

**V.O.CHIDAMBARANAR PORT TRUST**

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

**FINANCE DEPARTMENT**

**MECHANICAL BILL SECTION MANUAL  
(MEC)**

**ISSUE NO.2 DATE : 30.09.2019**

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

**(MEC) MECHANICAL BILL SECTION MANUAL**

**I N D E X**

Sl.No.	TITLE	No.of pages
1	Cover Page	1
2	Index	1
3	List of Recipients	1
4	Revision Sheet	1
5	Introduction / Quality Policy & Objectives	1
6	Organisation Chart	1
7	Abbreviation	1
8	Interested Parties	1
9	SIPOC	1
10	Passing of Bills	3
11	Opening of Permanent / Temporary Imprest	1
12	Recoupment of Permanent Imprest	1
13	Closing of Temporary Imprest	1
14	Concurrence of various proposals on purchase of Stores / Works of Mechanical Department	2
15	Award of Contract	1
16	Reference Standard Requirement - QMS & EMS	1
17	Reference Standard Requirement - BS OHSAS 18001	1
18	List of Register & List of References	1
19	Benchmark	1

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

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

**(MEC) MECHANICAL BILL SECTION MANUAL**

**LIST OF RECIPIENTS**

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

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

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

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

**V.O. CHIDAMBARANAR PORT TRUST**  
**FINANCE DEPARTMENT**  
**INTEGRATED MANAGEMENT SYSTEM (IMS)**  
**(MEC) MECHANICAL BILL SECTION MANUAL**

**INTRODUCTION OF THE SECTION**

This section is headed by Accounts Officer Grade II under the supervision of Senior Accounts Officer and under the overall control of Senior Deputy Chief Accounts Officer. FA&CAO is the Head of the Department. The Accounts Officer Grade II / Gr.I/ Sr.AO are assisted by the Dealing Assistant / Contract staff. This section is responsible for passing of Mechanical bills and clearing the proposals received from Mechanical Department.

**A. Proposals:**

- 1) Receiving of Mechanical, Electrical and Stores procurement proposals of estimate preparation and tender processing and tender execution for financial concurrence.
- 2) Scrutinizing the proposal by AO Gr.II / AO GR.I/ SR.AO prior to submission to DCAO/ SR.DY.CAO and FA&CAO.
- 3) After seen by FA&CAO for financial concurrence submit to Chief Mechanical Engineer, Deputy Chairman / Chairman/ as per Delegation of Powers.

**B. Bills of MEE Dept.:**

Receiving Mechanical, Electrical and Stores procurement bills and scrutinizing with reference to purchase orders, Work orders & Agreement sent by the MEE Department. If the data are correct, the bill will be passed within benchmark. Otherwise, it will be returned to the Mechanical Department.

**C. Stores Ledger :**

Monthly processing of Stores Ledger and reconciliation with SAP Ledger.

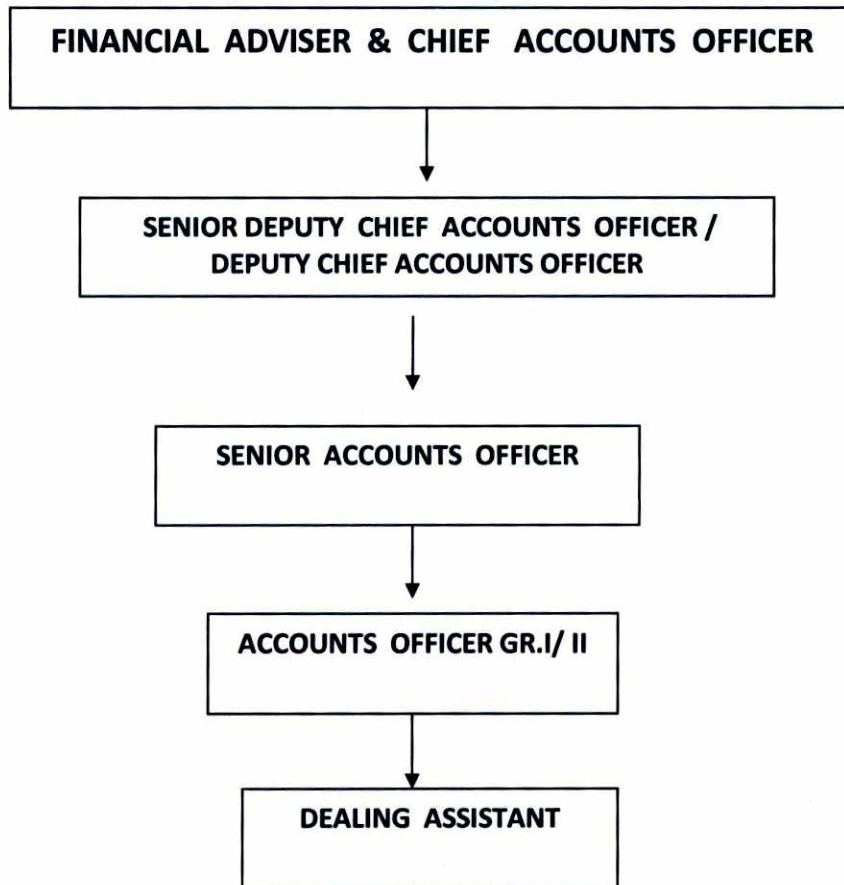
**D. Scrutiny of TDS(Income Tax) and TDS(GST) monthly and confirm to Tax section monthly.**

