

**V.O.CHIDAMBARANAR PORT TRUST**

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

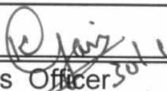

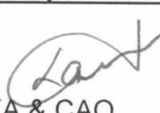
**FINANCE DEPARTMENT**  
**CASH SECTION MANUAL**  
**( CASH )**

**ISSUE NO.2 DATE : 30.09.2019**



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FINANCE DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
(CASH) CASH SECTION MANUAL**

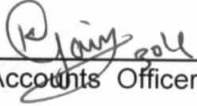


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Reviewed by : Senior Dy. CAO 		
Approved by : FA & CAO 		Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019

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**LIST OF RECIPIENTS**

Sl.No.	Recipients	<b>Controlled Copy all through online system only</b>
1.	Financial Adviser & Chief Accounts Officer	
2.	Management Representative (ISO Cell)	
3.	Senior Deputy Chief Accounts Officer	
4.	Accounts Officer	

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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	30.09.2019	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	

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**INTRODUCTION OF THE SECTION**

Cash section is responsible for

1. Receiving Cash through POS machines, Cheques / Demand Drafts/ transfers through NEFT/RTGS /other mode of direct credit to Port Account from various parties, passing the claims in respect of employees and others through the above same mode as applicable, preparing Bank Reconciliation Statement.
2. Submitting the Cash and Balance Report and submit availability of surplus funds to Investment section on daily basis to deciding on investment with the approval of competent authority
3. Interacting with various sections of Finance Department and other Departments for requirement of funds for payment ensuring sufficient funds for payment to various parties
4. Submission of MIS based on SAP-FICO module reports on to FA&CAO every Monday for appropriate follow up by Management.
5. Process of Permanent and Temporary Imprest sanctioned to various officials of the Port with the approval of competent authority and co-ordinate to other departments for closure as per guidelines issued by Port Management and Vigilance Department requirements.
6. Ensuring the submission of BRS as Monthly system before closing of following months.

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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 & procedures.

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

**OHSAS :** To maintain good health, hygienic and cleanliness.

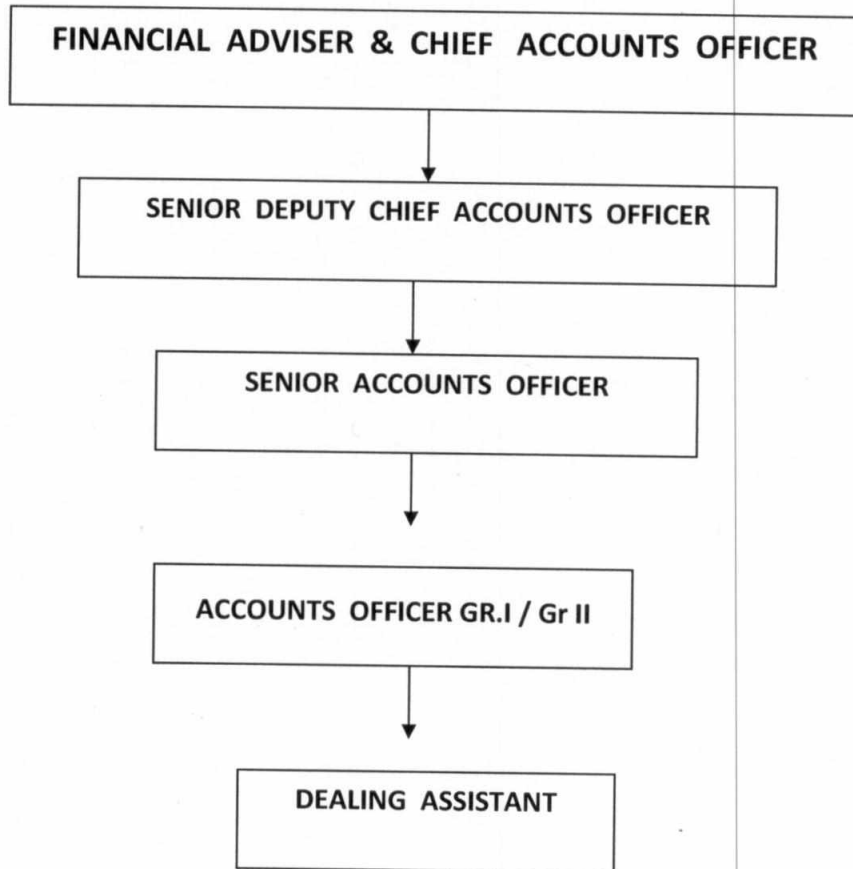
**IMS OBJECTIVE OF THE SECTION**

**QMS:** To ensure effective fund management

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**ORGANISATION CHART**






Originated by : <i>R. Jayaram</i> Accounts Officer	Issue No. : 2 Date : 30.09.2019
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**ABBREVIATIONS**

