

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

V.O.CHIDAMBARANAR PORT TRUST



PROCESS	GENERAL AND ADMINISTRATION DEPARTMENT
SECTION	MANUAL FOR LEGAL & DISCIPLINARY ACTION SECTION

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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 section is monitoring pending court cases of VOCPT at various courts and initiating disciplinary proceedings in respect of Class I & II officers with approval of Competent Authority.

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

Forward the counter Affidavit duly signed by the competent Authority within 15 days from the date of receipt of the Affidavit, to the concerned Legal Adviser for filing the same in the Hon'ble Court. To file the Appeal within the period allowed by Hon'ble Courts (Three months/90 days or otherwise), if decided to appeal by the Management. Execute the process of disciplinary proceedings as per schedule.

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
VOCPT	V.O.Chidambaranar Port Trust
Dy.CPT	Deputy Chairman Port Trust
HOD	Heads of Department
TPT	Tuticorin Port Trust
SAP	System Application and Product
Secy.	Secretary
DS	Deputy Secretary
GAD	General Administration Department
SH	Section Head
LA	Legal Adviser
DA	Dealing Assistant
L & D	Legal & Disciplinary Action Section
LO	Law Officer Gr.I
DA Section	Disciplinary Action Section
I.O	Inquiry Officer
P.O	Presenting Officer
RTI	Right to Information
CSO	Charge Sheeted Officer
A.P.O	Assistant Personal Officer
Sr.P.S	Senior Private Secretary
P.A	Personal Assistant
PRO	Public Relation Officer
Sr.S.ten	Senior Steno
H.O	Hindi Officer
Sr.AS	Senior Assistant Secretary

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E-I	Establishment – I
E-II	Establishment – II
CDN	Co-ordination
TRG	Training
P.R	Public Relation
IR	Industrial Relation

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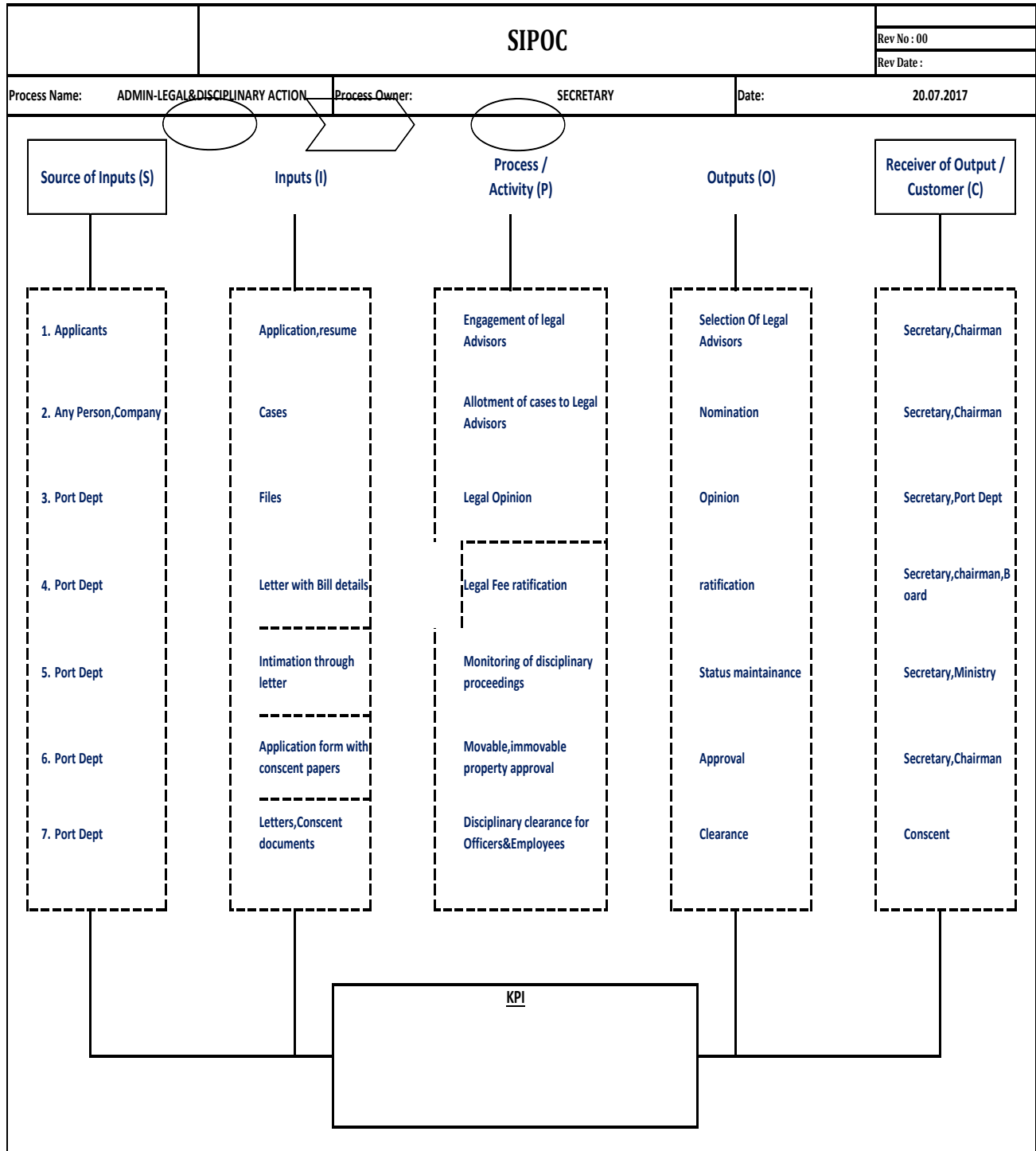
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SIPOC