Originated by	: <i>N - Preme</i> Accounts Officer	Issue No.	: 2
		Date	: 30.09.2019
Reviewed by	: Sr.Dy.CAO <i>[Signature]</i>	Page No.	: 1 of 1
		Revision No	: 0
Approved by	: FA & CAO <i>[Signature]</i>	Date	: 30.09.2019

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

**(MEC) MECHANICAL BILL SECTION MANUAL**

**ORGANISATION CHART**



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

**V.O. CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
(MEC) MECHANICAL BILL SECTION MANUAL**

**ABBREVIATIONS**

CPT	Chairman of Port Trust
Dy.CPT	Deputy Chairman
FA&CAO	Financial Adviser & Chief Accounts officer
Sr. DCAO	Senior Deputy Chief Accounts officer
DCAO	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 of Input, Input, Process Activity, output, Customer
KPI	Key Performance Indicator
PM	Procurement Manual
MEE Dept	Mechanical and Electrical Engineering Department
State PWD	State Public Works Department
MORTH	Ministry of Road Transport and Highways of Government of India
DOP	Delegation of Powers
Originated by : <i>N. Prerna</i> Accounts Officer	Issue No. : 2 Date : 30.09.2019
Reviewed by : Sr.Dy.CAO <i>[Signature]</i>	Page No. : 1 of 1 Revision No : 0
Approved by : FA & CAO <i>[Signature]</i>	Date : 30.09.2019

**V.O. CHIDAMBARANAR PORT TRUST**  
**FINANCE DEPARTMENT**  
**INTEGRATED MANAGEMENT SYSTEM (IMS)**  
**(MEC) MECHANICAL BILL 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 and procedures.

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

**OHSAS :** Maintain good health, hygiene and cleanliness

**IMS OBJECTIVE OF THE SECTION**

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

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



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

**(MECH) MECHANICAL BILL SECTION MANUAL**

**Interested Parties**

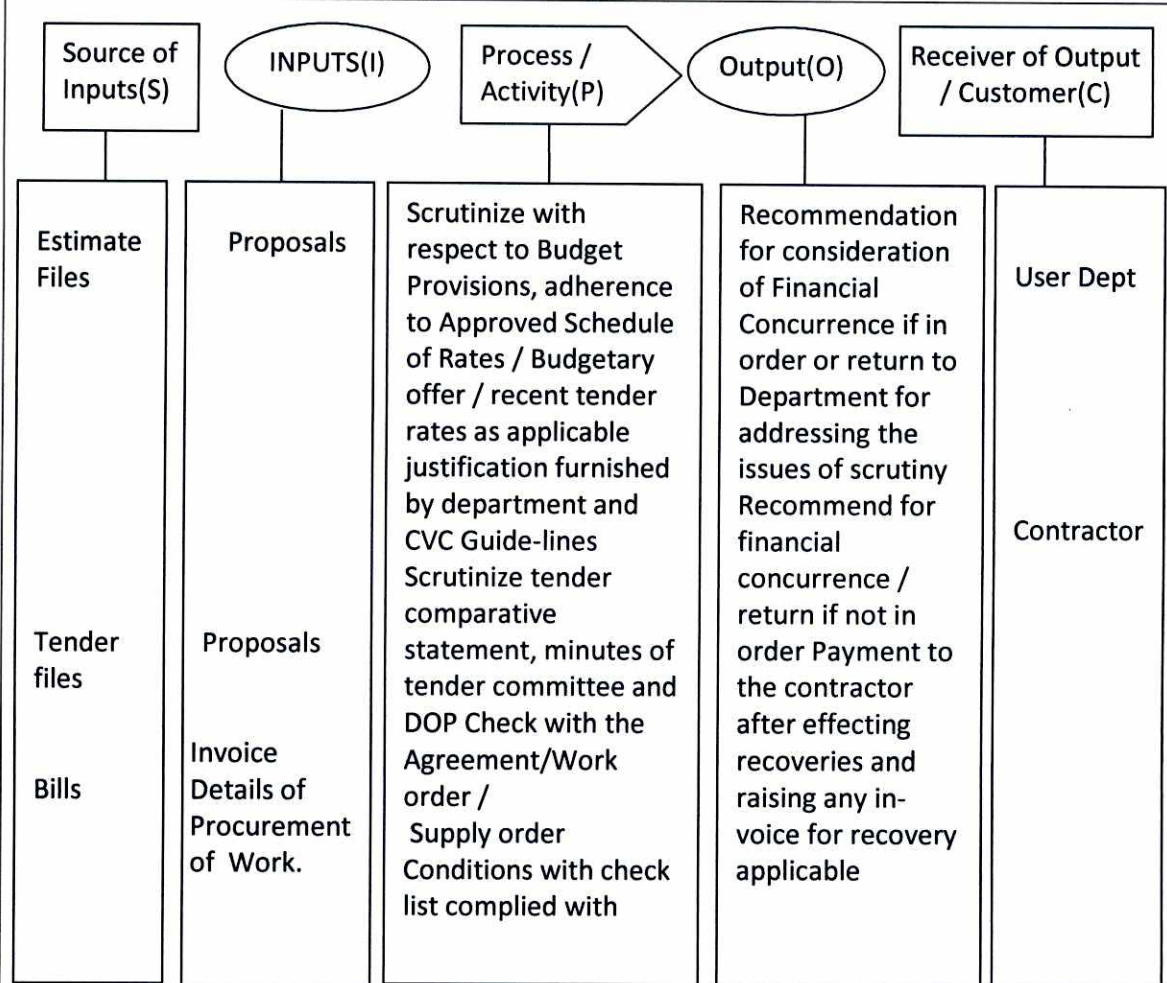
**4.2 Understanding the requirements of the Interested parties**

