

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

V.O.CHIDAMBARANAR PORT TRUST



PROCESS	GENERAL AND ADMINISTRATION DEPARTMENT
SECTION	MANUAL FOR QUARTERS SECTION

ISSUE NO	: 00
DATE	: 05.07.17
APPROVED BY (WITH SIGN)	SECRETARY

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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 deals with Allotment of Quarters, Change of Quarters, Vacation of Quarters, Allotment of Community Hall, Temporary Allotment of Quarters for Port Employees & Non-Port Employees and monitoring and maintaining payment of charges towards Rent, Water Charges and Electricity Charges.

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

Starting of every Financial year prepare Seniority list and finalize within 2 months.

EMS

To ensure reduction of paper and to conserve energy.

OHSAS

To ensure prevention of ill health and injury.

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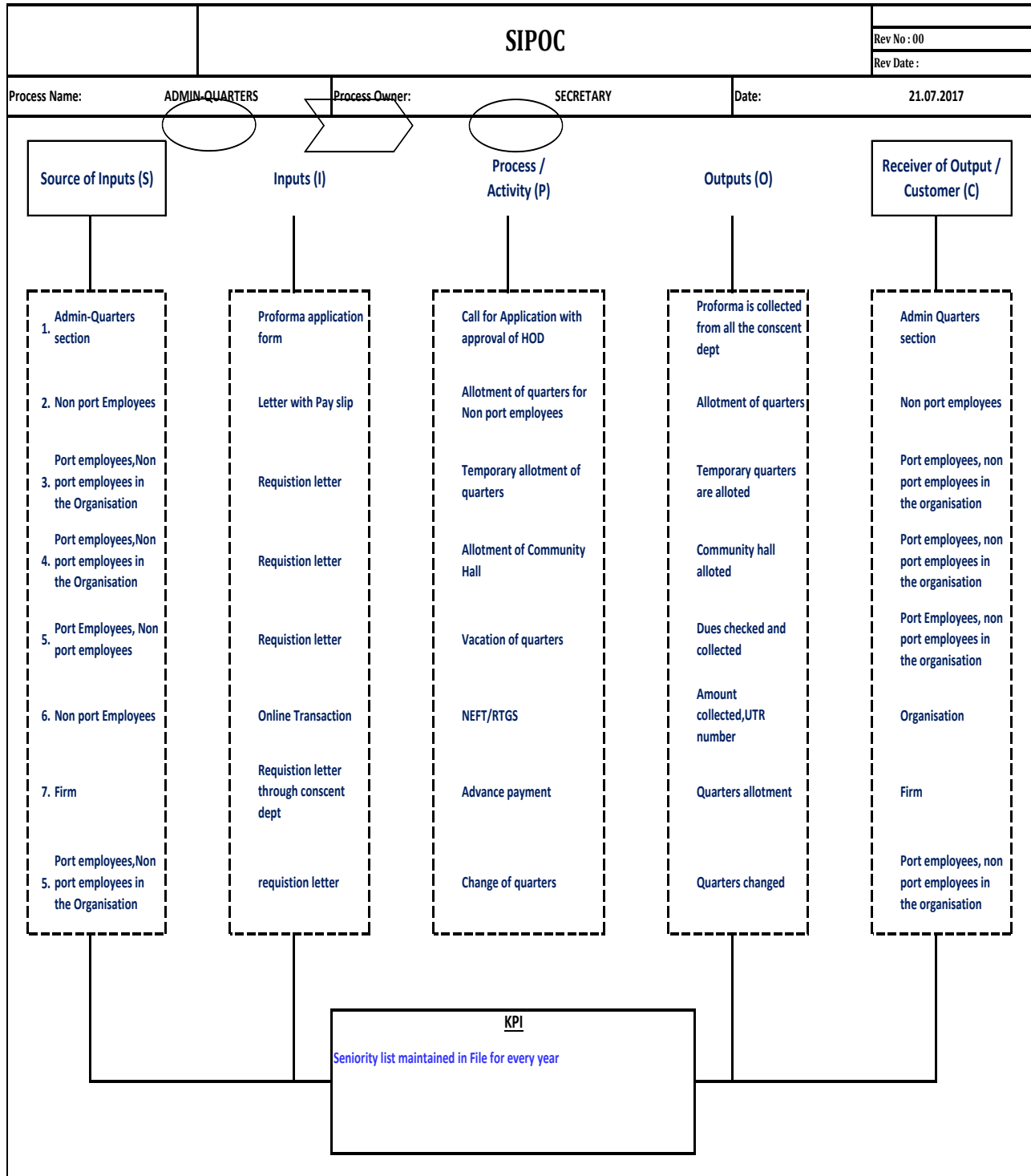
ABBREVIATIONS	
CPT	Chairman Port Trust
Dy.CPT / MR	Deputy Chairman / Management Representative
HOD	Head of Department
V.O.C PT	V.O.Chidambaranar Port Trust
SECY	Secretary
SR.DY.SECY	Senior Deputy Secretary
SR.ASST.SECY	Senior Assistant Secretary
AS	Assistant Secretary
E.O	Estate Officer
SH	Section Head
DA	Dealing Assistant
AE	Assistant Engineer
DFA	Draft for Approval
MTC	Maintenance
SAP	System Application and Products
NCR	Non Conformity Report

