



V.O.CHIDAMBARANAR PORT TRUST

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

FINANCE DEPARTMENT

COSTING SECTION MANUAL

(CST)

ISSUE NO.2 DATE : 30.09.2019



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

I N D E X




Sl.No.	TITLE	PAGE No.
1	Cover Page	1
2	Index	2
3	List of Recipients	3
4	Revision Sheet	4
5	Introduction/Quality Policy & Objectives	5
6	Organization Chart	6
7	Abbreviation	7
8	SIPOC	8
9	Interested Parties	9
10	Initiate proposal of revision as directed by TAMP on or before expiry of validity of SOR	10-11
11	Receiving proposal from Departments as project proponent under PPP/License Operations upto commencement of business and monitoring revenue generation from PPP /Licensed Operations of Port Facilities	12
12	Reference Standard Requirement - QMS & EMS	13
13	Reference Standard Requirement - BS OHSAS 18001	14
14	Benchmark	15

A. Shankar

Originated by : Senior Accounts Officer (Costing)	Issue No. : 2 Date : 30.09.2019
Reviewed by : Senior Dy.CAO <i>[Signature]</i> 30/9	Issue No. : 2 Date : 30.09.2019
Approved by : FA & CAO <i>[Signature]</i> 30/9/19	Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019

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

LIST OF RECIPIENTS

Sl. No.	Recipients	Controlled Copy all through SAP system only.
1.	Financial Adviser & Chief Accounts Officer	
2.	Management Representative (ISO Cell)	
3.	Senior Deputy Chief Accounts Officer	
4.	Senior Accounts Officer (Costing)	
		
Originated by : Senior Accounts Officer (Costing)		Issue No. : 2 Date : 30.09.2019
Reviewed by : Senior Dy.CAO 		Issue No. : 2 Date : 30.09.2019
Approved by : FA & CAO 		Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019

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

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	

A. Shankar

Originated by : Senior Accounts Officer (Costing)	Issue No. : 2 Date : 30.09.2019
Reviewed by : Senior Dy.CAO <i>[Signature]</i>	Issue No. : 2 Date : 30.09.2019
Approved by : FA & CAO <i>[Signature]</i>	Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019

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

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 provide advisory function in respect of fixation of Tariff and cost reduction.

INTRODUCTION OF THE SECTION

The prima facie objective of this section is to play an advisory function in respect of fixation of Tariff and cost reduction and cost avoidance. Further, activity wise cost statements are prepared annually for evaluating all projects.

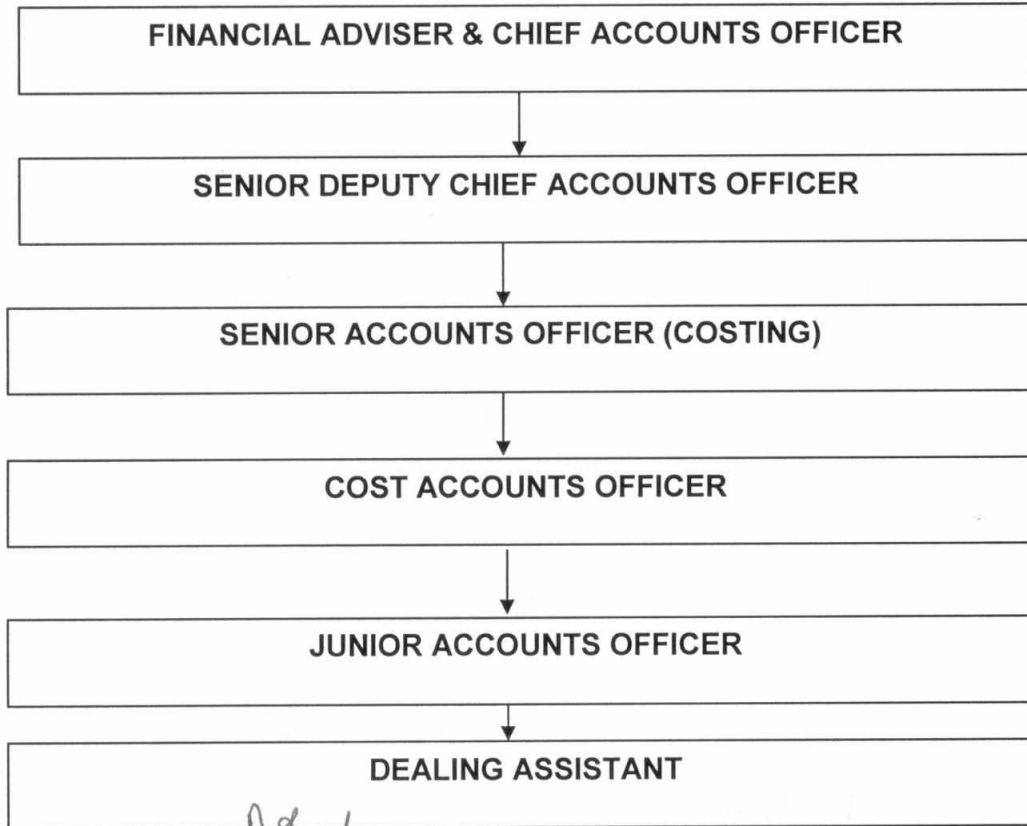
Further this section is also looking after the implementation of capital projects under PPP or Licensed operations with respect to Financial Issues as proposed /referred to by concerned Department being project proponent and after commencement of operations monitor, regulate and collection of various revenues due from the Concession Agreements/License Agreement with the said operator of port facilities and other provisions of the said agreement on protection of Port revenues.

