

**V.O.CHIDAMBARANAR PORT TRUST**

**INTEGRATED MANAGEMENT SYSTEM (IMS)  
ISO 9001:2015; ISO 14001:2015 & BS OHSAS 18001:2007**

**FINANCE DEPARTMENT**

**ADVANCE SECTION MANUAL**



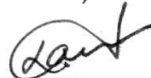
**(ADV)**

**ISSUE NO.2 DATE : 30.09.2019**

**V.O. CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
(ADV) ADVANCE SECTION MANUAL**

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Originated by : <sup>2019</sup> Accounts Officer 	Issue No. : 2 Date : 30.09.2019
Reviewed by : Sr.Dy.CAO 	Page No. : 1 of 1 Revision No : 0
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**LIST OF RECIPIENTS OF THIS MANUAL**

Sl. No.	Recipients	Controlled Copy all through SAP System only.
1.	Financial Adviser & Chief Accounts Officer	
2.	Management Representative (ISO Cell)	
3.	Accounts Officer	

Originated by : <sup>K.T.R</sup> Accounts Officer	Issue No. : 2 Date : 30.09.2019
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**REVISION SHEET**

**I. Issue Status :**

Sl. No.	Issue No.	Date	Reasons for Re-issue
1	1	05.07.2017	Change of Manual after IMS implementation Up gradation & Integration of QMS(9001:2015), EMS(14001:2015), OHSAS(18001:2007)
2	2	12.02.2019	Due to Internal Process changes.

**II. Revision Status of Issue No.2 dated : 30.09.2019**

Sl. No.	Page No.	Section	Revision		Remarks
			No.	Date	

Originated by : <sup>*.T.R</sup> Accounts Officer 	Issue No. : 2 Date : 30.09.2019
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**IMS POLICY OF THE PORT**

We are committed to provide seaport facilities and related support services for seaborne transport facilities by –

1. Ensuring quality service to EXIM Trade, by adhering all legal requirements.
2. Protecting the environment including prevention of pollution.
3. Ensuring safety by preventing injury and ill health.
4. Continually improving the overall effectiveness of IMS through

Employee motivation and empowerment with social responsibility towards the progress of the Nation.

**IMS OBJECTIVE OF THE DEPARTMENT**

**QMS :** To ensure timely, quality service assigned to the Department as per rules & procedure.

**EMS :** To ensure reduction of paper and to conserve energy




**OHSAS :** Maintain good health, hygiene & cleanliness.

**IMS OBJECTIVE OF THE SECTION**

**QMS :** Sanctioning and settlement of all advances within the prescribed time.

**INTRODUCTON OF THE SECTION**

This section is leaded by the A.O. supervised by DCAO under the control of Sr.Dy.CAO/FA&CAO. Advance Section is dealing in regard to Passing of TA Advance & Bills, Home Town travel concession, LTC Advance & Settlement of Bills, House Building Advance, Releasing of Hypothecation of HBA and Conveyance.

Originated by : <sup>K.S.R</sup> Accounts Officer 	Issue No. : 2 Date : 30.09.2019
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**ORGANISATION CHART**

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
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FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER






