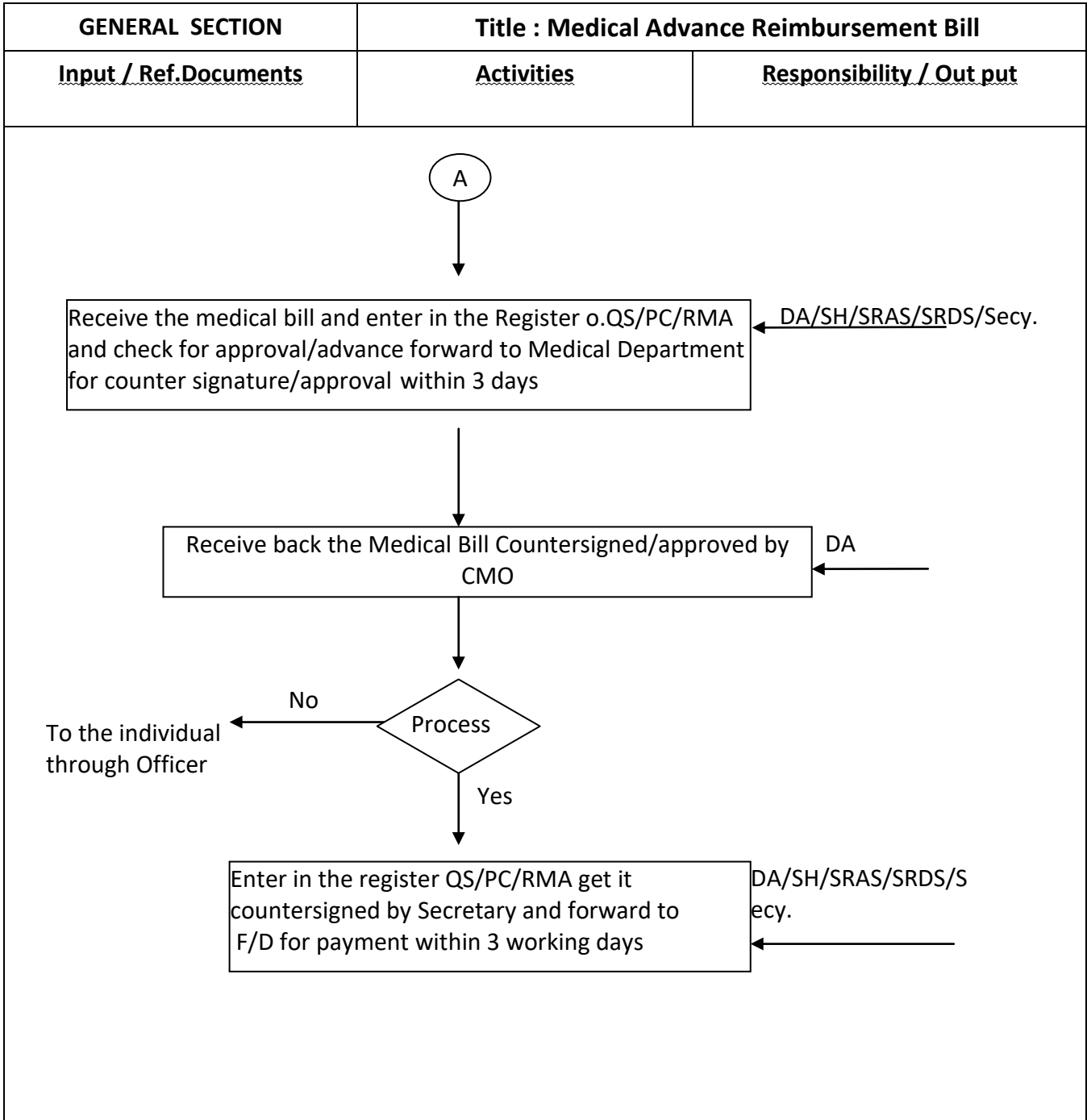
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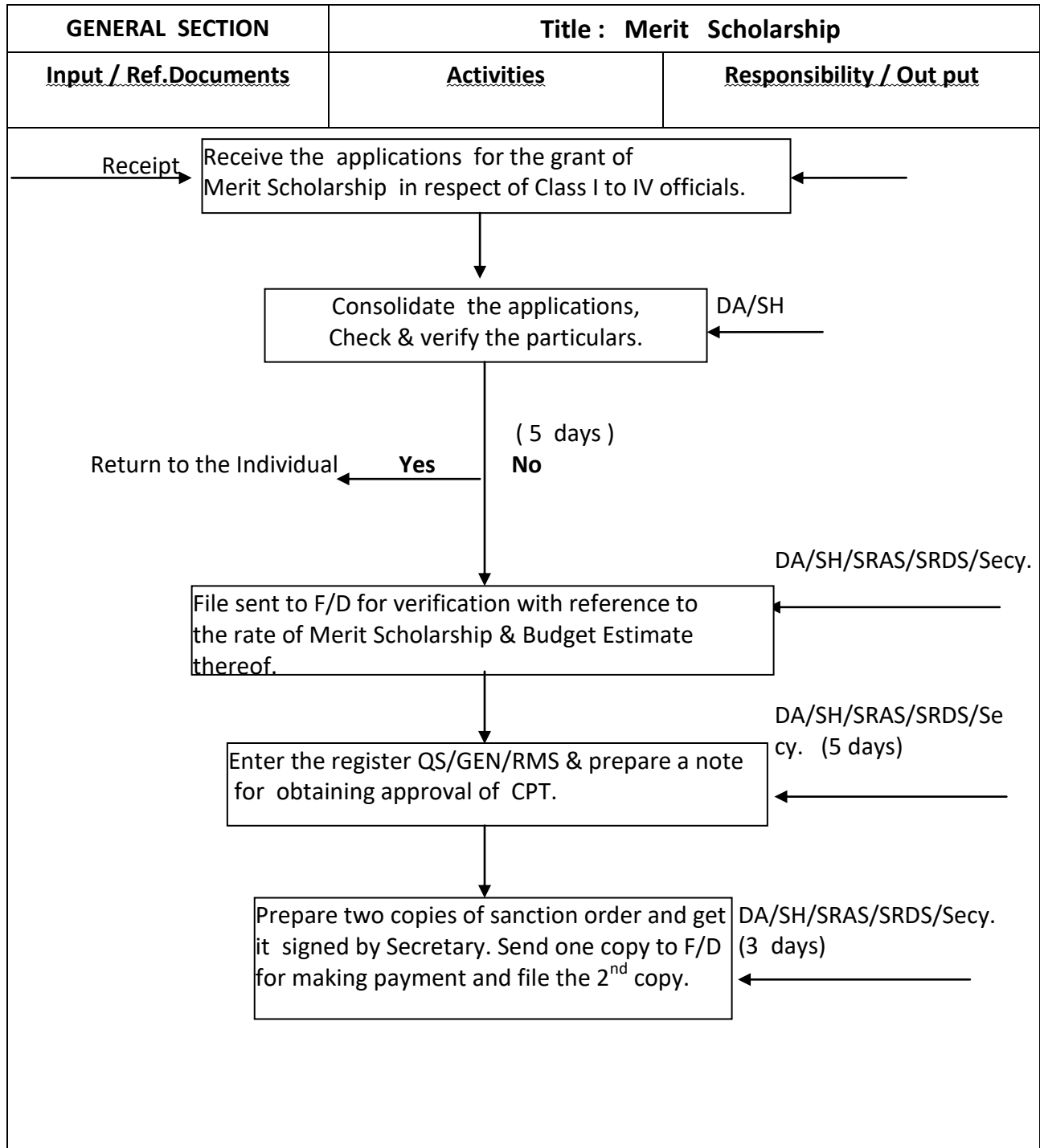
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GENERAL SECTION	Title : TA/TTA/Medical TA Bill of Employees / Retired Employees	
<u>Input / Ref.Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
<p>Secy/DS/AS Tour Advance</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Receive the TA/TTA/Medical TA bills in format No.14/02/87 in duplicate enter in Register No.QS/PC/RTB, verify the advance if any sanctioned.</p> <p style="text-align: center;">↓</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">Class III &amp; IV Other bills</p> </div> <div style="width: 10%; text-align: center;"> <p>Process</p> </div> <div style="width: 45%;"> <p style="text-align: center;">Class I &amp; II Other bills</p> </div> </div> <p style="text-align: center;">↓</p> <p style="text-align: center;">Medical TA Bill</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Send to CMO for counter signature</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Receive the TA bill from Medical Dept. countersigned by CMO</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Submitted for HOD's countersignature</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Sent to F/D for making payment</p> </div>	