A. Shankar

Originated by : Senior Accounts Officer (Costing)	Issue No. : 2 Date : 30.09.2019
Reviewed by : Senior Dy.CAO <i>[Signature]</i>	Issue No. : 2 Date : 30.09.2019
Approved by : <i>[Signature]</i> FA & CAO	Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019

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

ORGANISATION CHART



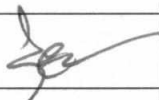

Originated by : Senior Accounts Officer (Costing)	Issue No. : 2 Date : 30.09.2019
Reviewed by : Senior Dy.CAO <i>[Signature]</i>	Issue No. : 2 Date : 30.09.2019
Approved by : FA & CAO <i>[Signature]</i>	Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019

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

ABBREVIATIONS

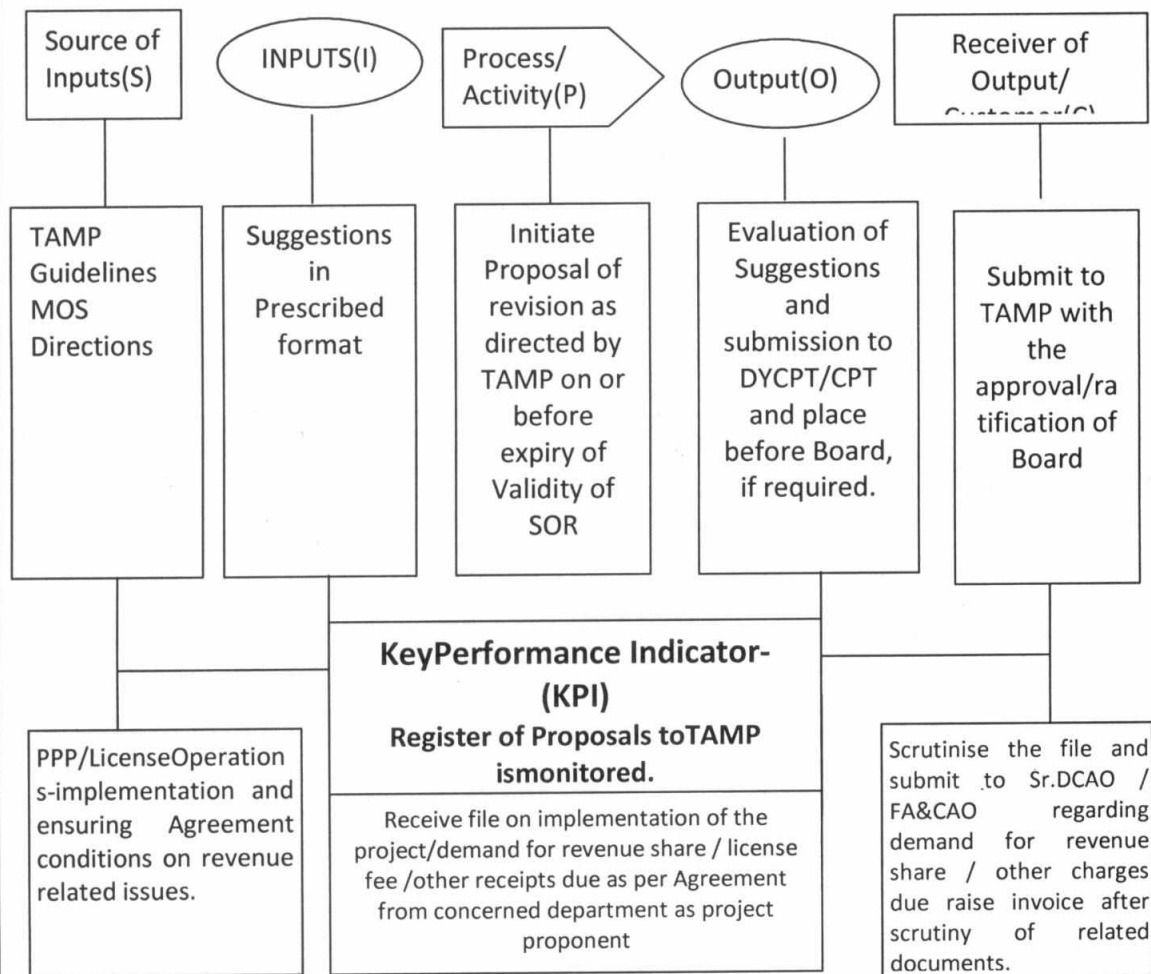
CPT	Chairman of Port Trust
Dy.CPT	Deputy Chairman
FA&CAO	Financial Adviser & Chief Accounts officer
Sr. D CAO	Senior Deputy Chief Accounts officer
Sr.AO	Senior Accounts Officer (Costing)
CAO	Cost Accounts Officer
JCAO	Junior Accounts Officer
DA	Dealing Assistant
EDP	Electronic Data Processing Centre
CDC	Central Documentation Centre
GRT	Gross Registered Tonnage
SAP	Systems, Applications & Products.
epis	Electronic Port Information System
TEU	Twenty Equivalent Unit in respect of Container
PDCA	Principal Director Commercial Audit and Ex-officio member Audit Board, Chennai
RAO unit	Resident Audit Unit of Office of PDCA at Port