Interested Parties	Requirements
By Contractor / suppliers	Submission of bills complying with extant tax laws and alongwith Compliance with various labour legislations and contractual commitments for consideration for Payment in Finance Department.
By User Dept	Forwarding of bills submitted by Contractors and suppliers complying with extant tax laws, compliance with various labour legislations and contractual commitments with counter signature with approval of competent authority consideration of payment by Finance Department.
To user Departments / Contractors	Payment of bills submitted by suppliers / contractors after ensuring compliance of all legal and contractual commitments in time as per specified payment schedule of the tender.
Proposals from other Departments on proposals on Revenue and Capital Works	To clear proposal submitted by Departments considering the requirements furnished in the check lists for administrative approval, technical prequalification and check list for award of work

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

**V.O. CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
(MEC) MECHANICAL BILL SECTION MANUAL**

**SIPOC**



**KPI ( Key Performance Indicator)**

- 1) Bills & File Tracking System
- 2) Monthly Reports
- 3) Review of Registers
- 4) Complaint Register

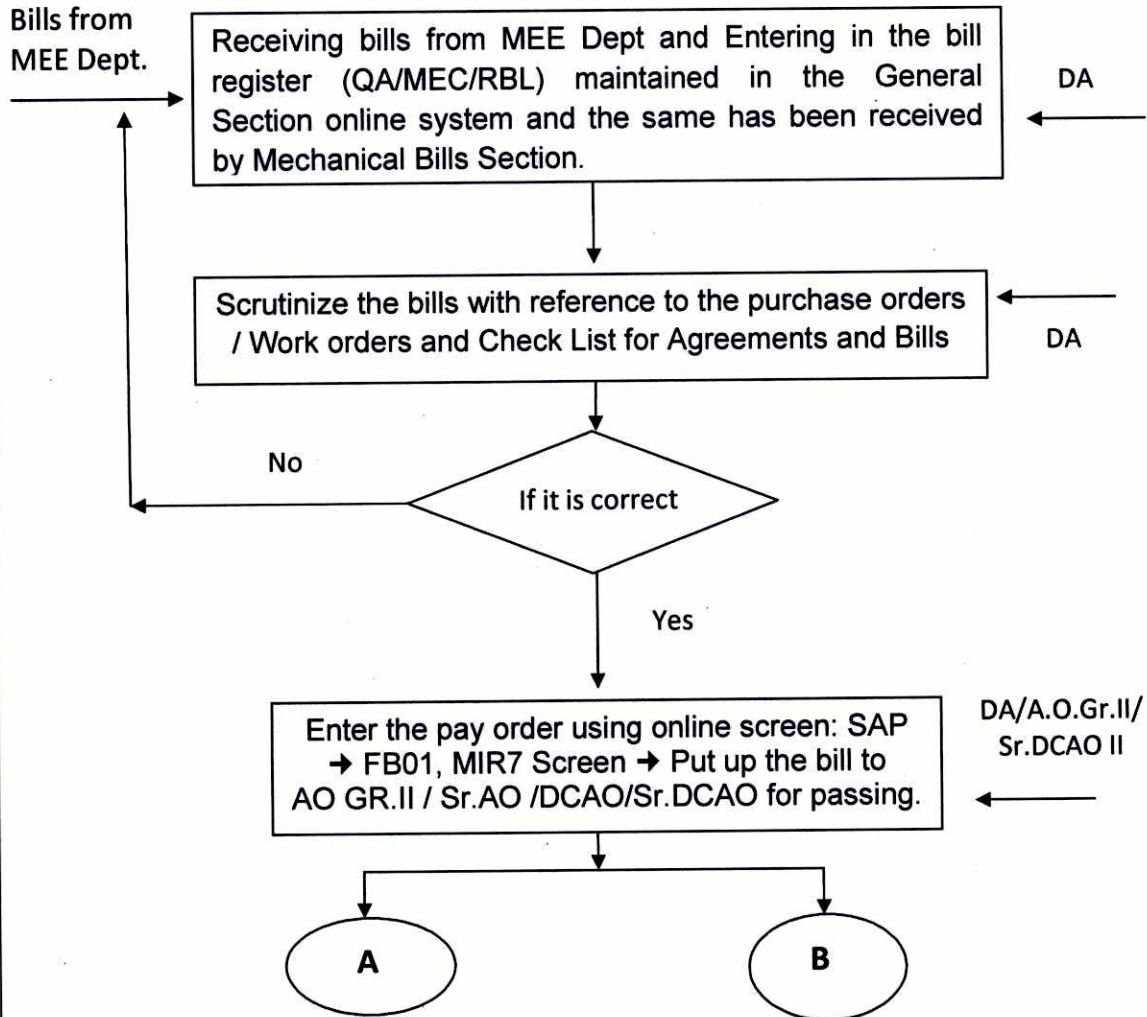
Originated by : <i>N. Poema</i> Accounts Officer	Issue No. : 2 Date : 30.09.2019
Reviewed by : Sr.Dy.CAO <i>[Signature]</i>	Page No. : 1 of 1 Revision No : 0
Approved by : FA & CAO <i>[Signature]</i>	Date : 30.09.2019