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SIPOC



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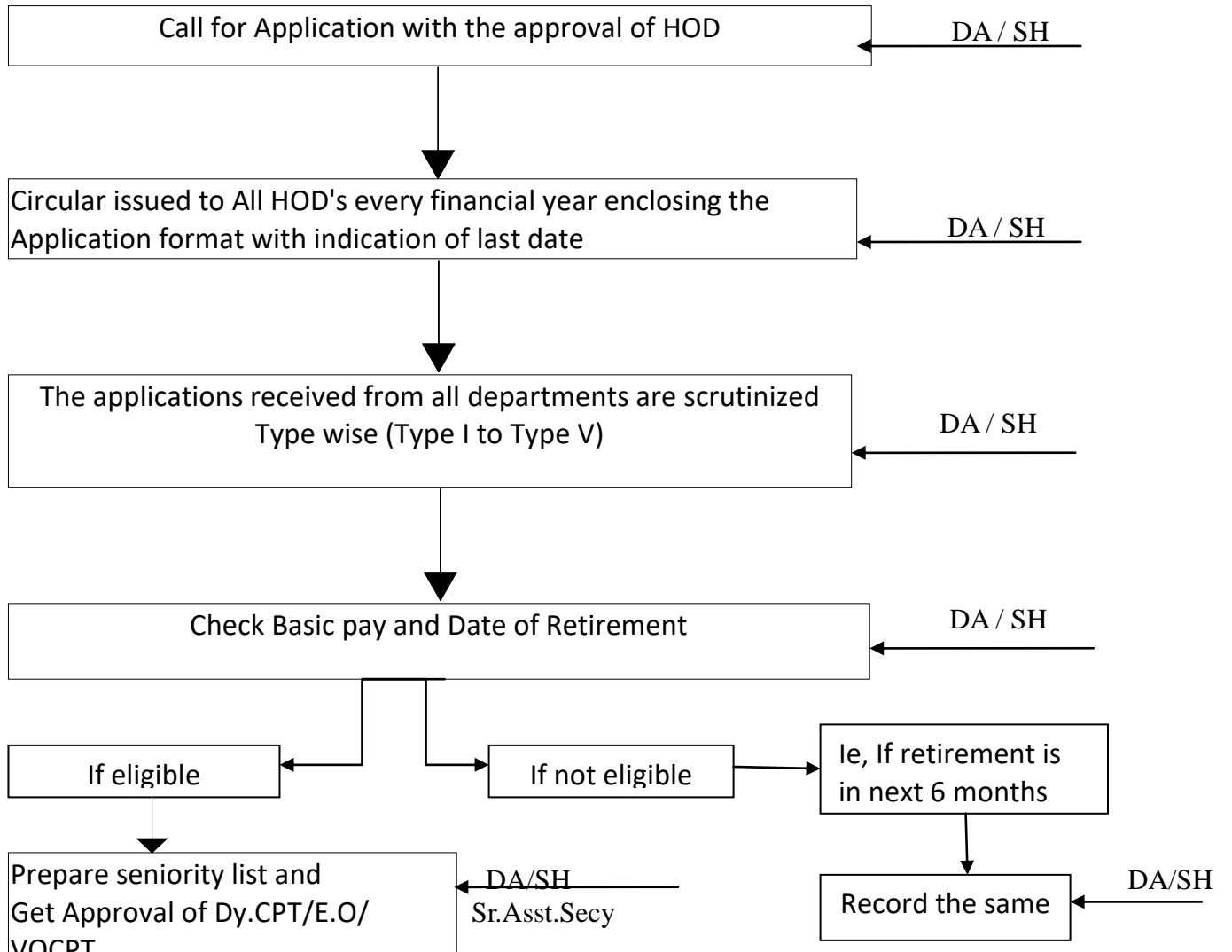
V.O.CHIDAMBARANAR Port Format No. VOC/IP, Issue No: 01, Date: 05.07.2017	
Interested Parties	
4.2 Understanding the requirements of the Interested parties	
Interested Parties	Requirements
Non Port Employees	Allotment of Quarters
Firm	Allotment of Quarters
Port Employees	Allotment of Quarters
Consent Department	Collect Proforma application

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Title : Allotment of Quarters

Input/Ref.Documents	Activities	Responsibility/output
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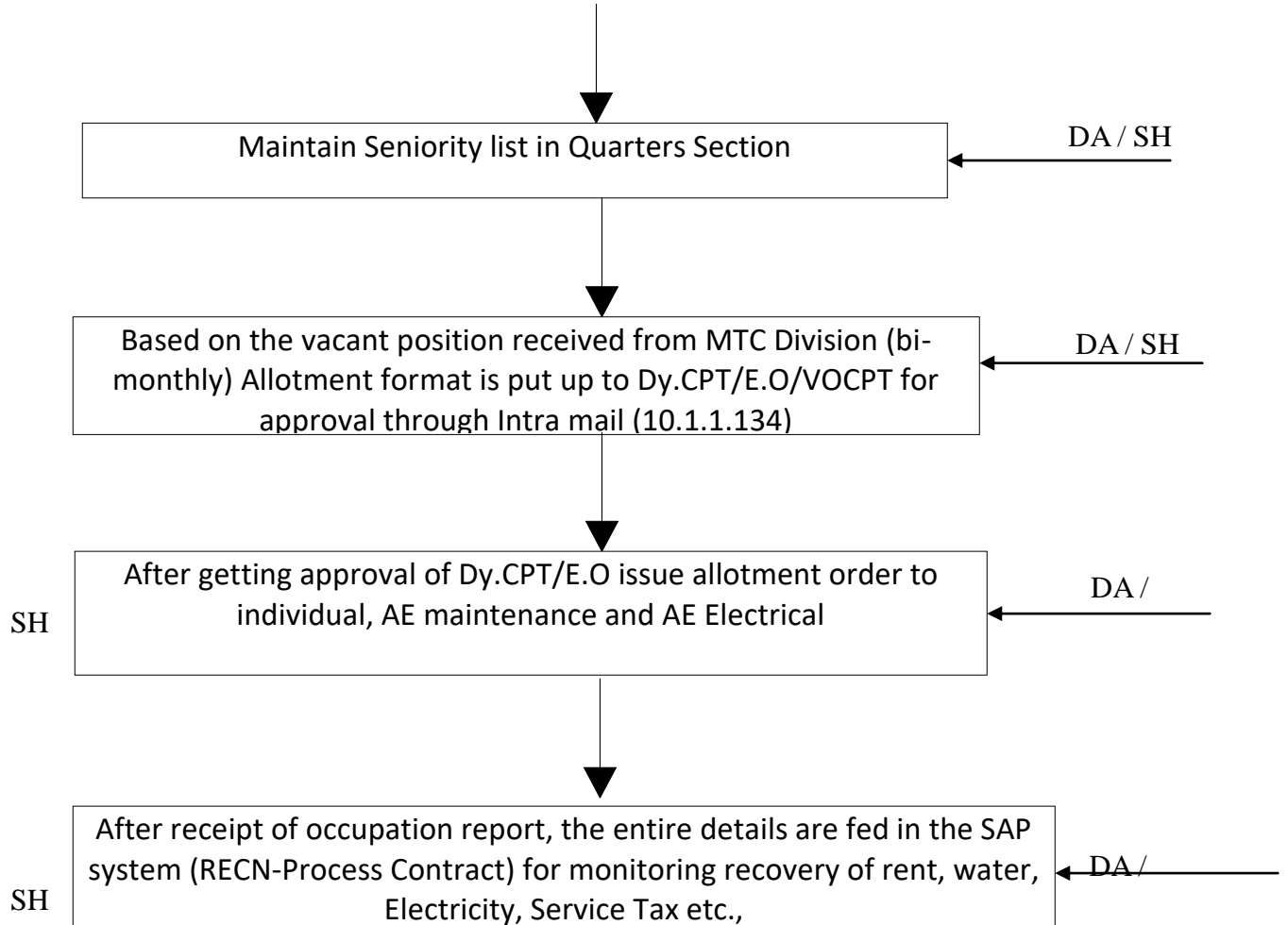
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Title : Allotment of Quarters