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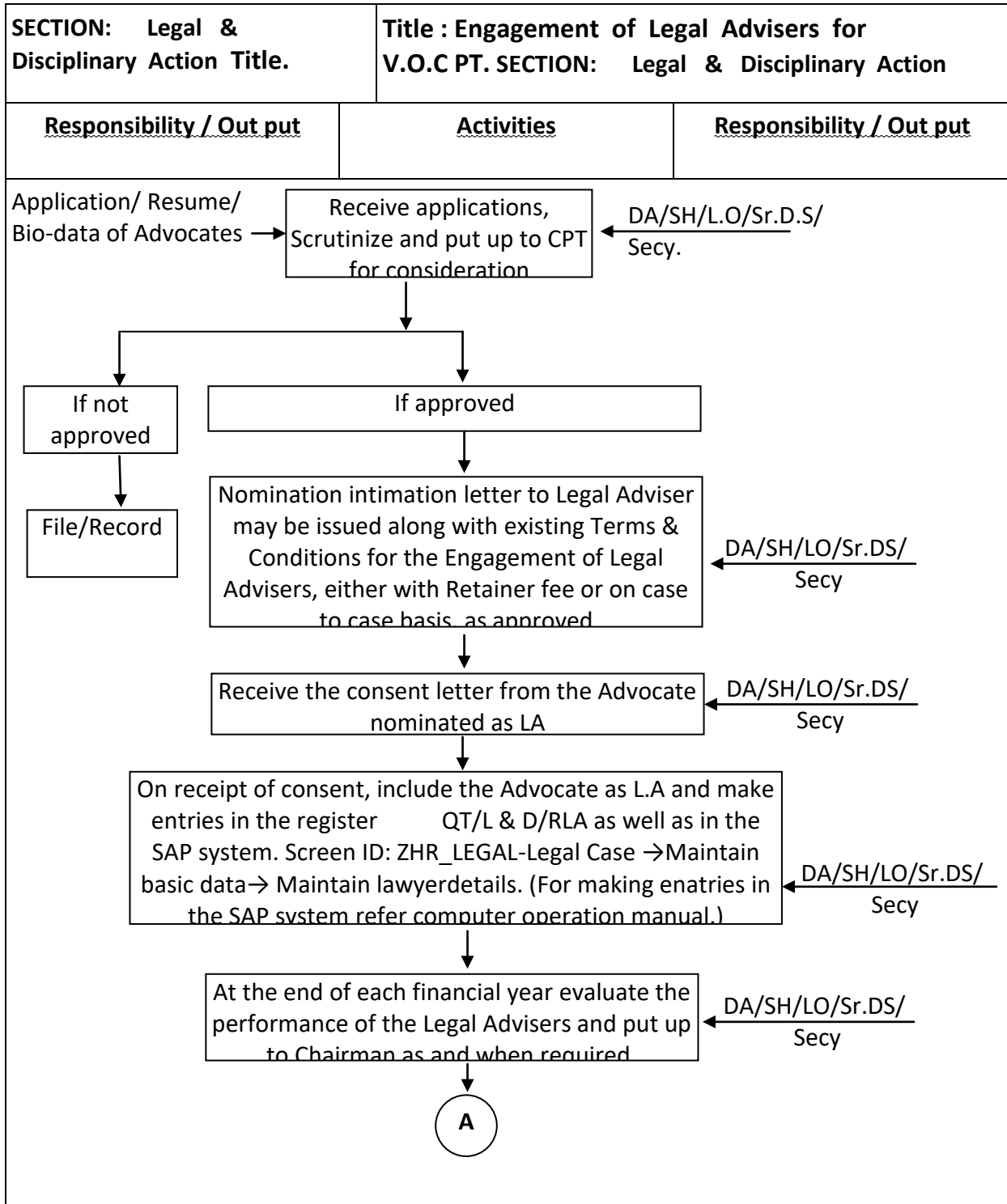
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Interested Parties	
4.2 Understanding the requirements of the Interested parties	
Interested Parties	Requirements
Ministry	Status Maintenance
Board	ratification
Company	Issues not solved
Consent	Clearance