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

**(MECH) MECHANICAL BILL SECTION MANUAL**

**Passing of Bills (General)**

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



Originated by : <i>N. Prema</i> Accounts Officer	Issue No. : 2 Date : 30.09.2019
Reviewed by : Sr.Dy.CAO <i>[Signature]</i>	Page No. : 1 of 3 Revision No : 0
Approved by : FA & CAO <i>[Signature]</i>	Date : 30.09.2019

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

**(MECH) MECHANICAL BILL SECTION MANUAL**

**Passing of Bills (stores)**

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <b>A</b> </div> <p align="center">↓</p>	
	<div style="border: 1px solid black; padding: 5px;"> <p>In respect of Bills pertaining to purchases of materials and stores through Materials Management Division and / or through e-procurement portal , the AO Gr.II /AO Gr.I/ Sr.AO will check whether the authorised official of the Department concerned has inspected the receipt of materials / stores and certified the same as to receipt of correct item, in right quantities and in good condition by the due date with reference to purchase order and amendment orders.</p> </div>	DA A.O. Gr.II
	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Whether advance payment made is recovered from the bill for adjustment</p> </div>	A.O.Gr.II/A.O.Gr.I/ Sr.AO
	<div style="border: 1px solid black; padding: 5px;"> <p>Whether recoveries due like cost of goods damaged, Liquidated Damage for delayed supply, short supply within due date or extended time, for delay in supply, income tax, TDS or GST has been made .</p> </div>	A.O.Gr.II/ Sr.A.O/DCAO
	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>After checking, the bill will be processed through FBV0 MIR7 Screen by AO GR.II / AO GR.I/ SR.AO and sent to Cash Section for payment.</p> </div>	A.O.Gr.II/A.O.Gr.I/ Sr.AO
Originated by : <i>N. Poema</i> Accounts Officer	Issue No. : 2 Date : 30.09.2019	
Reviewed by : Sr.Dy.CAO <i>[Signature]</i>	Page No. : 2 of 3 Revision No : 0	
Approved by : FA & CAO <i>[Signature]</i>	Date : 30.09.2019	

**V.O. CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
(MECH) MECHANICAL BILL SECTION MANUAL**

**Passing of Bills (for works of MEE Department)**

<u>Input / Ref. Document</u>	<u>Activities</u>	<u>Responsibility</u>
	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <b>B</b> </div>	
	In respect of works bills of MEE Dept, receive Copy of agreement / work order and related amendments.	DA
	It should be checked whether required percentage of check measurement done by the MEE Dept and compliance of all statutory compliance of labour laws specified in the Agreement, attendance, absence of workers where ever applicable are certified with evidence required and whether bill entered through screen in Project module. If not, ensure the bill is passed through Project module.	DA
	All recoveries and taxes due shall be deducted in the bill. After verification and finalization, a memorandum of payment shall be prepared in the format .	DA
	In case of stage payment as per tender, check whether the previous check measurement are carried over to current bill with respect to BOQ covered in the Agreement alongwith current BOQ items are applied the correct rate and quantity is certified by the Engineer- in- charge and /or Independent Engineer appointed.	
	In case of final bill, completion certificate by the Officer-in charge nominated shall be enclosed	DA
	Confirm whether Non-deduction/lower deduction certificate is issued by Income Tax Department or full deduction is ensured alongwith GST TDS is also deducted as per GST Rules and recovered in the bill	DA
	After ensuring the above the bill will be passed and authorized for payment and sent to Cash Section through Mir 7 Screen in Project Module	AO.Gr.II/ Sr.AO/ Sr.DCAO
Originated by : <i>N. Poema</i> Accounts Officer	Issue No. : 2 Date : 30.09.2019	
Reviewed by : Sr.Dy.CAO <i>[Signature]</i>	Page No. : 3 of 3 Revision No : 0	
Approved by : FA & CAO <i>[Signature]</i>	Date : 30.09.2019	

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

**(MECH) MECHANICAL BILL SECTION MANUAL**

**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 → AO.Gr.II → Posting GL → Enter Special GL for Temporary / Permanent Imprest → enter amount and date- choose concerned bank account → check the entry amount → profit centre and text overview → park.

