



V.O.CHIDAMBARANAR PORT TRUST

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

FINANCE DEPARTMENT

E.D.P. BILLS MANUAL

(EDP)

ISSUE NO.2 DATE : 30.09.2019

Amey,
Accounts Officer Grade - I
V.O. Chidambaranar Port Trust
Tuticorin - 4.

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Originated by : <i>Arun</i> Accounts Officer	Issue No. : 2 Date : 30.09.2019
Reviewed by : SR.DCAO <i>[Signature]</i>	
Approved by : FA & CAO <i>[Signature]</i>	Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019

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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.	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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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 : Settlement of vessel and cargo related bills within 3 days including Holidays and other payment bills within the Benchmark prescribed in the manual if all data are in order.

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

INTRODUCTION OF THE SECTION

This section is called EDP Bills Section and is looked after by the AO Gr.II / AO GR.I / Sr.AO who is functioning under the control of Deputy Chief Accounts Officer. It is a part of Finance Department and FA&CAO is the Head of the Department. The AO Gr.II / AO GR.I / SR.AO are assisted by a Dealing Assistant. This section is responsible for passing of EDP bills and clearing the proposals received from the above Departments.

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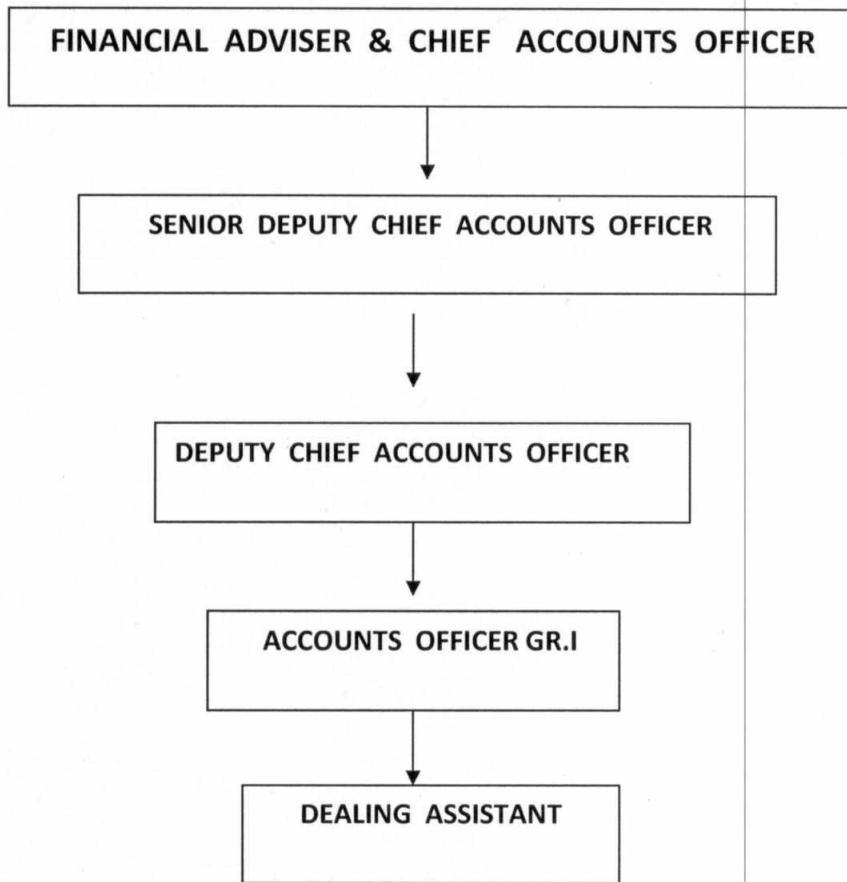
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ORGANISATION CHART