DEPUTY CHIEF ACCOUNTS OFFICER/  
SENIOR DEPUTY CHIEF ACCOUNTS OFFICER






ACCOUNTS OFFICER  
GR.II/ACCOUNTS OFFICER GR.I



DEALING ASSISTANT

Originated by : <sup>*S.R</sup> Accounts Officer 	Issue No. : 2 Date : 30.09.2019
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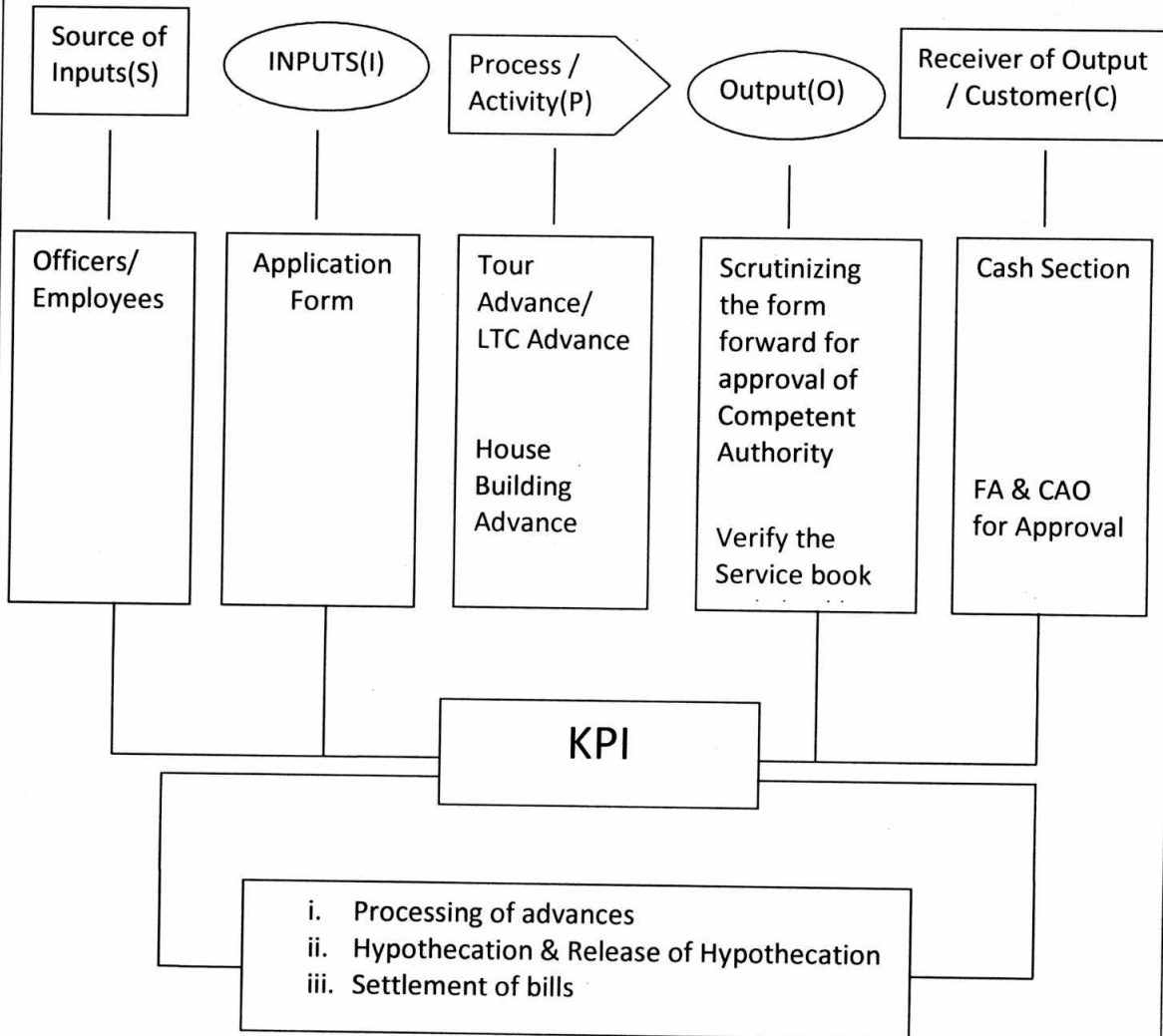
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<b>ABBREVIATIONS</b>	
FA&CAO	Financial Adviser & Chief Accounts officer
SRDY.CAO	Senior Deputy Chief Accounts officer
SR.AO	Senior Accounts Officer
A.O. GR.I	Accounts Officer Grade I
AO Gr.II	Accounts Officer Grade II
DA	Dealing Assistant
Dept.	Department
No.	Number
Yrs	Years
G.P.F.	General Provident Fund
H.B.A.	House Building Advance
T.A	Tour Advance
L.T.C.	Leave Travel Concession
H.T.C.	Home Town Leave Travel Concession
WD	Withdrawal
AD	Advance
ICS	Integrated Computer System
CE	Chief Engineer
SAP	Systems, Applications & Products
Originated by : <sup>Jk.S.R</sup> Accounts Officer 	Issue No. : 2 Date : 30.09.2019
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**(ADV) ADVANCE SECTION MANUAL**