Input/Ref.Documents

Activities

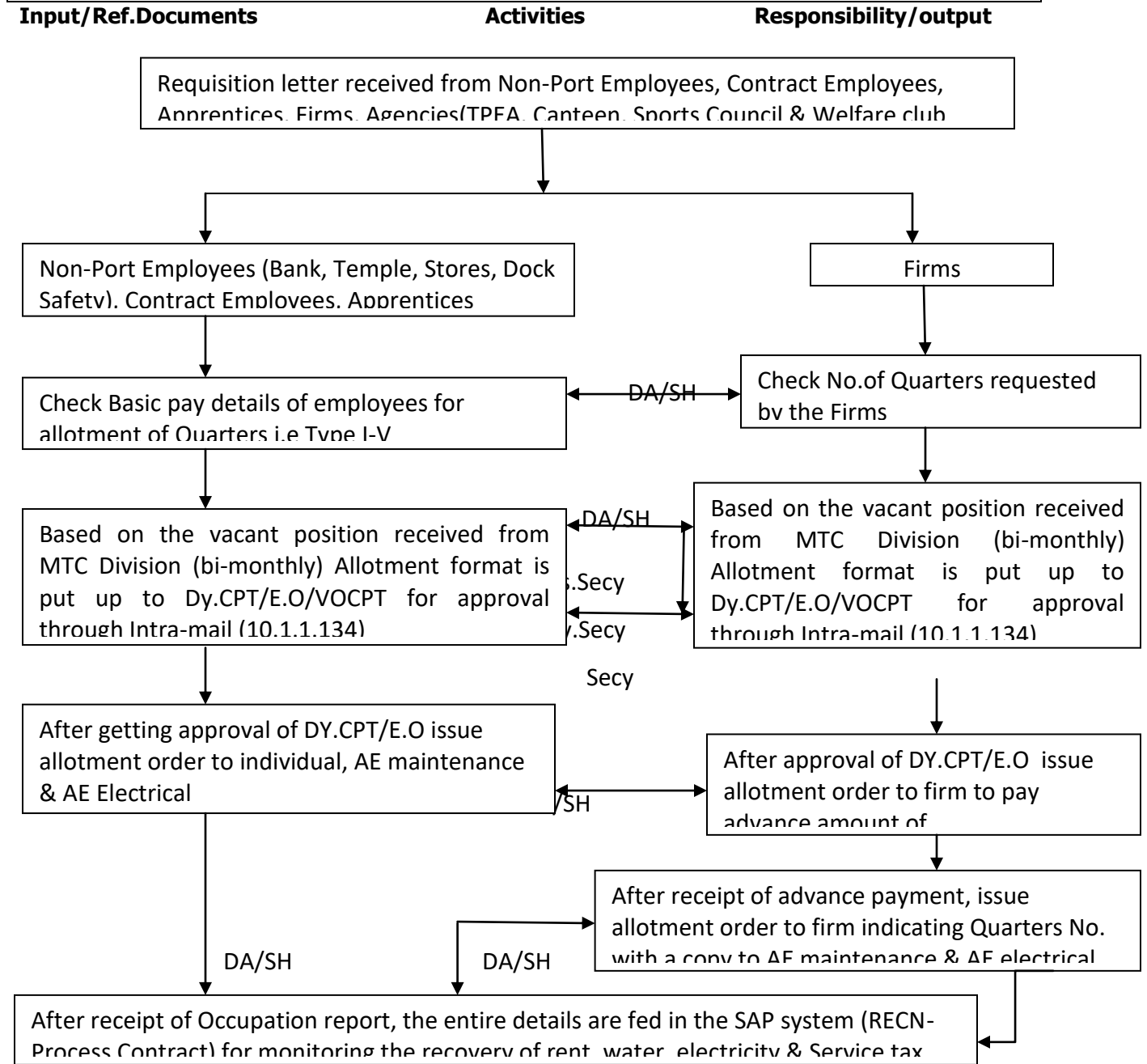
Responsibility/output



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Title : Allotment Of Quarters (Non-Port Employees)