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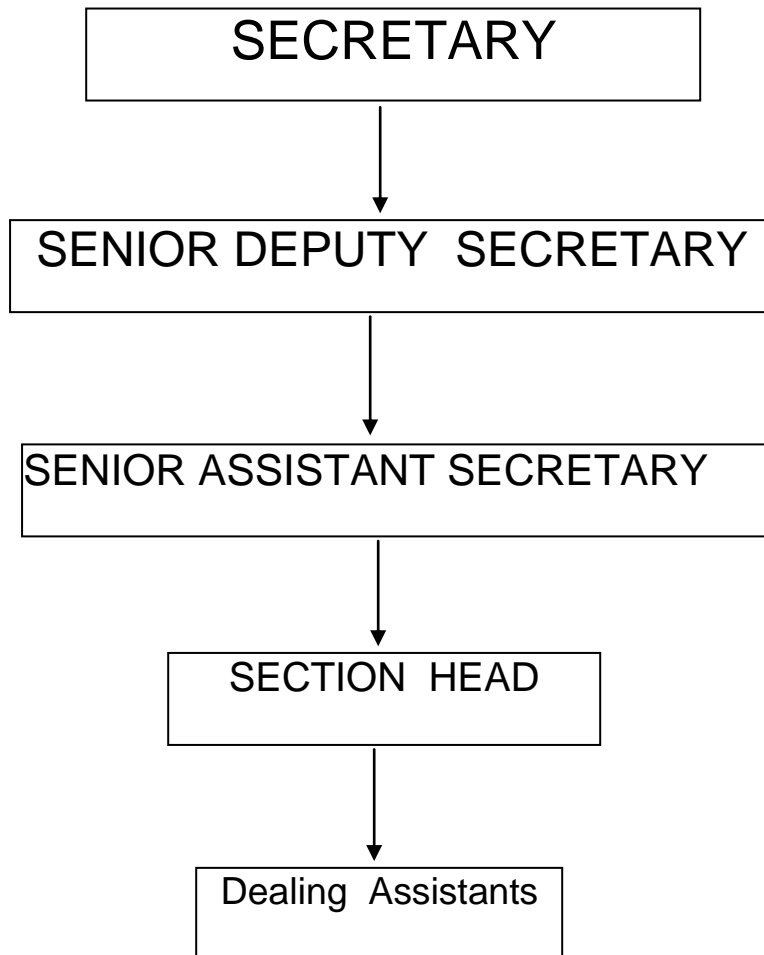