**SIPOC**

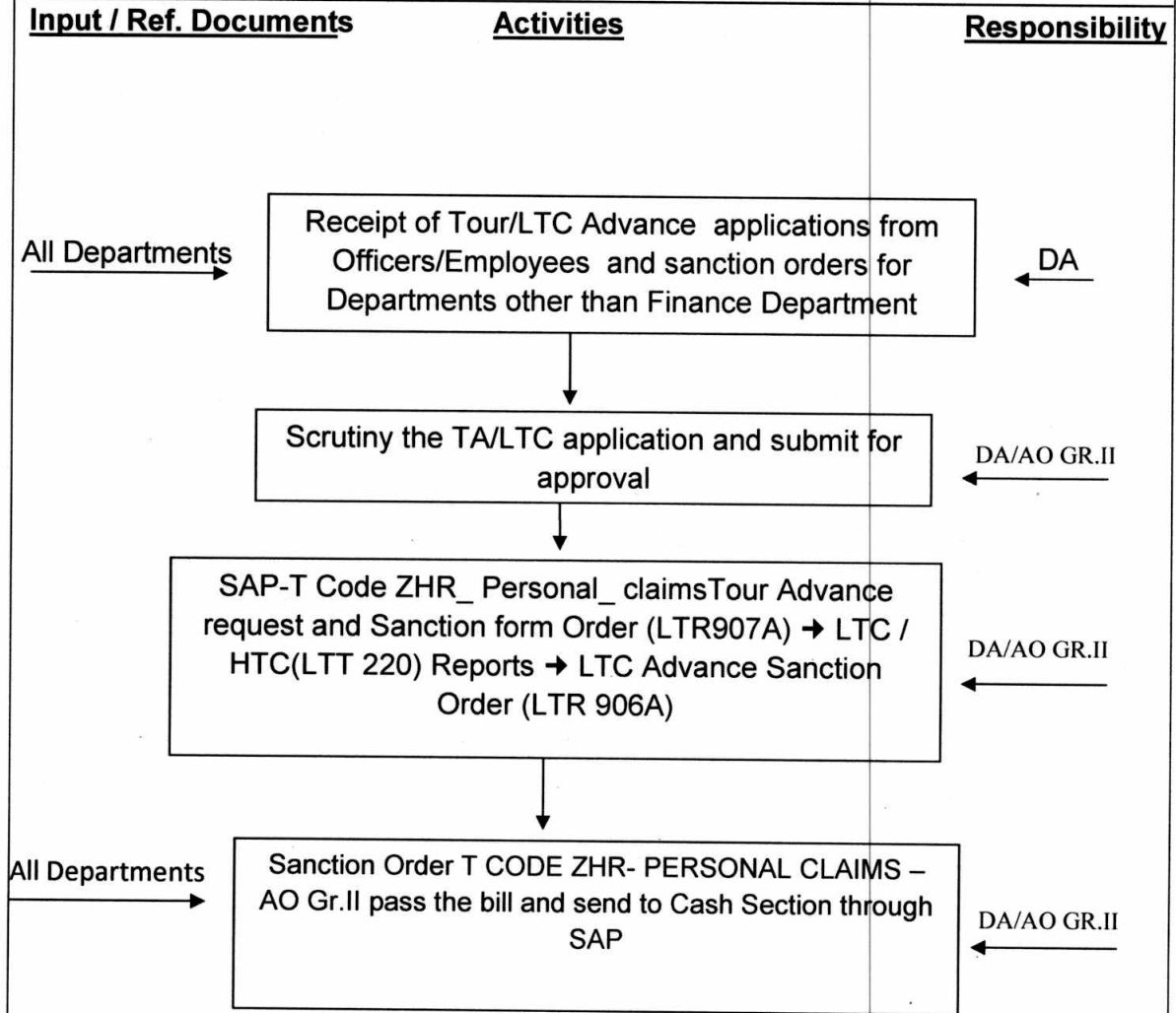




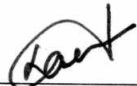
Originated by	: <sup>30.9</sup> Accounts Officer <i>[Signature]</i>	Issue No.	: 2
		Date	: 30.09.2019
Reviewed by	: Sr.Dy.CAO <i>[Signature]</i>	Page No.	: 1 of 1
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**Tour Advance & LTC Advance**



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**Advance Bill & LTC Advance**

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
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All  
Department →

Scrutiny of the Bills and process for payment, if any, after adjusting the Advances, if any
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← DA /AO Gr.II

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**Computer & Conveyance Advance**

**Input / Ref. Documents**

**Activities**

**Responsibility**

Communication of Fund allotted to all departments with the approval of FA&CAO

DA  
←



Receipt of sanction order for advances in respect of Officers/Employees of other Department except Finance Department shall be process after due verification and recommends for payment by Cash Section