CPT	Chairman Port Trust
FA&CAO	Financial Adviser & Chief Accounts officer
SR.DCAO	Senior Deputy Chief Accounts Officer
DCAO	Deputy Chief Accounts officer
SR.AO	Senior Accounts Officer
AO.GR.I	Accounts Officer Grade I
A.O.GR.II	Accounts Officer Grade II
DA	Dealing Assistant
Dept.	Department
No	Number
DD	Demand Draft
CFS	Cheque Forwarding Statement
Sl.No.	Serial Number
BRS	Bank Reconciliation Statement
POS	Point of Sales machines
NEFT	National Electronic Fund Transfer
RTGS	Real Time Gross Settlement

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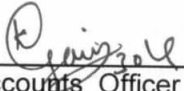




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**Interested Parties**

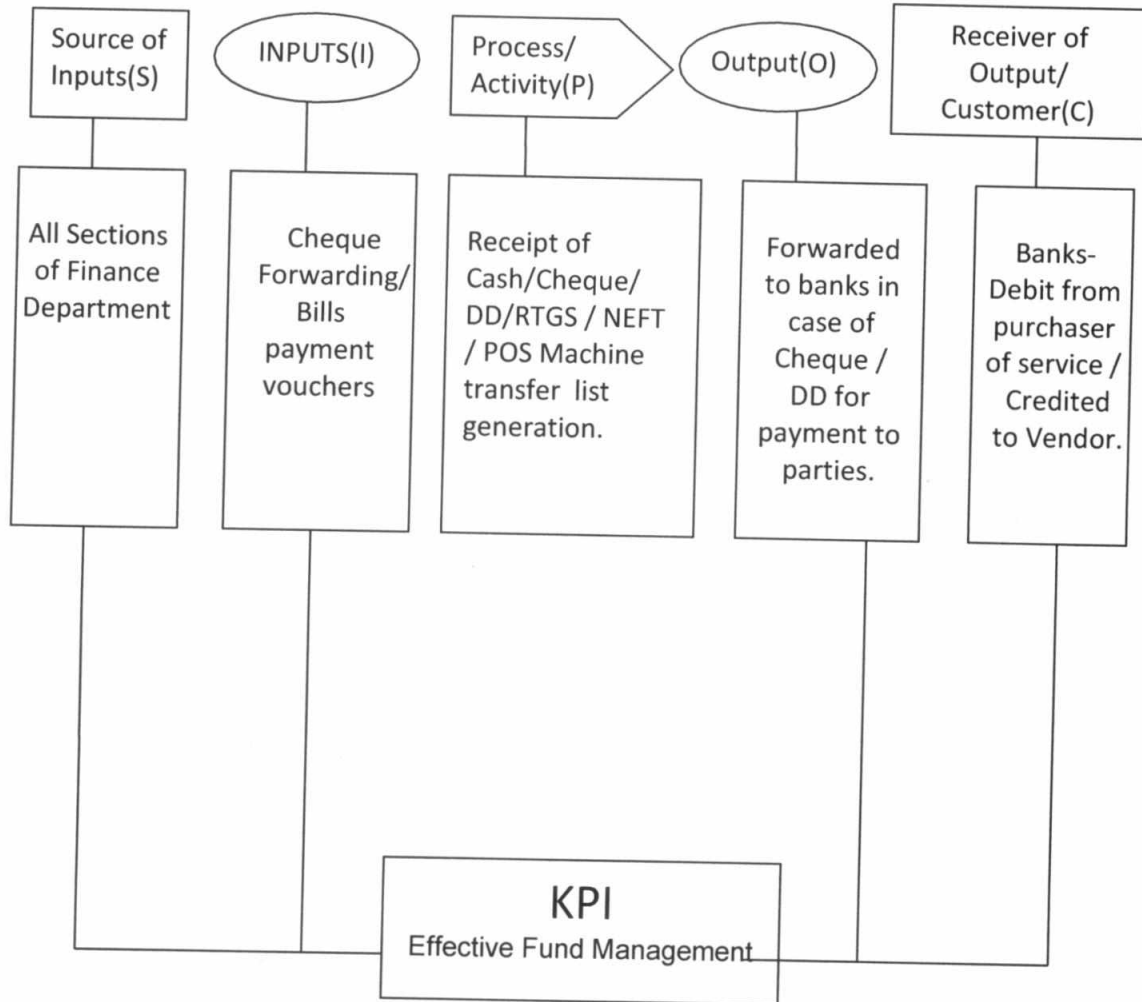
**4.2 Understanding the requirements of the Interested parties**