← DA



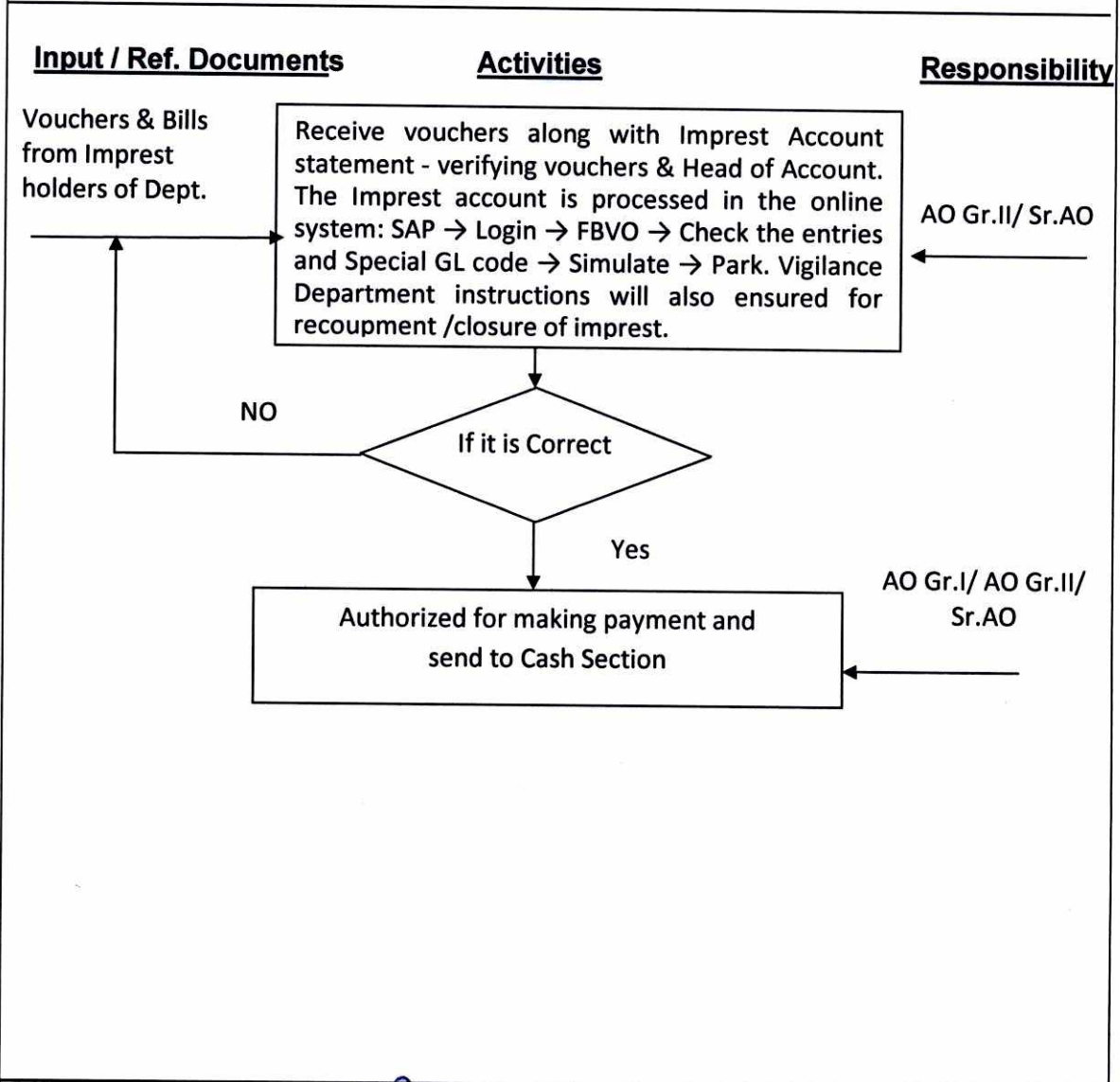
The sanction order is checked and authorised by the AO GR.II /AO GR.I/ DCAO for payment and send to Cash Section and copy of the sanction order also sent to concerned department, individual officer in whose name imprest is sanctioned and RAO unit.