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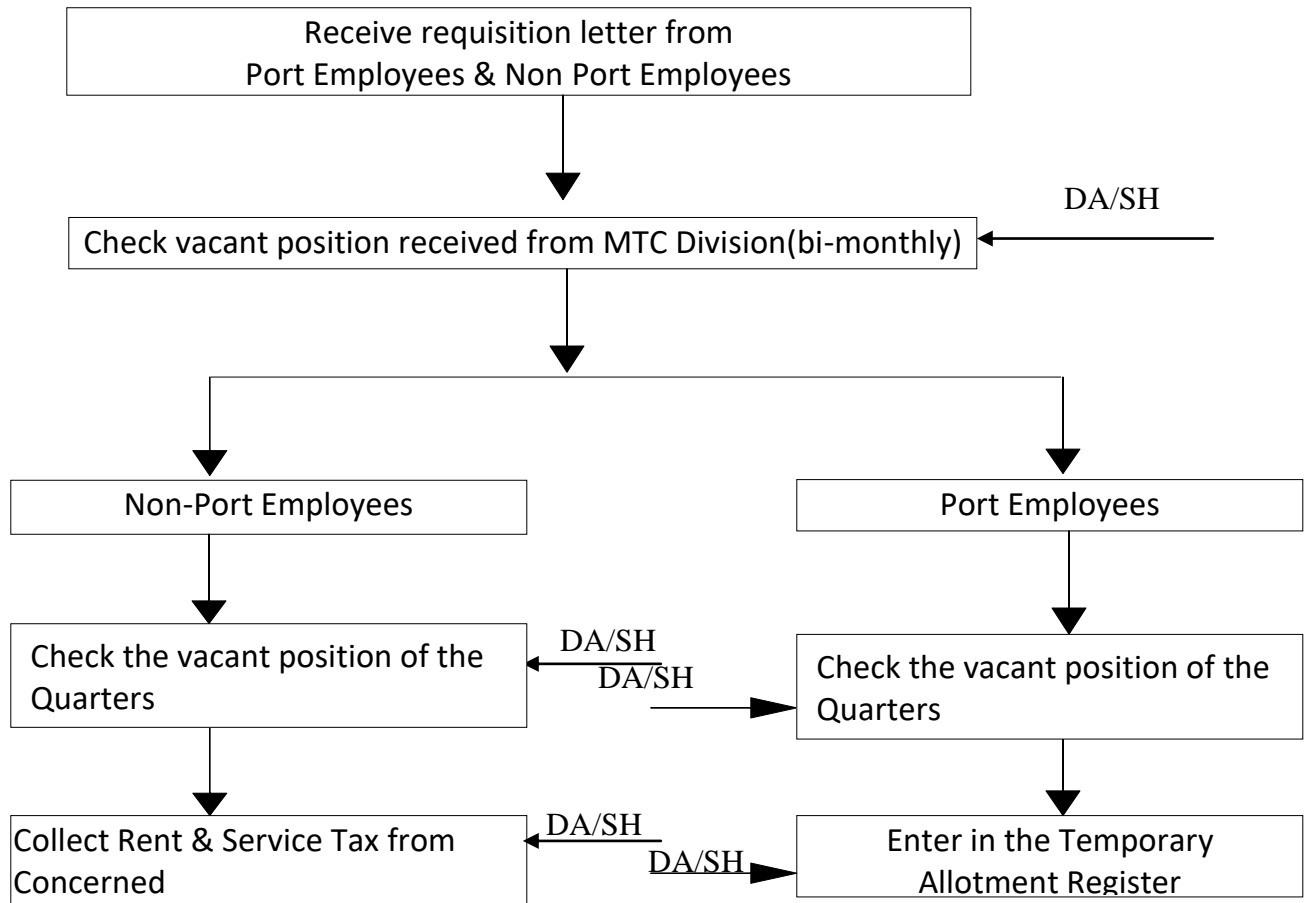
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Title : Temporary Allotment of Quarters

Input/Ref.Documents

Activities

Responsibility/output



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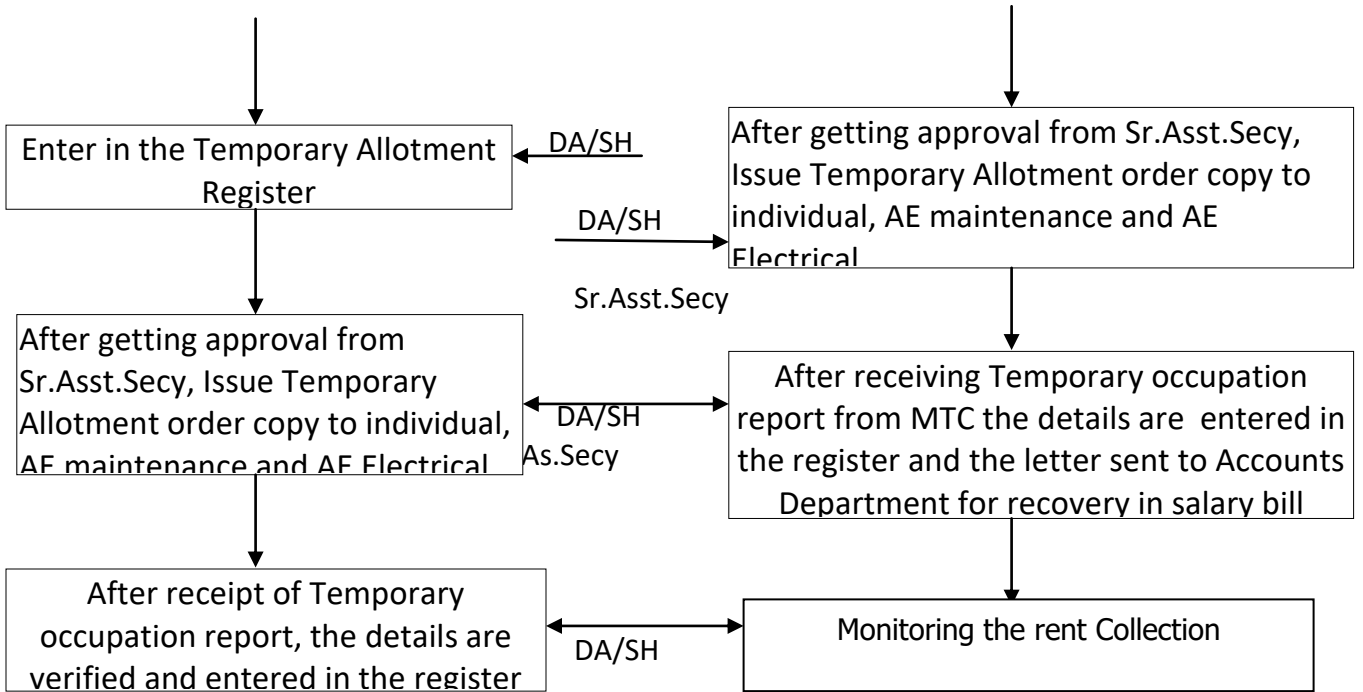
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Title : Temporary Allotment of Quarters