Interested Parties	Requirements
Banks	Receipt of cheque, RTGS credit
All Sections in Finance Dept	Payment of bills
Other Departments	Requirement of funds and payments in foreign currencies
Contractors/Suppliers	Against Outstanding Payments
CPT,Dy.CPT, FA&CAO,Sr.DCAO	Management Information System Reports.

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**SIPOC**



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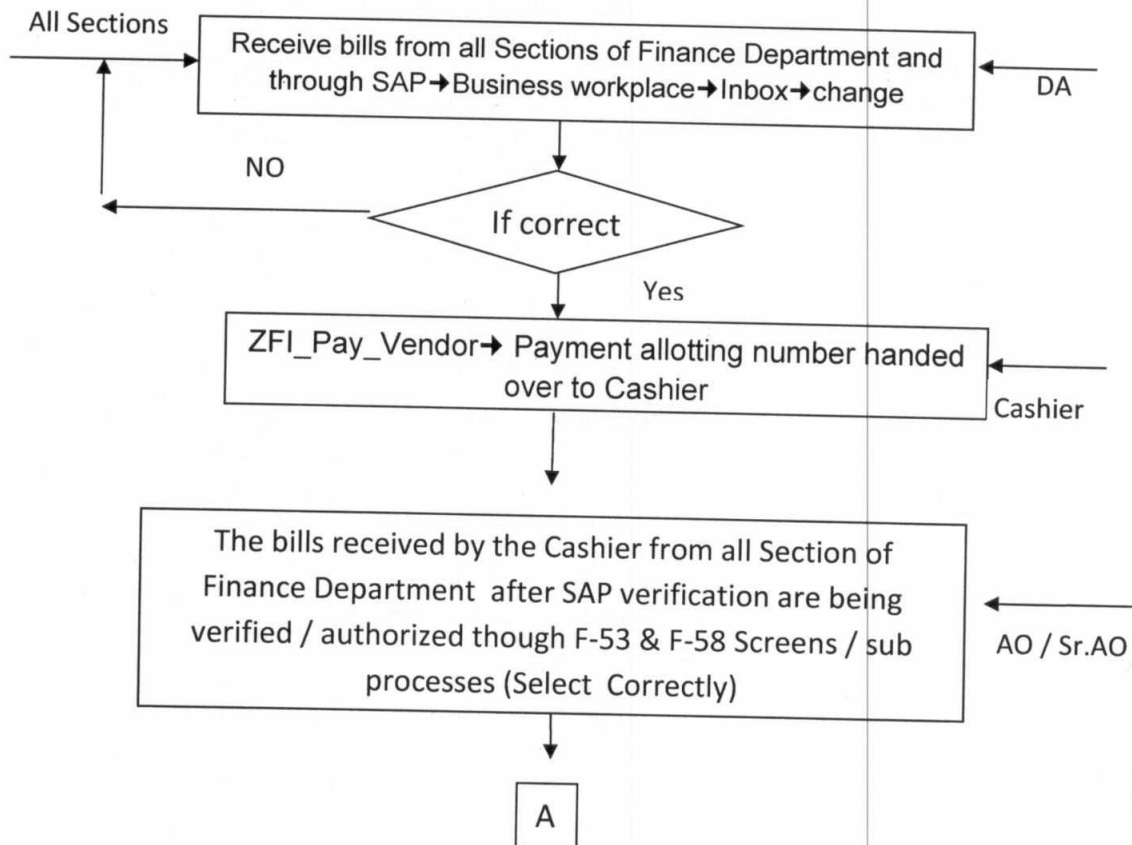
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**Payment of Bills**