A. Shankar

Originated by : Senior Accounts Officer (Costing)	Issue No. : 2 Date : 30.09.2019
Reviewed by : Senior Dy.CAO 	Issue No. : 2 Date : 30.09.2019
Approved by : FA & CAO 	Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019

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

SIPOC



<p>Originated by: <i>A. Shankar</i> Senior Accounts Officer (Costing)</p>	<p>Issue No. : 2 Date : 30.09.2019</p>
<p>Reviewed by : Senior Dy.CAO <i>[Signature]</i></p>	<p>Issue No. : 2 Date : 30.09.2019</p>
<p>Approved by : <i>[Signature]</i> FA & CAO</p>	<p>Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019</p>

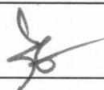

**V.O. CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT
INTEGRATED MANAGEMENT SYSTEM (IMS)
(CST) COSTING SECTION MANUAL**

Interested Parties

4.2 Understanding the requirements of the Interested parties

Interested Parties	Requirements
TAMP	Suggestions in prescribed form
Port Users	Schedule of Scale of Rates
Other Departments	Response on issues raised by departments on financial issues pertaining to PPP /License operations and to receive data for raising of invoice for revenue share /other charges due.
PPP/Licensed operators in Port	Information on physical details of operations regarding tonnage handled /TEUs handled and productivity performances as per Agreement.