Input/Ref.Documents	Activities	Responsibility/output
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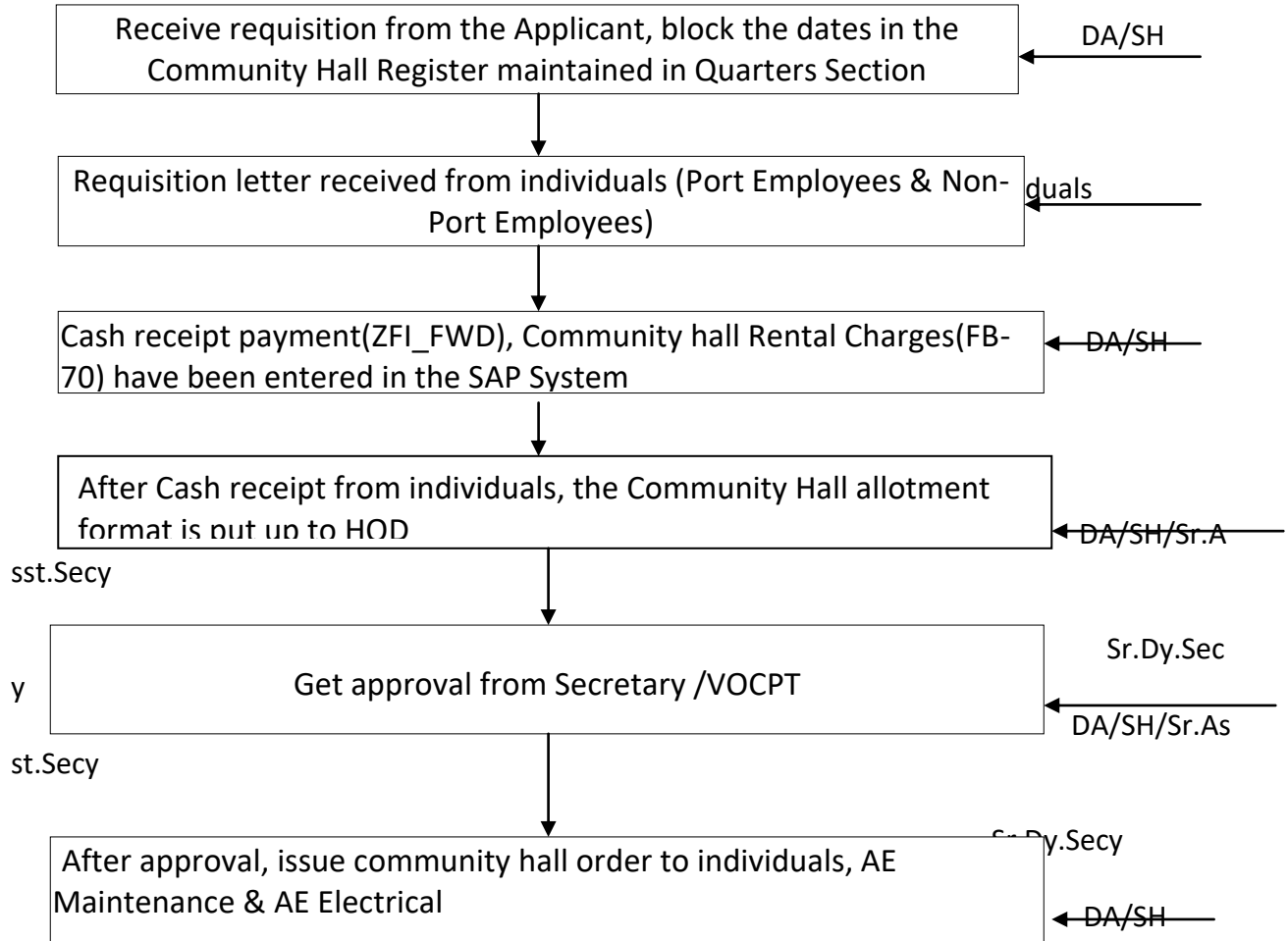
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Title : Allotment of Community Hall