**Input / Ref. Documents Activities Responsibility**

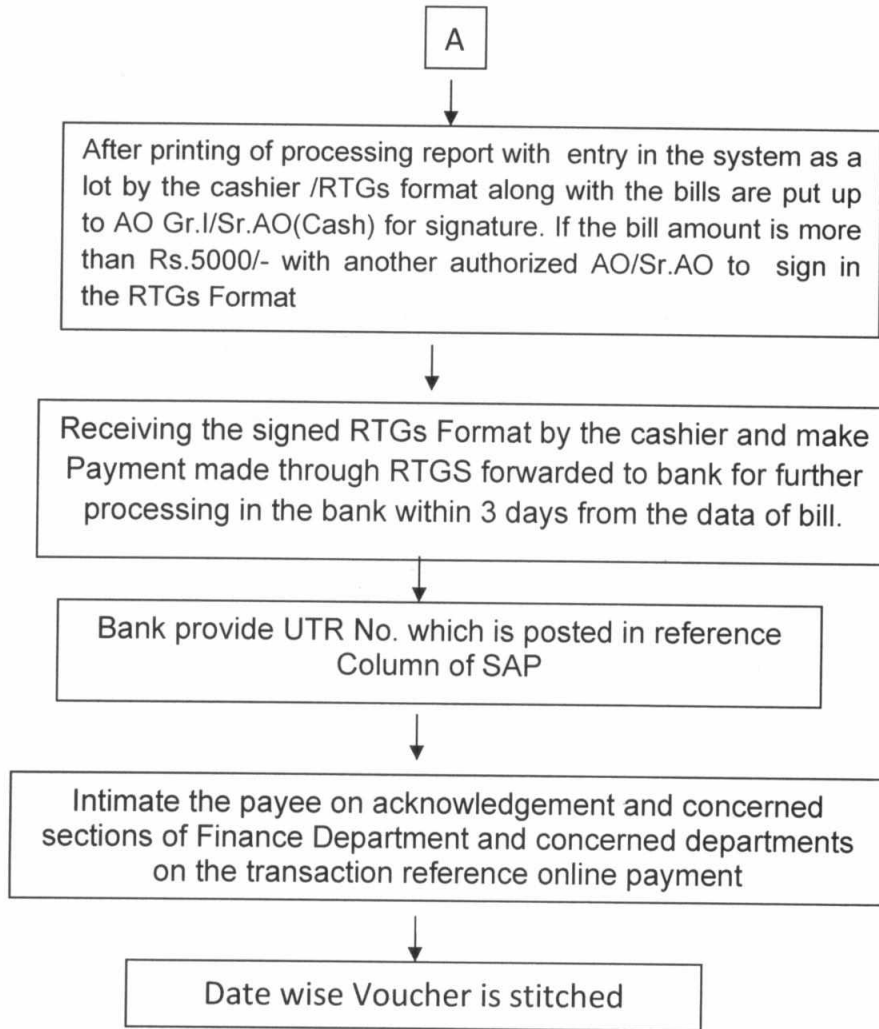


Originated by : <i>K. Raj 2019</i> Accounts Officer	Issue No. : 2 Date : 30.09.2019
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**Payment of Bills**