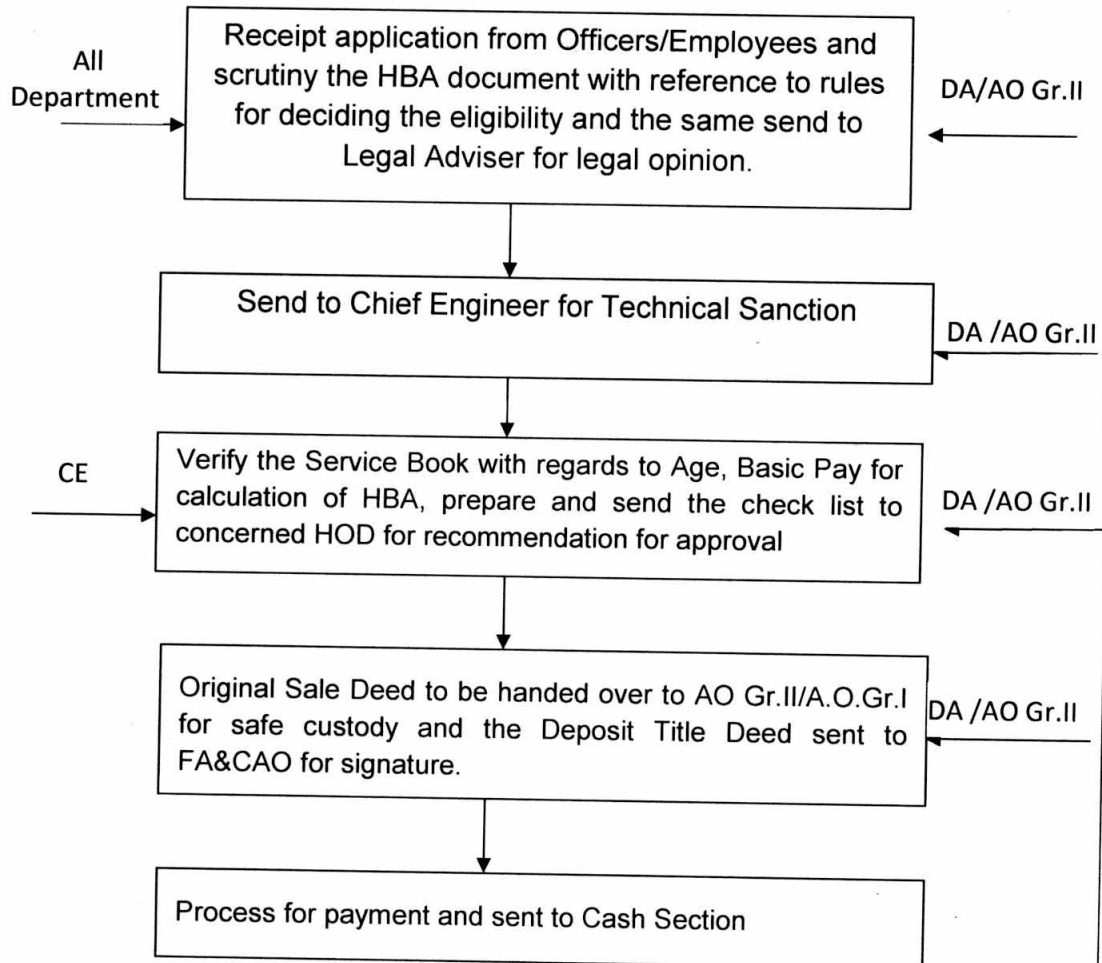
DA /AO Gr.II  
←

<p>Originated by : <sup>JCS</sup> Accounts Officer <i>[Signature]</i></p>	<p>Issue No. : 2 Date : 30.09.2019</p>
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**House Building Advance**

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
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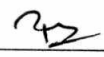




Originated by : <i>Jc.S.P</i> Accounts Officer <i>[Signature]</i>	Issue No. : 2 Date : 30.09.2019
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**BA – Sanction of Second and subsequent Installments**

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
All Department →	Receipt application for HBA Second Installment and send along with the HBA file to Chief Engineer / VOCPT for verification and inspection.	DA/AO Gr.II ←
CE →	After clearance for second installment from CE. The employee has to produce encumbrance certificate for sanction of second installment.	DA /AO Gr.II ←
	Sanction Order for 2 <sup>nd</sup> Installment and subsequent installments is prepared and passed the bill and forwarded to Cash Section through SAP	DA ←

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**2<sup>nd</sup> Mortgage of House Building Advance**

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
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Officer /  
Employees →

Receipt application for extension of the existing house. All documents are verified with reference to HBA rules on 2<sup>nd</sup> Mortgage.

← DA



HBA file send to Chairman for approval

← DA /AO Gr.II



An undertaking will be received from the employee confirming the purpose and send letters to banks / Financial Institution with original sale deed for sanction of loan on 2<sup>nd</sup> Mortgage.

← DA /AO Gr.II

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**Release Hypothecation of HBA Documents**

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
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Officer /  
Employees

Receipt of application for releasing HBA Hypothecation scrutinizing about all HBA Principle & Interest has been fully recovered.

DA/AO Gr.II

Advance Bill

Ensuring the recovery of all dues from Officers/Employees, the title deed with discharge certificate with the approval of FA&CAO forwarded to competent authority for signature in each and every page of the title deed.

DA /AO Gr.II

The Original sale deed kept in safe custody of AO is handed over to the official with proper receipt and witnesses