Input/Ref.Documents

Activities

Responsibility/output



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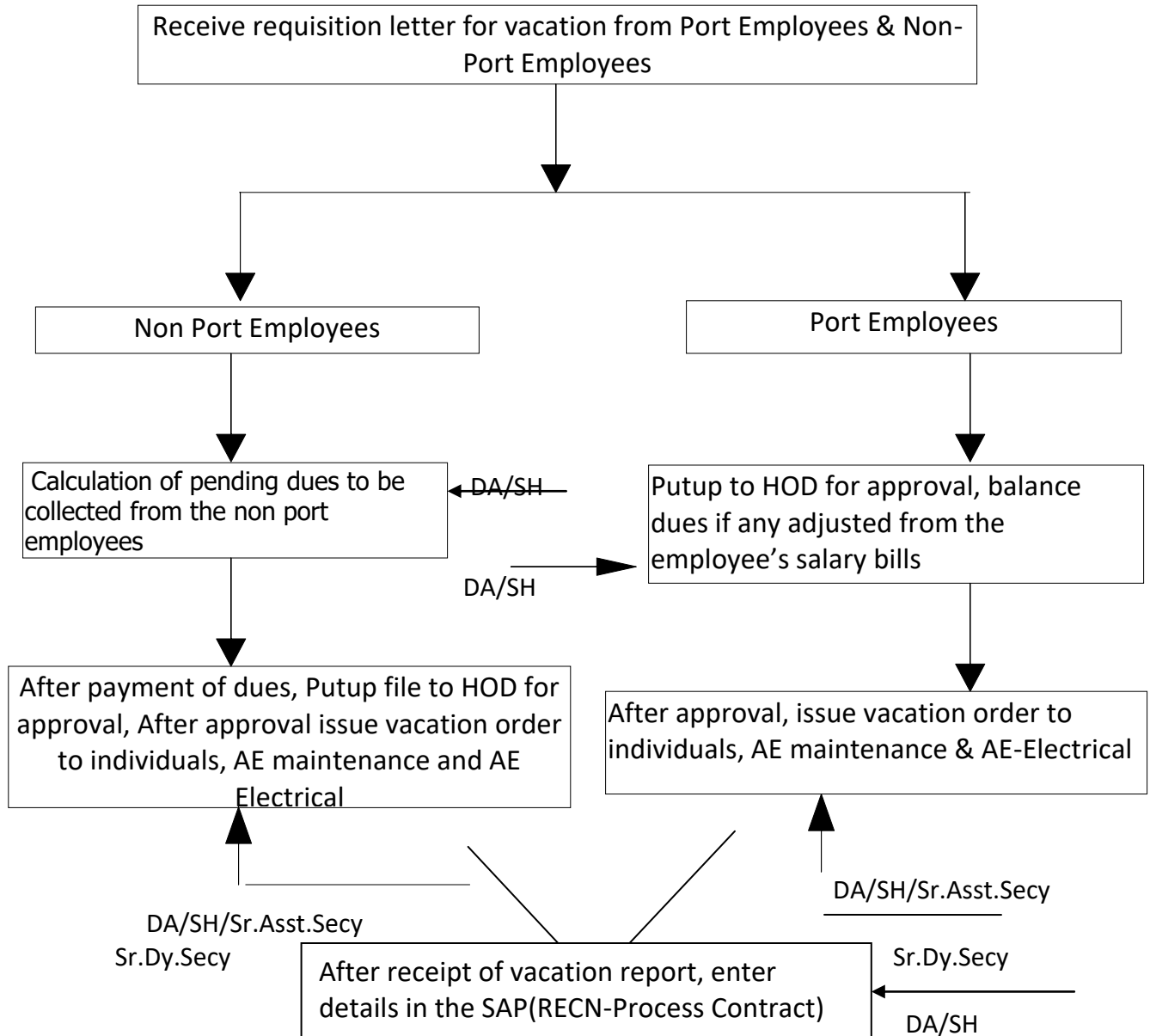
Title : Vacation Of Quarters (2 Types)

Input/Ref.Documents

Activities

Responsibility/output

1. On request by the Applicants.



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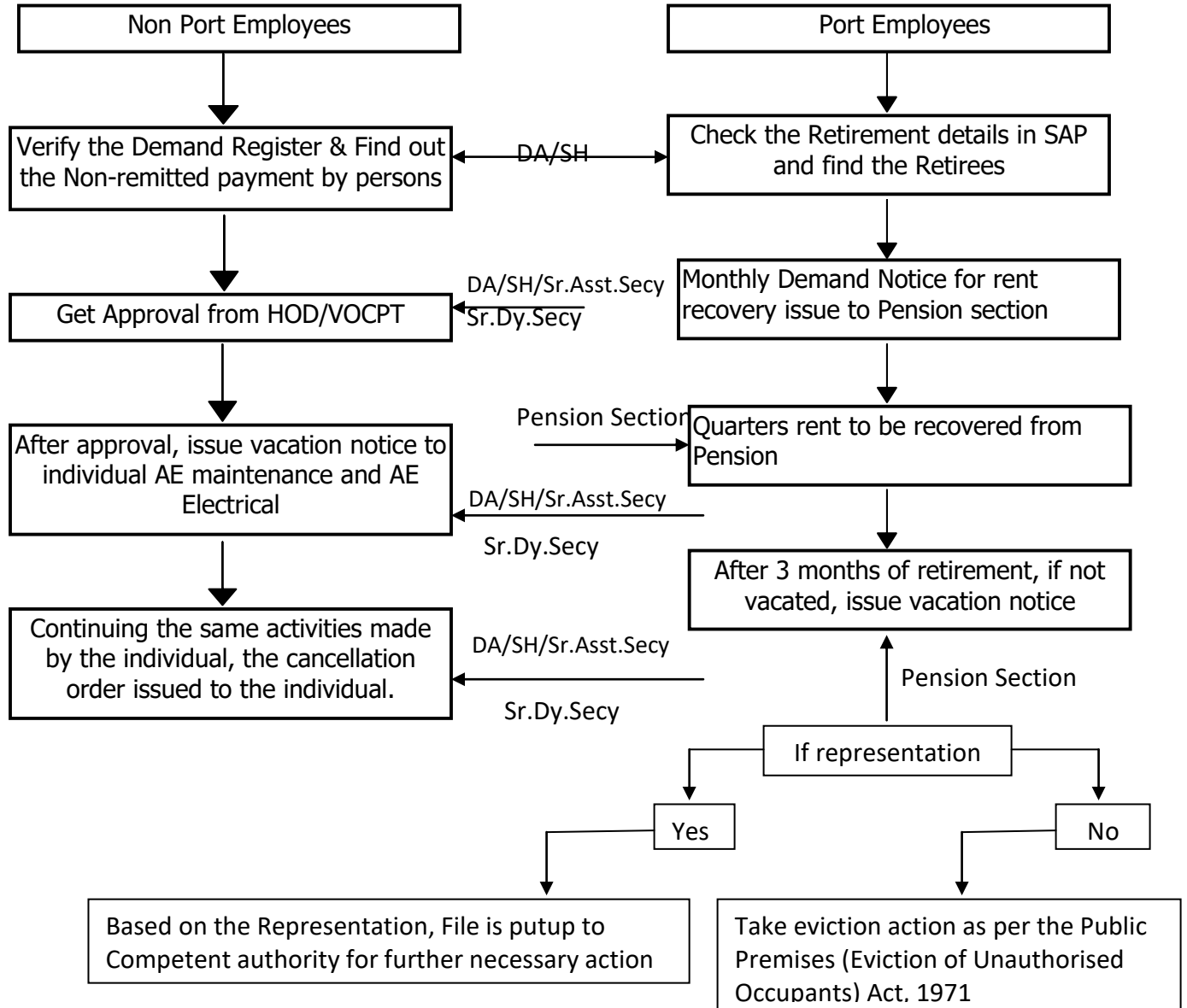
Title : Vacation Of Quarters (2 Types)