**Input / Ref.DocumentActivitiesResponsibility**

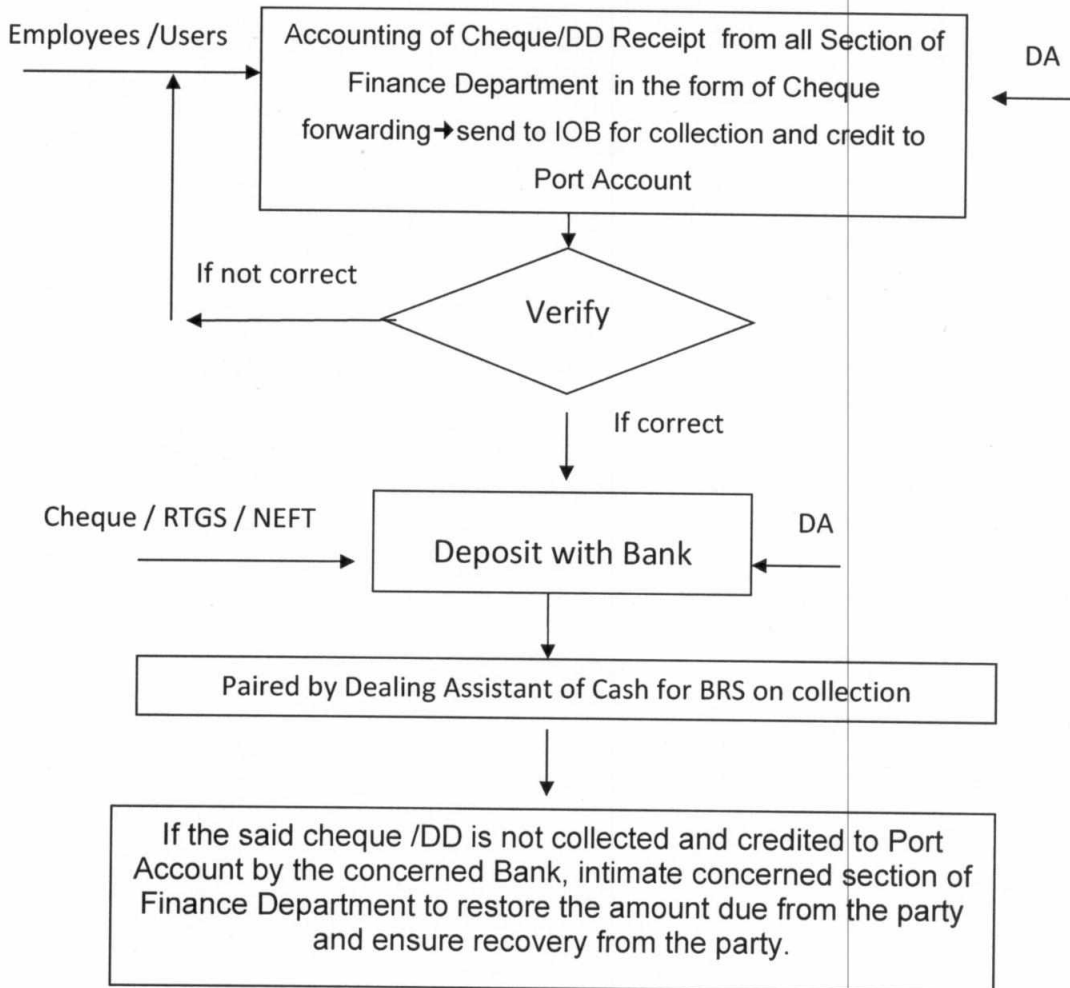


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**Receipt of Cheque**

**Input / Ref. Documents Activities