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SECTION: Legal & Disciplinary Action Title.	Title : Engagement of Legal Advisers for V.O.C PT	
<u>Responsibility / Out put</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
<pre> graph TD A((A)) --> B[Put up file to CPT along with the evaluation report of the existing LA's and fresh applications if any received from Advocates for delisting/adding of LA's to the panel, during the 1st week of March every year] B --> C[Prepare the fresh Panel list after including new Advocate (s) /delisting of Advocate (s) as approved and directed by CPT, either with Retainer fee or without Retainer fee, as the case may be.] C --> D[If the LA is nominated with Retainer fee, on receipt of the bills from the concerned LA, prepare the contingent bill and forward it to Finance Department for settlement. Ensure payment] D --> E[Monitor and coordinate with all Departments as well as with the concerned Legal Advisers/Advocates constantly. Pass information/submit reports to Chairman whenever required.] </pre>		

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SECTION: Legal & Disciplinary Action Title :	Title : Allotment of cases to Legal Advisers	
Responsibility / Out put	Activities	Responsibility / Out put
DA/SH LO	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Maintain list of Panel Legal Advisers. Furnish the list of Legal Advisers on Panel to CPT while putting up file for the nomination of LA to deal/represent the concerned case. </div>	DA/SH/LO/Sr.DS Secy
	↓	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> After allotment of case to any one of the LA's, enter all the case details in the SAP system Screen ID:ZHR_LEGAL-Legal Case → Maintain Legal Case </div>	DA/SH/LO
	↓	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Liason with the concerned LA, then and there till the case is disposed off and closed. </div>	LO/Sr.DS
	↓	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Get the periodical updated case details from all HOD's and update the same in the SAP system. </div>	DA/SH/LO
	↓	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Co-ordinate and liase with all the Departments and do the needful as advised by the LA to meet the requirements of the Court in respect of the concerned cases </div>	DA/SH/LO
	↓	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Receive the bills along with the Court order from concerned LA/Advocates and generate the contingent bill and forward the same to Finance Dept for settlement as approved by the competent Authority. (Ensure payment of such fees as per the Existing Terms & Conditions, for the Engagement of Legal </div>	DA/SH/LO/ Sr.D.S/Secy.
	↓	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Furnish periodical statements showing the status of pending Court cases to CPT for perusal.. (QT/L&D/RPC) </div>	DA/SH/LO/ Sr.D.S/Secy.
	↓	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Receive the payment details of legal charges paid to LA's, ASG, Sr. Counsels etc from all Departments and put up for Board's ratification wherever such ratifications are required. </div>	DA/SH/LO/ Sr.D.S/Secy.
	↓	
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Do the needful to revise the Legal fee to be paid to LA's as per need and get approval of board for notification </div>	DA/SH/LO Sr.DS/Secy.