Input/Ref.Documents

Activities

Responsibility/output

2.By Port



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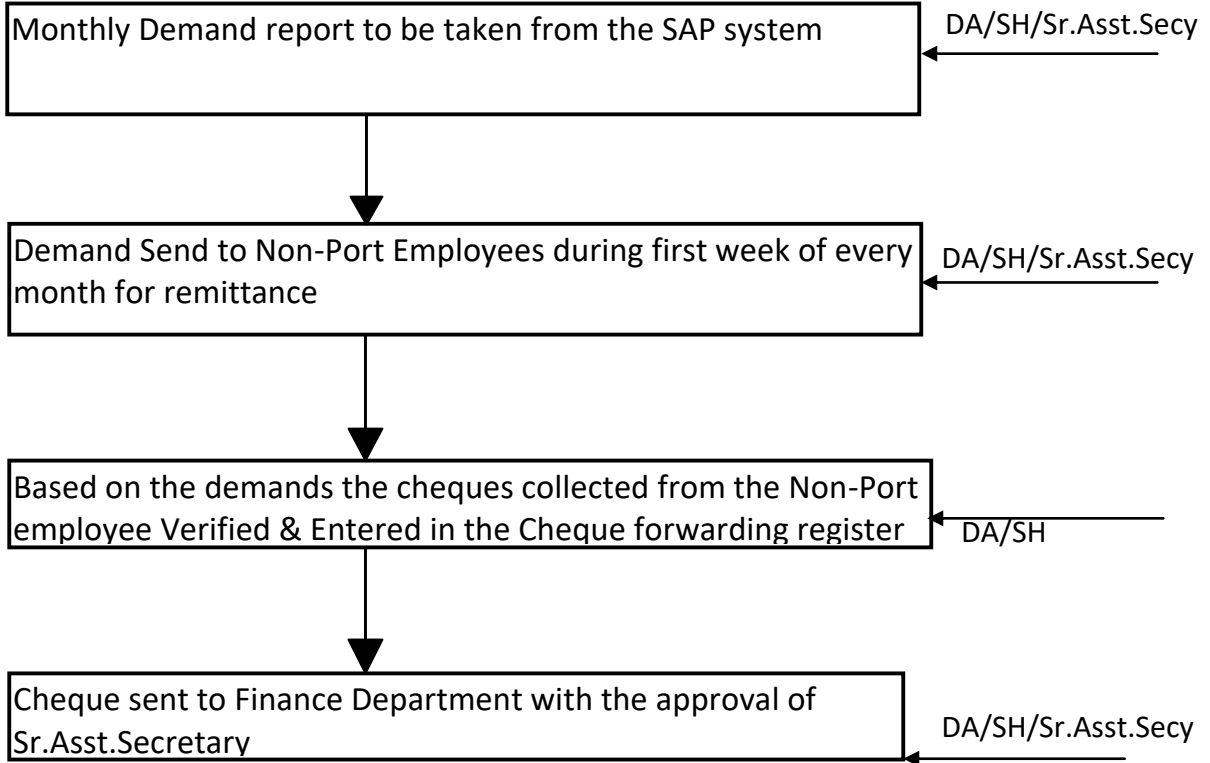
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Title : Cheque Forwarding

Input/Ref.Documents	Activities	Responsibility/output
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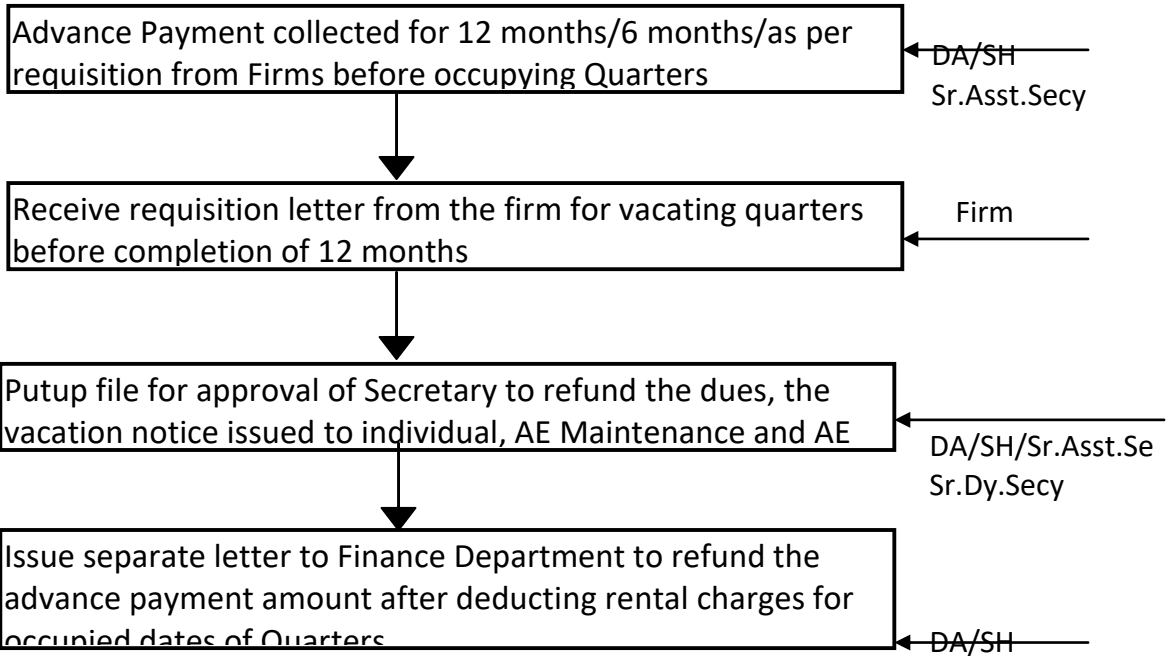
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Title : Refund of Advance payment