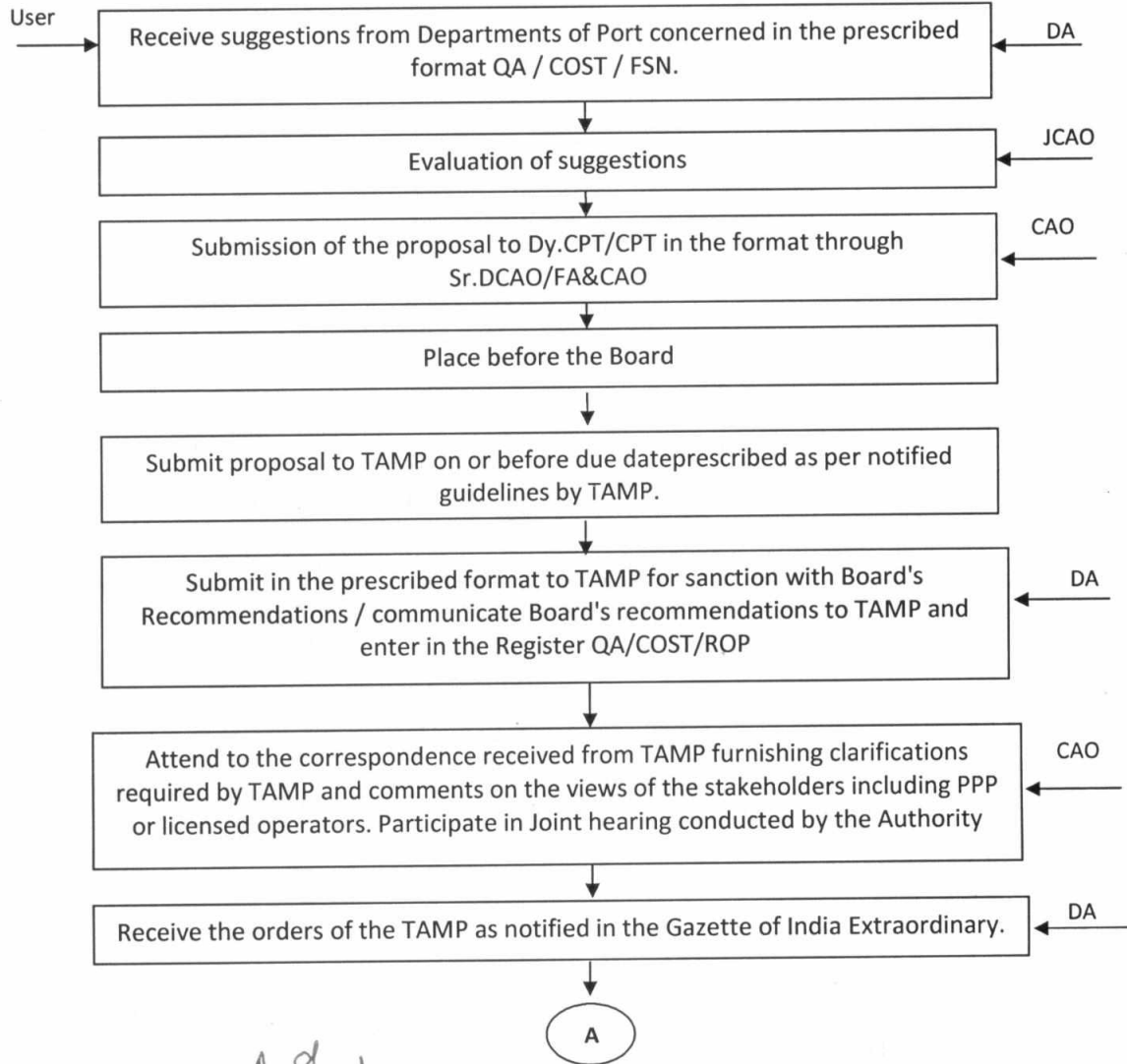
A. Shankar

Originated by : Senior Accounts Officer (Costing)	Issue No. : 2 Date : 30.09.2019
Reviewed by : Senior Dy.CAO 	Issue No. : 2 Date : 30.09.2019
Approved by : FA & CAO 	Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019

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

Initiate proposal of revision as directed by TAMP on or before expiry of validity of SOR