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SECTION: Legal & Disciplinary Action	Title : Disciplinary Proceedings for Class I & II Officers	
Input / Ref. Documents	Activities	Responsibility / Out put
<p>All Department →</p>	<p>Based on the orders of Competent Authority, disciplinary proceedings is being initiated against Class I & II Officers concerned by the Administration Department (QS/L&D/RDP)</p>	<p>← DA/SH/Sr.DS/ Secy</p>
	<p>↓</p> <p>At first, explanation will be called for from the Charged Officer concerned as per TPT(CCA) Regulation 1979</p>	<p>← DA/SH/LO/Sr.DS/ Secy./Dy.CPT/ CPT</p>
	<p>↓</p> <p>The Charged Officer concerned is to submit his explanation within the time limit fixed in the order.</p>	<p>← DA/SH/LO/Sr.DS/ Secy.</p>
	<p>↓</p> <p>Explanation submitted by the individual officer will be submitted for the perusal of the Disciplinary Authority within 15 days from the date of receipt of explanation.</p>	<p>← DA/SH/LO/Sr.DS/ Secy.</p>
	<p>↓</p> <p>On perusing the explanation submitted by the individual officer, the Disciplinary Authority will either accept the reasons and drop the Disciplinary proceedings or pass order to take disciplinary action against the officer concerned under Major / Minor penalty proceedings.</p>	<p>← DA/SH/LO/Sr.DS/ Secy.</p>
	<p>↓</p> <p style="font-size: 2em;">A</p>	

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SECTION: Legal & Disciplinary Action	Title : Disciplinary Proceedings for Class I & II Officers
<u>Input / Ref. Documents</u>	<u>Activities</u>
	<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">A</div>
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Based on the orders of Disciplinary Authority, charges will be framed against the Charged Officer under the provisions of Major / Minor penalty proceedings as indicated by the Disciplinary Authority in his order and sent the same to him to submit his written statement for the charges framed</p> </div> <div style="text-align: right; margin-right: 20px;"> <p>← <u>DA/SH/LO/ SR. D.S/Secy.</u></p> </div>
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>The written statement submitted by the Charged Officer for the charges framed against him will be submitted to the perusal and order of the Disciplinary Authority</p> </div> <div style="text-align: right; margin-right: 20px;"> <p>← <u>DA/SH/LO/SR.DS/ Secy.</u></p> </div>
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>The Disciplinary Authority will order for inquiry, if necessary, with a direction to close the inquiry with in a stipulated time.</p> </div> <div style="text-align: right; margin-right: 20px;"> <p>← <u>DA/SH/LO/SR.DS/ Secy.</u></p> </div>
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>The Disciplinary Authority will appoint Inquiry Officer (IO) and Presenting Officer(PO) to conduct the enquiry against the Charged Officer. The appointment of Inquiry Officer and Presenting Officer will be informed to the Charge Sheeted Officer.</p> </div> <div style="text-align: right; margin-right: 20px;"> <p>← <u>DA/SH/LO/SR.DS/ Secy.</u></p> </div>
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>The Inquiry Officer and Presenting Officer will intimate the date of inquiry to the Charged Officer and the inquiry will be conducted as per the schedule framed. On request the CSO may be permitted to utilise the services of an Defense Assistant of his choice, as per the Rules and Regulations in force.</p> </div> <div style="text-align: right; margin-right: 20px;"> <p>← <u>Inquiry Officer/ Presenting Officer</u></p> </div>
	<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">B</div>