← AO Gr.II/  
Sr.AO

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

**V.O. CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
(MECH) MECHANICAL BILL SECTION MANUAL**

**Recoupment of Permanent Imprest**



<p>Originated by : <i>N. Perona</i> Accounts Officer</p>	<p>Issue No. : 2 Date : 30.09.2019</p>
<p>Reviewed by : Sr.Dy.CAO <i>[Signature]</i></p>	<p>Page No. : 1 of 1 Revision No : 0</p>
<p>Approved by : FA &amp; CAO <i>[Signature]</i></p>	<p>Date : 30.09.2019</p>

**V.O. CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
(MECH) MECHANICAL BILL SECTION MANUAL**

**Closing of Temporary Imprest**

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
<p>Vouchers &amp; Bills from Imprest</p> <p>→</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Receive vouchers along with Imprest Account statement - verifying vouchers &amp; Head of Account. The Imprest account is processed in the online system: SAP → Login → FBVO → Check the entries and Special GL code → Simulate → Park.</p> </div>	<p>←</p> <p>AO Gr.II/ Sr.AO</p>

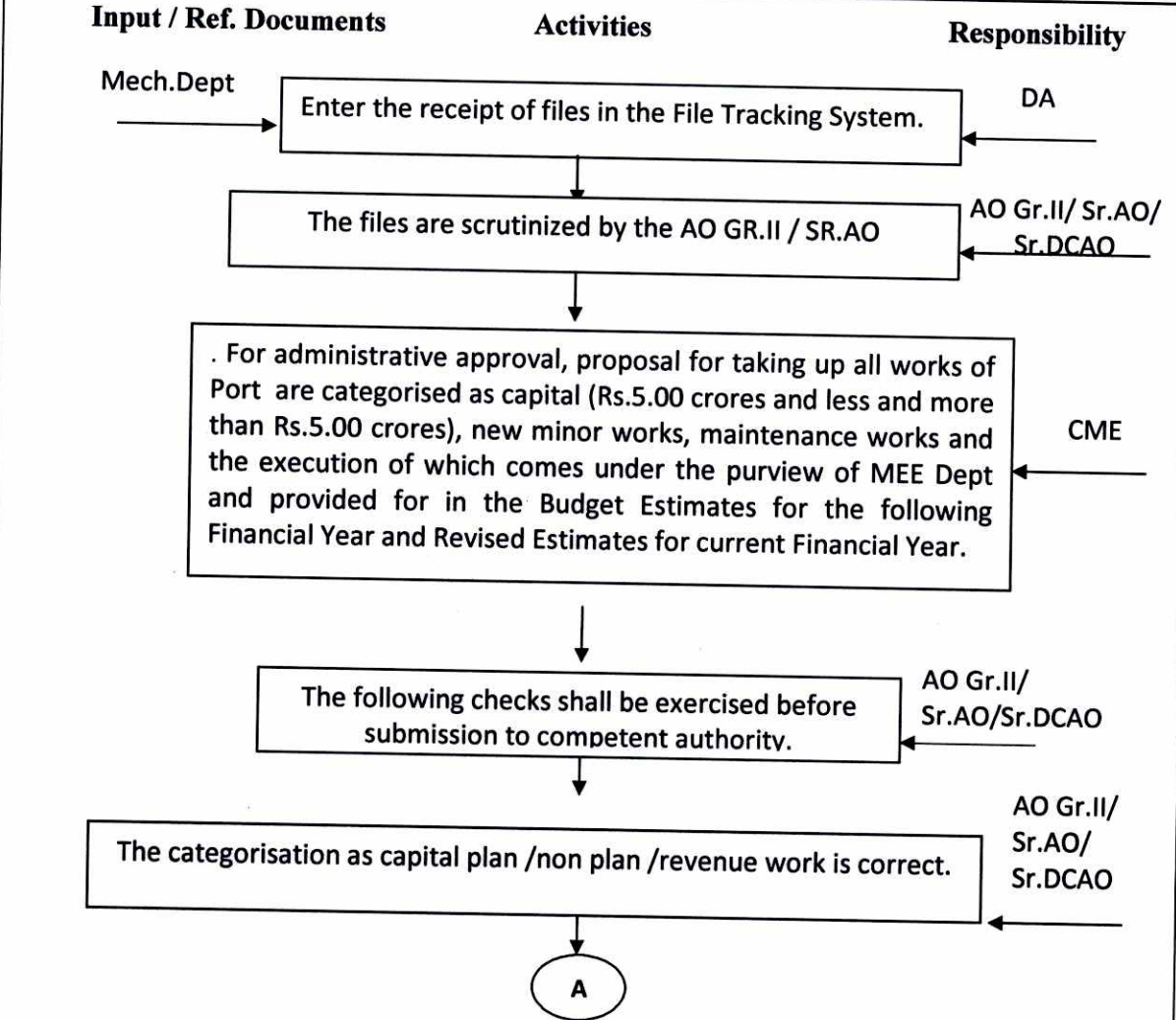
<p>Originated by : <i>N. Prema</i> Accounts Officer</p>	<p>Issue No. : 2 Date : 30.09.2019</p>
<p>Reviewed by : Sr.Dy.CAO <i>[Signature]</i></p>	<p>Page No. : 1 of 1 Revision No : 0</p>
<p>Approved by : FA &amp; CAO <i>[Signature]</i></p>	<p>Date : 30.09.2019</p>