Input / Ref. Documents Activities Responsibility



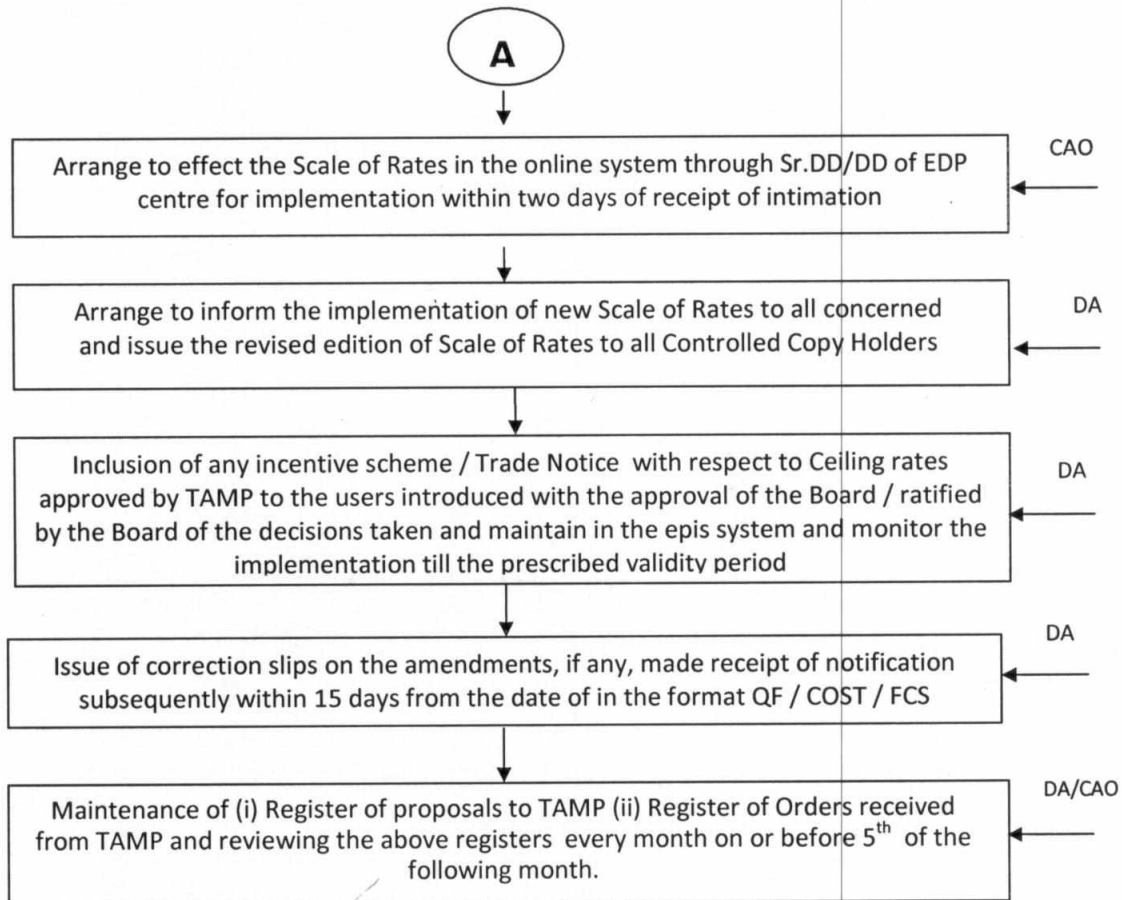
A. Shenkar

Originated by: Senior Accounts Officer (Costing)	Issue No. : 2
	Date : 30.09.2019
Reviewed by : Senior Dy.CAO <i>[Signature]</i>	Issue No. : 2
	Date : 30.09.2019
Approved by : FA & CAO <i>[Signature]</i>	Page No. : 1 of 2
	Revision No : 0
	Date : 30.09.2019

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

Initiate proposal of revision as directed by TAMP on or before expiry of validity of SOR

Input / Ref. Documents Activities Responsibility



A. Shankar

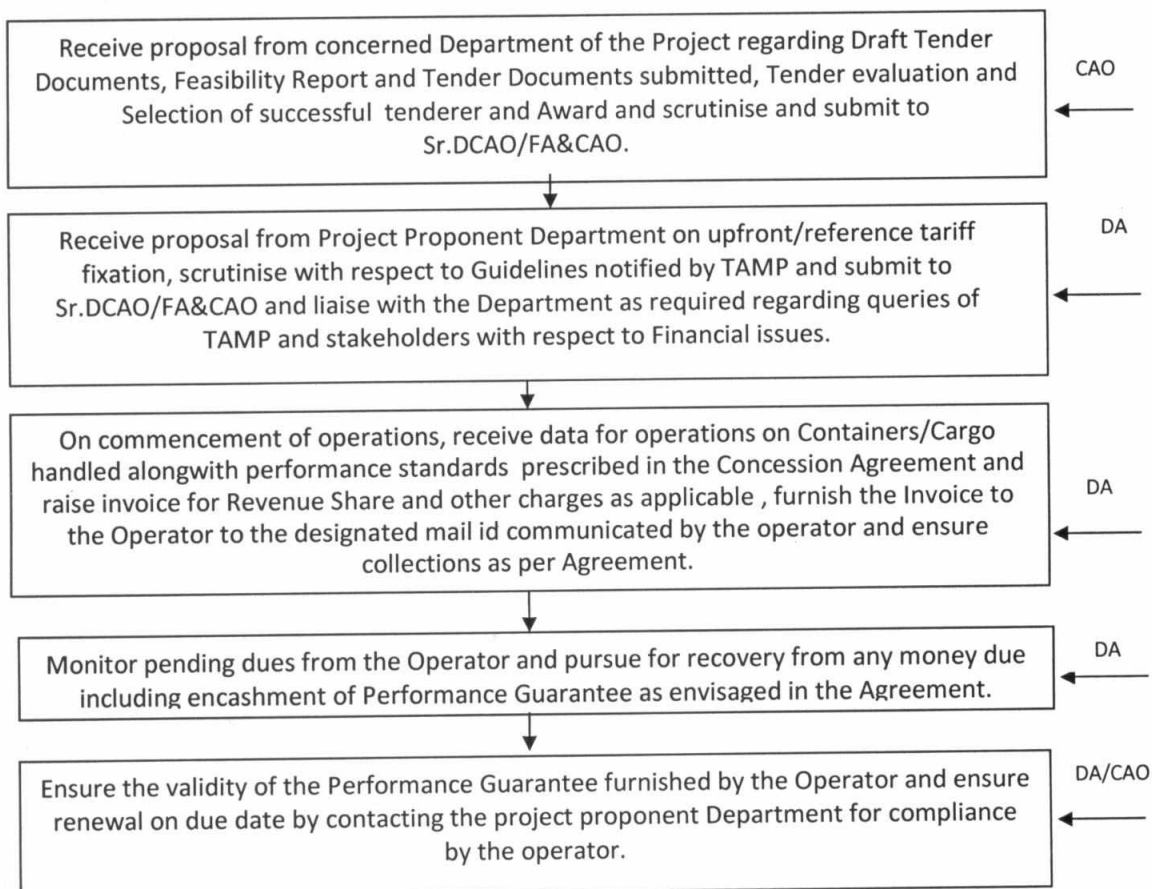
Originated by: Senior Accounts Officer (Costing)	Issue No. : 2 Date : 30.09.2019
Reviewed by : Senior Dy.CAO <i>[Signature]</i>	Issue No. : 2 Date : 30.09.2019
Approved by : FA & CAO <i>[Signature]</i>	Page No. : 2 of 2 Revision No : 0 Date : 30.09.2019