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**ORGANISATION CHART**

**GENERAL SECTION**



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## INTEGRATED MANAGEMENT SYSTEM MANUAL

### 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,

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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<b>ISSUE NO: 00</b>	<b>APPROVED BY</b>
<b>DATE: 05.07.17</b>	

# V.O.CHIDAMBARANAR PORT TRUST

## INTEGRATED MANAGEMENT SYSTEM MANUAL

<b>List of Register</b>			
<b>Sl. No.</b>	<b>Name of the Register</b>	<b>Code No.</b>	<b>Retention Period</b>
1	Quotation Register	QS / GEN / RQT	5 Years
2	Receipt & Issue Register	QS / GEN / RRI	3 Years
3	Despatch Register for Personal Claims	QS / GEN / RDE	3 Years
4	GPF Advance	QS / GEN / RPF	3 Years
5	GPF Withdrawal	QS / GEN / RPA	3 Years
6	Computer Advance	QS / GEN / RPC	3 Years
7	Conveyance Advance	QS / GEN / RCA	3 Years
8	Tour Advance	QS / GEN / RTA	3 Years
9	LTC Advance	QS / GEN / RLT	3 Years
10	Leave Sanction - EL/HPL/Com.L/EOL	QS / GEN / RLR	3 Years
11	Reimbursement of Tuition Fees	QS / GEN / RTF	3 Years
12	Medical Advance & Reimbursement of Bill	QS / GEN / RMA	3 Years
13	TA / TTA / Medical TA Bill	QS / GEN / RTB	3 Years
14	Marriage Advance	QS / GEN / RMG	3 Years

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## INTEGRATED MANAGEMENT SYSTEM MANUAL

### 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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