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ABBREVIATIONS							
CPT	Chairman of Port Trust						
FA&CAO	Financial Adviser & Chief Accounts officer						
Sr. Dy. CAO	Senior Deputy Chief Accounts officer						
SR.A.O.	Senior Accounts Officer						
A.O. GR.I	Accounts Officer Grade I						
AO GR.II	Accounts Officer Grade II						
DA	Dealing Assistant						
EDP	Electronic Data Processing Centre						
CFS	Collection File Serial						
CDC	Central Documentation Centre						
EDI	Electronic Data Interchange						
GRT	Gross Registered Tonnage						
DD	Demand Draft						
PCS	Port Community System						
SAP	Systems, Applications & Products.						
TDS	Tax Deduction at Source						
GST	Goods & Service Tax						
EMD	Earnest Money Deposit						
SIPOC	Source, Input, Process, Output & Customer						
KPI	Key Performance Indicator						
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> Originated by : <i>[Signature]</i> Accounts Officer </td> <td style="width: 50%;"> Issue No. : 2 Date : 30.09.2019 </td> </tr> <tr> <td> Reviewed by : SR.DCAO <i>[Signature]</i> </td> <td></td> </tr> <tr> <td> Approved by : FA & CAO <i>[Signature]</i> </td> <td> Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019 </td> </tr> </table>		Originated by : <i>[Signature]</i> Accounts Officer	Issue No. : 2 Date : 30.09.2019	Reviewed by : SR.DCAO <i>[Signature]</i>		Approved by : FA & CAO <i>[Signature]</i>	Page No. : 1 of 1 Revision No : 0 Date : 30.09.2019
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Interested Parties

4.2 Understanding the requirements of the Interested parties

Interested Parties	Requirements
Contractor	Payment of bills
User Dept	Concurrent & recommended for the approval of competent authority.

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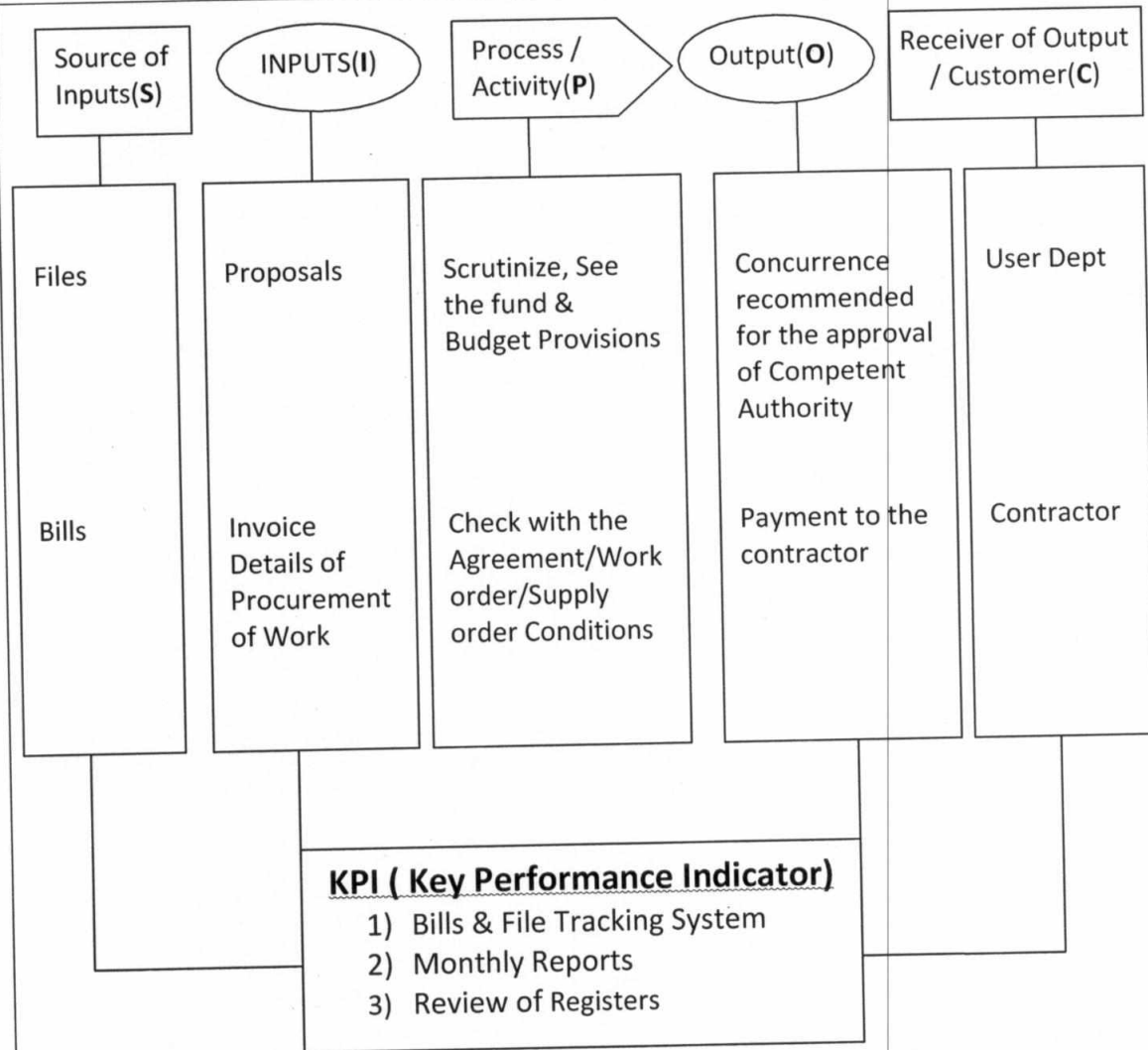
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SIPOC