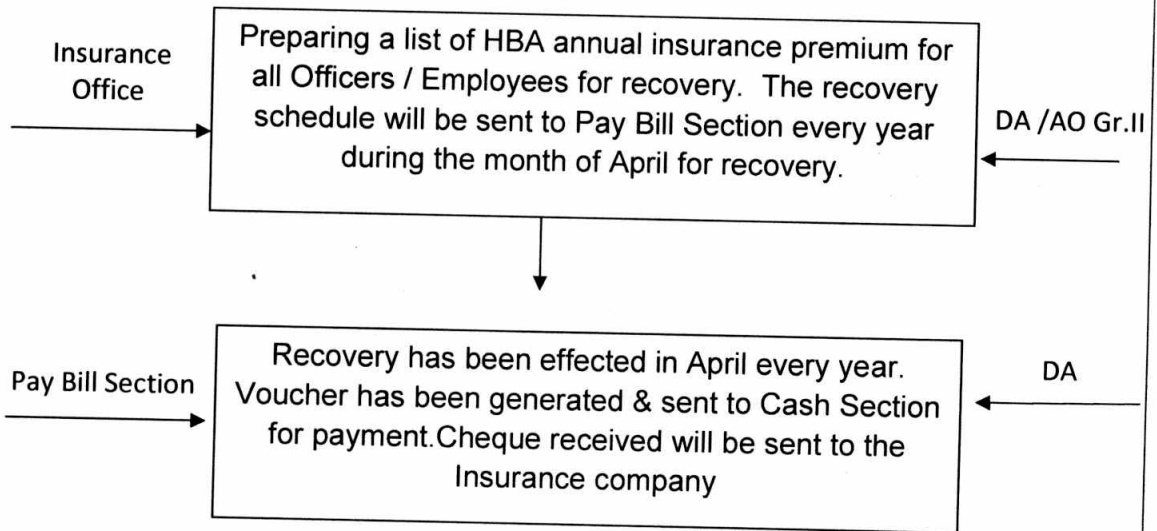
DA/AO GR.II




Originated by : <i>SRH</i> Accounts Officer	Issue No. : 2 Date : 30.09.2019
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**HBA Insurance Premium**

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
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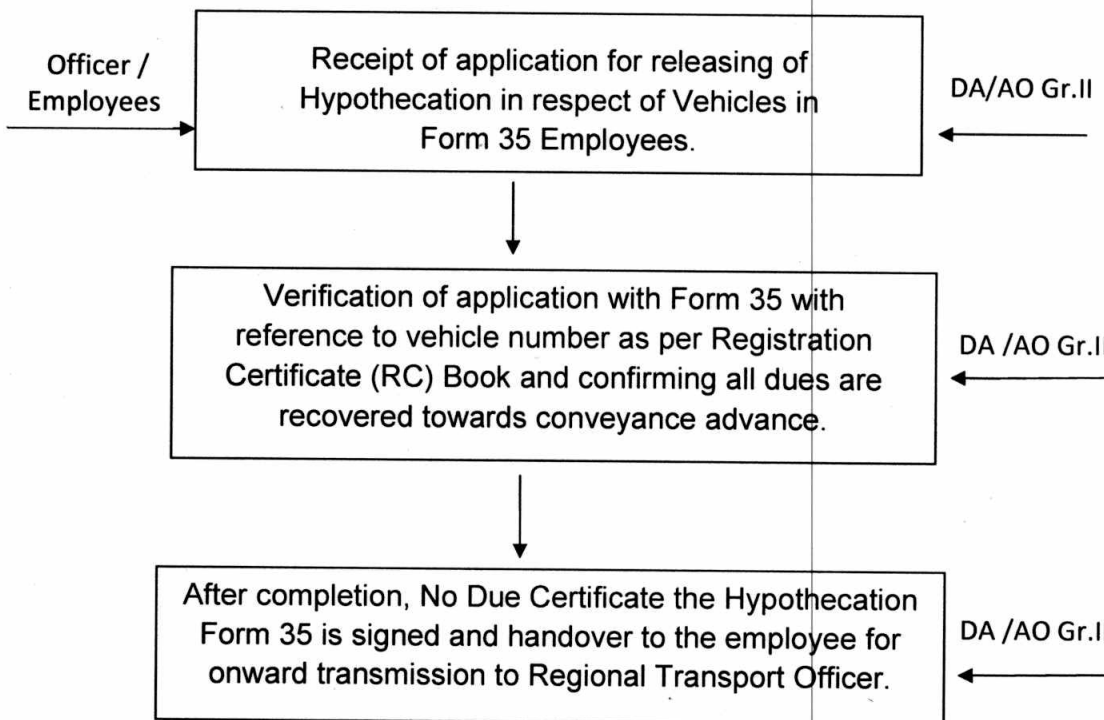
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**Release Hypothecation of Vehicles**

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
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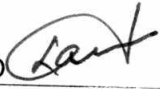
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**Benchmark & List of Register**

**Benchmark :**

Sl.No.	Activities	TOTAL DAYS FOR BENCHMARK
1	LTC / HTC – Permission / Advance	4 Working days
2	TA Bills of Employees	3 Working days
3	House Building Advance	3 Working days

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