Input/Ref.Documents

Activities

Responsibility/output

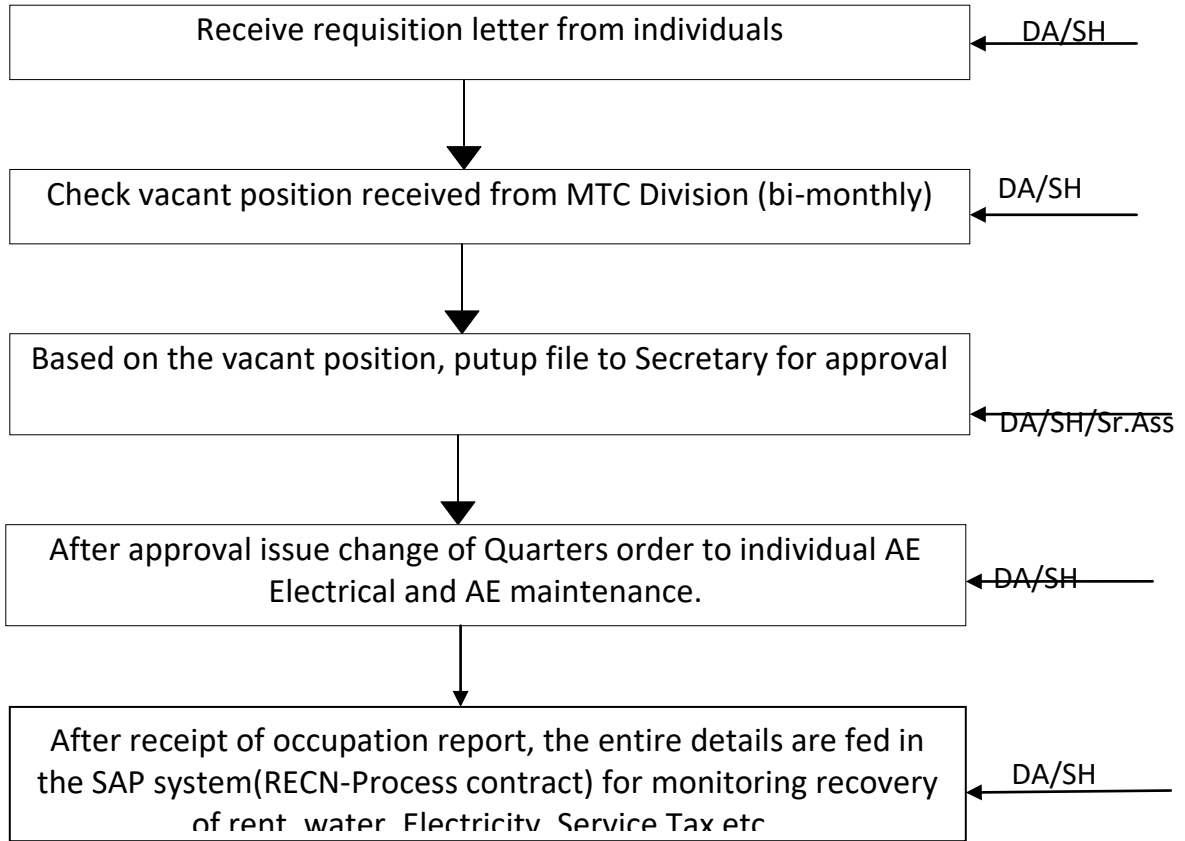


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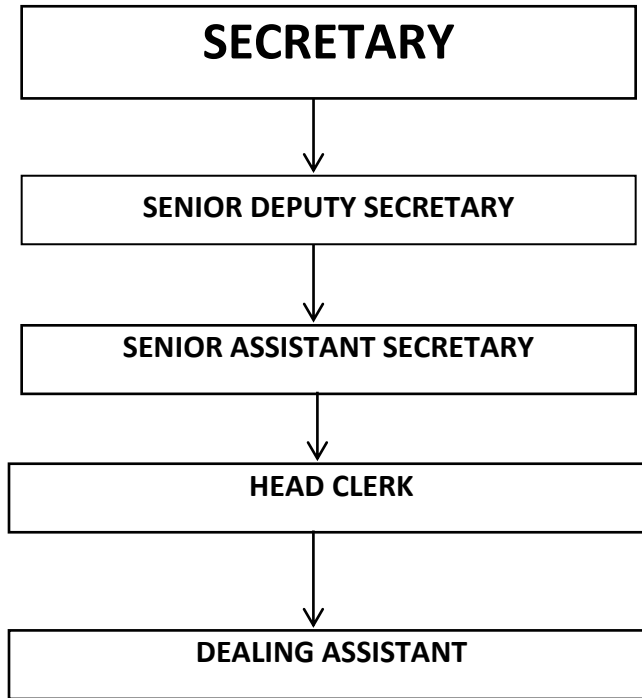
Title : Change Of Quarters

Input/ Ref.Documents	Activities	Responsibility/output
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ORGANISATION CHART OF QUARTERS SECTION



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RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
House allotment, vacation, unauthorized persons	List should be updated in daily basis

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.	List of Registers	Period from	Retention Period
1	Occupation of Quarters.	QS/QTRS/ROQ	Permanent
2	Pension and Overstayal Register	QS/QTRS/RPO	Permanent
3	Cheque forwarding Register	QS/QTRS/RCF	Permanent
4	Temporary Allotment of Register	QS/QTRS/RTR	Permanent
5	Demand Register for Rent charges	QS/QTRS/RDR	Permanent
6	Community Hall Block Register	QS/QTRS/RCH	Permanent

Reference Rule Books

1	Public Premises Act (Eviction of Unauthorised Occupants) Act, 1971
2	Tuticorin Port Trust Allotment of Residences) Regulations, 1979

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