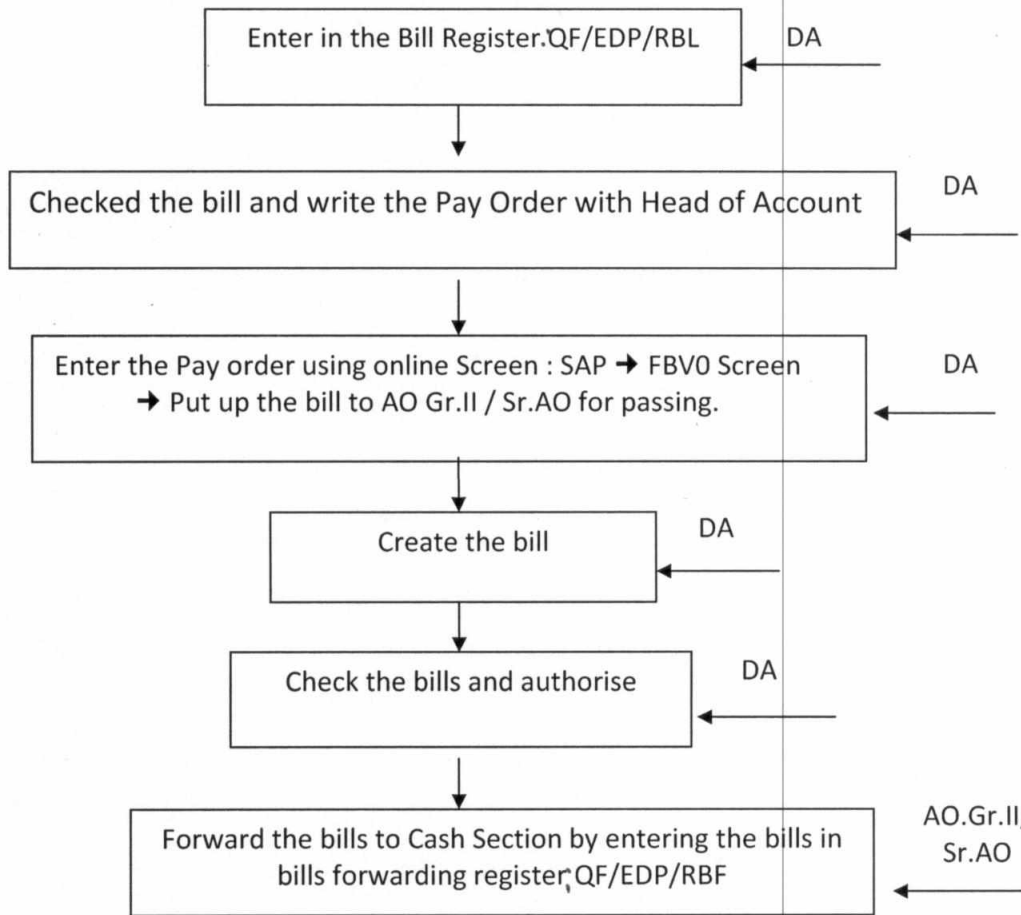
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A. Passing of Bills