Responsibility**



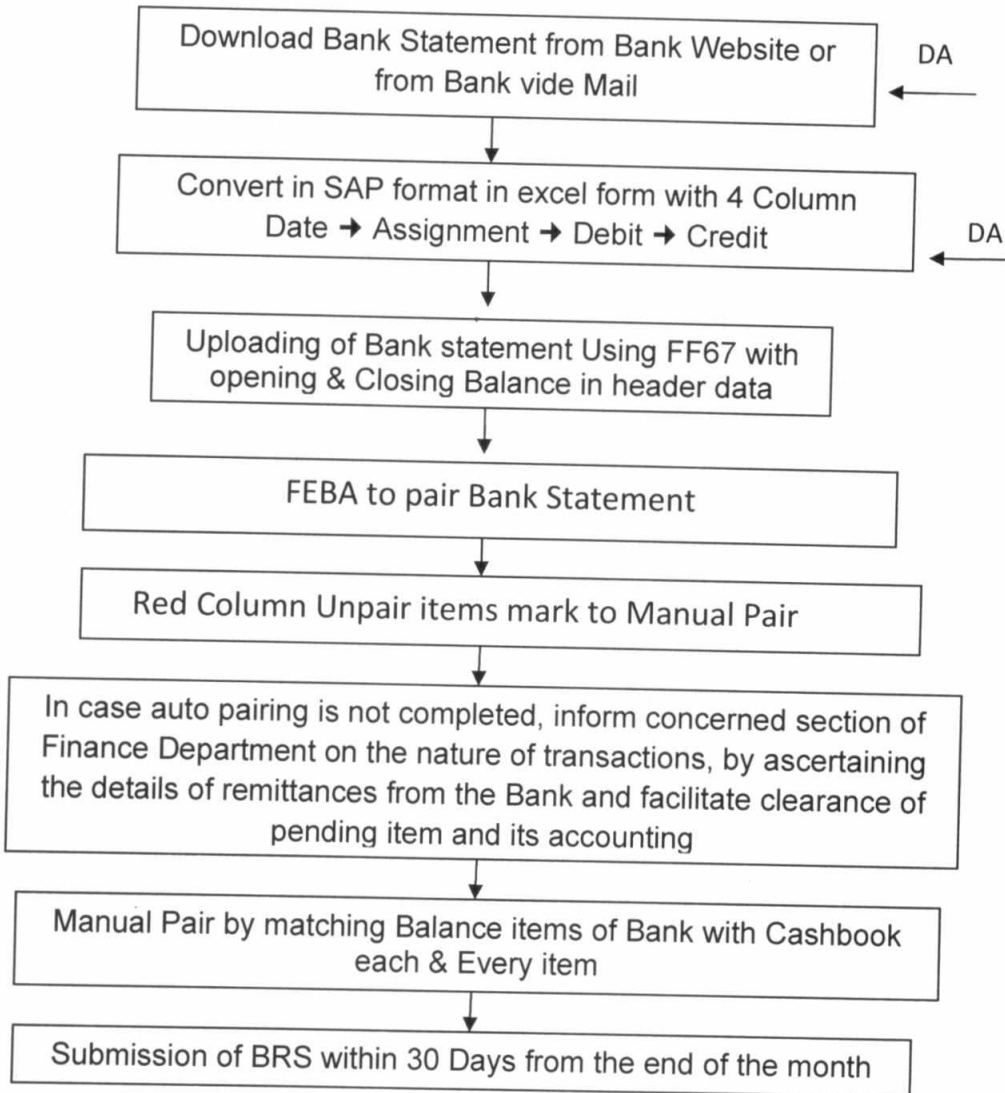
**Note :** In case cheque is collected intimation to Sr.Dy.CAO / FACAO.

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**Bank Reconciliation Statement**