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

**(MECH) MECHANICAL BILL SECTION MANUAL**

**Concurrence of various proposals on purchase of  
Stores / works of Mechanical Department**

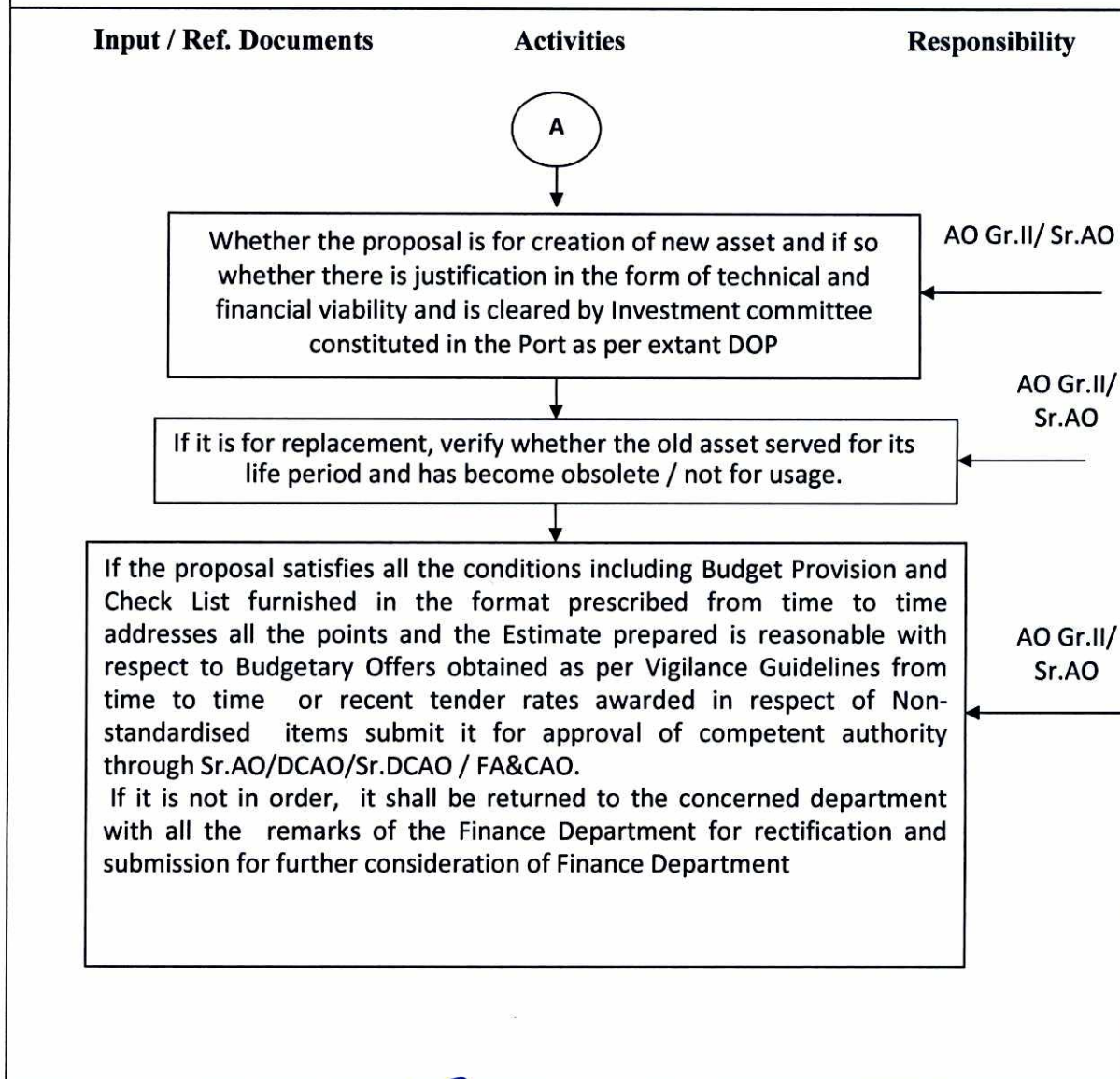


Originated by	: <i>N. Prema</i> Accounts Officer	Issue No.	: 2
		Date	: 30.09.2019
Reviewed by	: Sr.Dy.CAO <i>[Signature]</i>	Page No.	: 1 of 2
		Revision No	: 0
Approved by	: FA & CAO <i>[Signature]</i>	Date	: 30.09.2019

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

**(MECH) MECHANICAL BILL SECTION MANUAL**

**Concurrence of various proposals on purchase of  
Stores / Works of Mechanical Department**



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

**V.O. CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
(MEC) MECHANICAL BILL SECTION MANUAL**

**Reference Standard Requirement - QMS & EMS**

<b>QMS - ISO 9001:2015 :</b>	
<b>RISK ASSESSMENT &amp; RISK TREATMENT :</b>	
<b>RISK</b>	<b>Control Method / Process</b>
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