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
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B. Opening of Permanent / Temporary Imprest

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

CPT's approval
→

Formal sanction order is created in the online system:

SAP → Login → FB01 → Enter date → Reference → Header Text → Posting Key → Enter Special GL → Choose Vendor Name → Choose Special GL for Temporary / Permanent Imprest → Enter amount Text and Date → choose Posting key → Choose concerned Bank Account → check the entry amount → profit centre and text overview → park.

← DA



The sanction order is checked and authorised by the AO GR.II / AO GR.I/ Sr.AO for payment and send to Cash Section and copy of the sanction order also sends to concerned department, individual and RAO unit.

← AO Gr.II/Sr.AO

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C. Recoupment of Permanent Imprest

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
<p>Vouchers & Bills from Imprest holders of Traffic Dept.</p> <p>→</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Receive vouchers along with Imprest Account statement - verifying vouchers & Head of Account. <u>The Imprest account is processed in the online system:</u> SAP → Login → FBVO → Check the entries and Special GL code → Simulate → Park</p> </div>	<p>← AO Gr.II/ Sr.AO</p>
	<p>↓</p> <p style="text-align: center;">If it is Correct</p> <p>↓</p>	
	<p>No →</p> <p>Yes ↓</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Authorized for making payment and send to Cash Section</p> </div>	<p>← AO Gr.I/ AO Gr.II/ Sr.AO</p>
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D. Closing of Temporary Imprest

Input / Ref. Documents

Activities

Responsibility

Vouchers &
Bills from
Imprest

Receive vouchers along with Imprest Account statement - verifying vouchers & Head of Account. The Imprest account is processed in the online system: SAP → Login → FBVO → Check the entries and Special GL code → Simulate → Park.

AO Gr.II/ Sr.AO

No

If it is Correct

Yes

Journal voucher is authorized for compilation in Monthly Accounts.

AO Gr.I/ AO Gr.II/
Sr.AO

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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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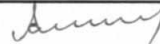
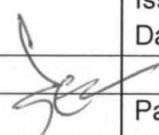
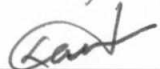
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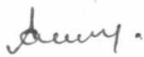
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Reference Standard Requirement - BS OHSAS 18001

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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Benchmark, List of Register & List of References

Benchmark :

Sl. No.	Description	No. of Working Days	
		DA	AO
1	Proposals for Administrative approvals, technical Sanction, Award of Contract, Draft agreement	--	5 days
2	For Value of Works upto Rs.50 Lakhs	--	5 days
3	For Value of Works from Rs.50 Lakhs to Rs.5 Crores	--	7 days
4	Purchase Proposal from General Administration Department	--	5 days
5	Works Bills for Contract Value upto Rs.50Lakhs	3 days	3 days
6	Refund of EMD	3 days	2 days

LIST OF REFERENCES :

Sl.No.	Reference
1	BUDGET ESTIMATE
2	ACCOUNT CODE BOOK
3	DELEGATION OF POWERS

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