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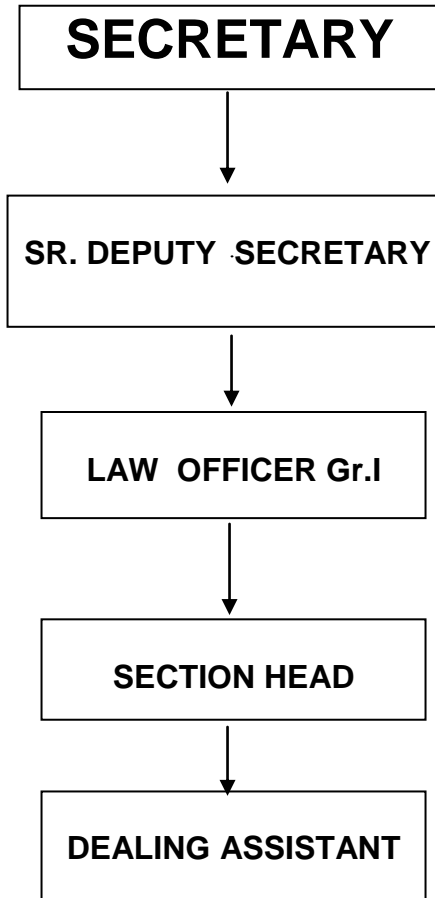
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Input / Ref. Documents	Activities	Responsibility / Out put
<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;"> B </div>		
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> After completing the enquiry, the Inquiry Officer will submit his enquiry report to the Disciplinary Authority. </div>	Inquiry Officer/ Presenting Officer Charge sheeted Officer / Defense Assistant
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Inquiry report is forwarded to CSO and the concerned defense statements will be received from the CSO. </div>	DA/SH/LO/Sr.DS/ Secy
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> The Disciplinary Authority will peruse the inquiry report and the CSO's defense statements. The Disciplinary Authority may either drop further proceedings or pass penalty order as deemed fit under the provisions of rules and regulations. </div>	DA/SH/LO/Sr.DS/ Secy
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> The penalty order passed by the Disciplinary Authority will be intimated to the Charge Sheeted Officer and the Departments concerned. </div>	DA/SH/LO/Sr.DS/ Secy Charged Official
	<div style="border: 1px solid black; padding: 5px;"> After implementation of the penalty the same will be entered in the Register for Penalty Imposed on Employees. (QS / L&D / RPI). Like wise if any penalty is imposed on class III /IV may be entered in the register on receipt of such orders from the respective HODs </div>	DA / SH /LO/Sr.DS Secy

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ORGANISATION CHART



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RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
Court Cases	Proper timely actions to be taken
Appointing/Disciplinary proceedings	Follow procedures strictly and correctly

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

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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

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List of Register

Sl.No.	Name of the Register	Code No.	Retention Period
1	Posting penalties imposed on Employees	QS / L&D / RPI	Permanent
2	Appointment of Legal Advisers	QS / L&D / RLA	3 Years
3	Disciplinary Proceedings	QS / L&D / RDP	Permanent
4	Pending Court case	QS / L&D/ RPC	1 Year

List of Reference Rule Books

1	TPT Rules & Regulations, 1979
2	CCS (Classification, Control & Appeal) Rules
3	Tuticorin Port Employees (Conduct) Regulations, 1979
4	Swamy's Manual on Disciplinary Proceedings
5	Major Port Trust Act, 1963.
6	VOCPT Terms & Conditions for the Engagement of Legal Advisers.

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