**Input / Ref. Documents Activities Responsibility**

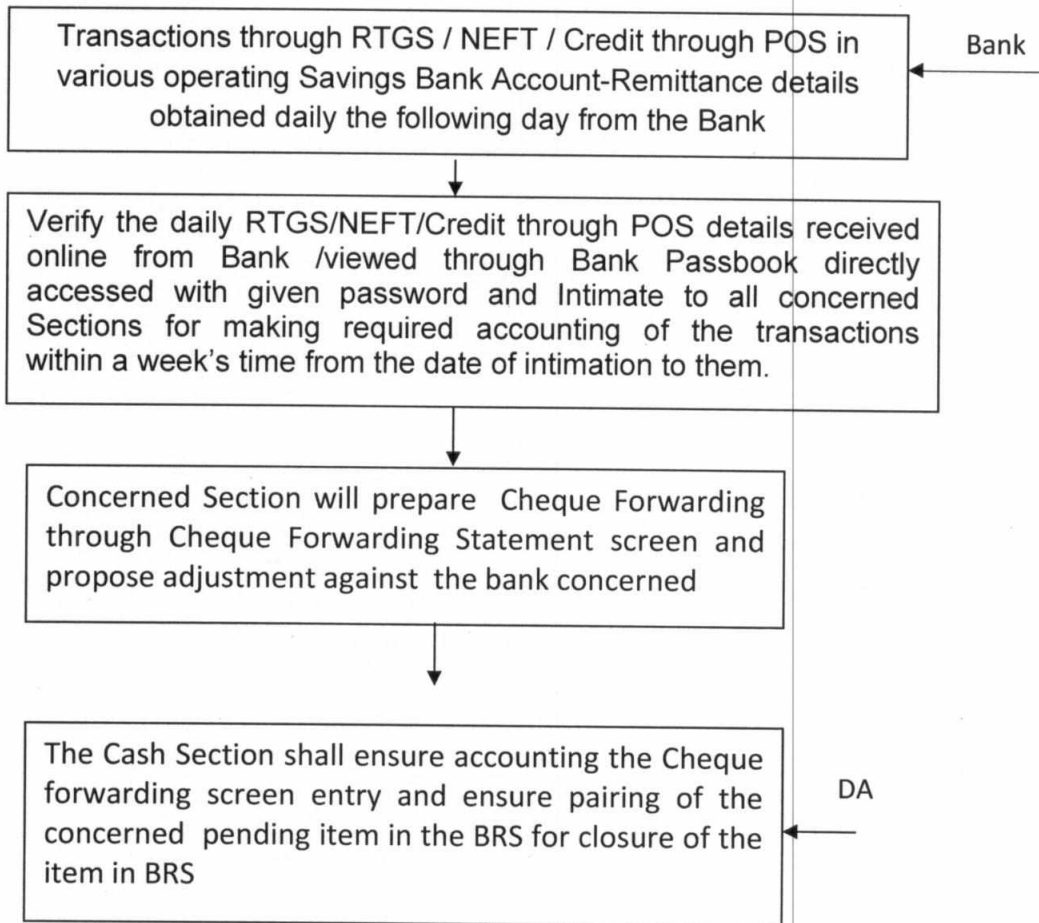


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**BankDirect Receipt / RTGS/NEFT/ Credit through POS**

**Input / Ref. Documents Activities Responsibility**



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**Reference Standard Requirement - QMS & EMS**

**QMS - ISO 9001:2015 :**

**RISK ASSESSMENT & RISK TREATMENT :**

<u>RISK</u>	<u>Control Method / Process</u>
Insufficient data	Sufficient data to be furnished

**KEY Performance Indicator :**

TO ENSURE CLEARING OF PROPOSALS AND PASSING OF BILLS WITHIN BENCHMARK.

**EMS - ISO 14001:2015, Clause: 6.1.1.**

**Action to Address Risk and Opportunities :**

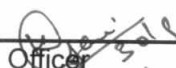
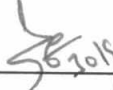

We determined the risks and opportunities related to its environmental aspects (see 10.2), compliance obligations (see 10.4) and other issues and requirements,

**Operational Producer Control :**

SI.No.	ASPECT	IMPACT	CONTROL METHOD
1	Consumption of Paper	Reduction in Natural Resources	OCP / 01
2	Consumption of Electricity	Reduction in Natural Resources	OCP / 02

**Emergency Preparedness and Response :**

1	Fire Accidents in Emergency Situations.	EPR-01
2	Electric Shock	EPR-02

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**Reference Standard Requirement - BS OHSAS 18001**

**Hazard Identification, Risk Assessment and Controls :**

Sl.No.	HAZARD	RISK	Control Method
1	Radiation	Eye Strain	SOP / 3
2	Electrocution	Human Injury	SOP / 1
3	Dust	Health Hazard	SOP / 3
4	Leakage of Cartridge	Health Hazard	SOP / 1
5	Tin Tag Puncturing	Human Injury	SOP / 1
6	Body joint pain	Human Injury	SOP / 3
7	Slippery	Human Injury	SOP / 3
8	Dust Emission	Respiratory Disorder	SOP / 4

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**chmark&List of Register**

**Benchmark :**

1. Cash Book will be generated at the 1<sup>st</sup> week of following month and Kept in separate folder. Alongwith Bank Account wise Abstract .
2. Payment within 3 days from the receipt of bill through SAP.
3. Weekly report of Cash and Bank Balances every Monday or if it is a holiday, the next working day to FA&CAO through Sr.DCAO.

**List of Register :**

Sl.No.	Name of Register	Code No.	Retention Period
1	Complaint Register	QF / CAS / RCR	3 Years

**Relevance of the above may please be indicated in the procedure on maintenance Retention Period:**

1. Cheque forwarding statements- one year-to check current manual.
2. Payment vouchers –Permanent.
3. Cash Book-Soft copy permanent. Hard copy Twelve years if any.
4. Bank Reconciliation Statement – Twelve years or till Income Tax Assessment Proceedings are complete and assessment orders of Assessing Officer, CIT (Appeals),ITAT or CBDT as applicable whichever later.
5. RTGS/NEFT forms authorizing payment- Twelve Years.
6. Soft copy of Bank Passbook –Twelve Years or till Income Tax Assessment Proceedings are complete and assessment orders of Assessing Officer, CIT (Appeals),TAT or CBDT as applicable whichever later.

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