**V.O. CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT
INTEGRATED MANAGEMENT SYSTEM (IMS)**

(CST) COSTING SECTION MANUAL

Receiving proposal from Departments as project proponent under PPP/License Operations upto commencement of business and monitoring revenue generation from PPP /Licensed Operations of Port Facilities

Input / Ref. Documents Activities Responsibility



A. Shinde

Originated by: Senior Accounts Officer (Costing)	Issue No. : 2 Date : 30.09.2019
Reviewed by : Senior Dy.CAO <i>[Signature]</i>	Issue No. : 2 Date : 30.09.2019
Approved by : FA & CAO <i>[Signature]</i>	Page No. : 1of 1 Revision No : 0 Date : 30.09.2019

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

Reference Standard Requirement - QMS & EMS

QMS - ISO 9001:2015 :

RISK ASSESSMENT & RISK TREATMENT :

RISK	Control Method / Process
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

A. Shankar

Originated by : Senior Accounts Officer (Costing)	Issue No. : 2 Date : 30.09.2019
Reviewed by : Senior Dy.CAO <i>[Signature]</i>	Issue No. : 2 Date : 30.09.2019
Approved by : FA & CAO <i>[Signature]</i>	Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019



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

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

A. Shankar

Originated by : Senior Accounts Officer (Costing)	Issue No. : 2 Date : 30.09.2019
Reviewed by : Senior Dy.CAO 	Issue No. : 2 Date : 30.09.2019
Approved by : FA & CAO 	Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019

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

chmark, List of Register & List of References

FORMS :

SI.No.	Description	Maximum Benchmark
1	Suggestion Format	QF / CST / FSN
2	Correction Slip	QF / CST / FCS

Bench Marks:1. Submission of proposals to TAMP and correspondence as specified in the Guidelines.2. Raising of invoice and submission to PPP/Licensed Operator conforming to the due date specified in the Concession /Licensed Operator

List of Register :

SI.No.	Name of Register	Code No.	Retention Period
1	Register of proposals to TAMP	QF / CST/ROP	5 Years
2	Register of Orders received from TAMP	QF / CST /RTO	10 Years
3	Register of floor level discounts	QF / CST /RTO	5 Years

LIST OF REFERENCES :

SI.No.	Reference
1	Scale of Rates notified by TAMP
2	TAMP Orders - Guard File
3	Copies of Board Resolution and Schemes of Floor level discounts
4	Major Port Trusts Act 1963
5	Concession Agreements with PPP operators
6	License Agreement with Licensed Operators

A. Shankar

Originated by: Senior Accounts Officer (Costing)	Issue No. : 2 Date : 30.09.2019
Reviewed by : Senior Dy.CAO	Issue No. : 2 Date : 30.09.2019
Approved by : FA & CAO	Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019