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

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

**(MEC) MECHANICAL BILL 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

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

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

**(MECH) MECHANICAL BILL SECTION MANUAL**

**List of References**

**LIST OF REFERENCES :**

Sl.No.	Reference
1	BUDGET ESTIMATE
2	ACCOUNT CODE BOOK
3	DELEGATION OF POWERS
4	PWD Manual
5	Procurement Manual of the Port
6	Schedule of Rates (PWD)
7	Schedule of Rates( MORTH Rates and schedule for road works and machinery)
8	AISSR Data
9	SAP Project Module Rates for Standard and Non Standard Items
10	Circulars /Tax Section guidelines on all Tax compliances
11	Changes / introduction of new provisions in respect of relevant labour laws and provisions as communicated by Legal Section of General Administration Department.
12	GFR 2017
13	Work Manual
14	Consultancy and Services Manual

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

**V.O. CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
(MECH) MECHANICAL BILL SECTION MANUAL**

**BENCHMARK**

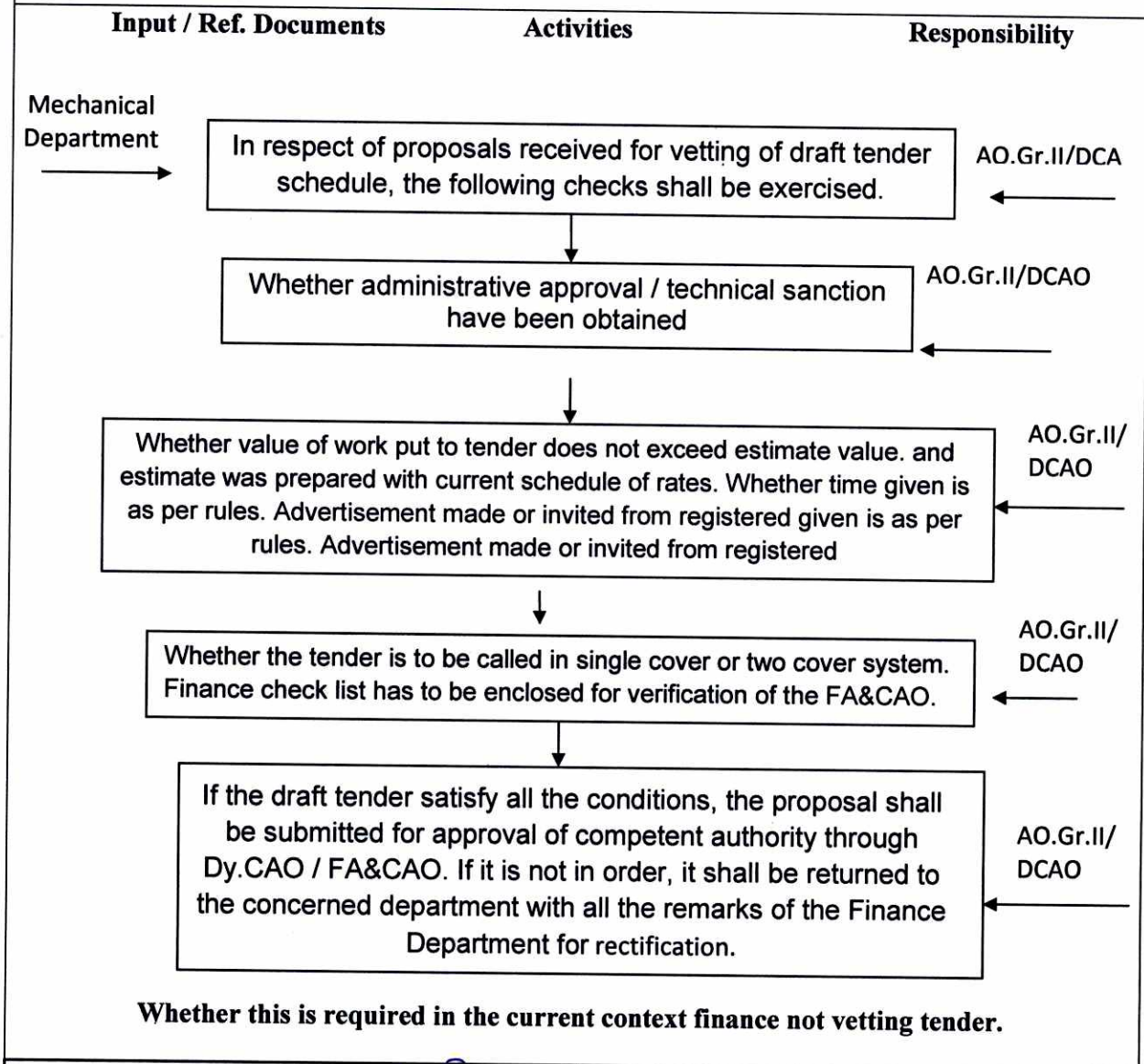
Sl. No.	Description	No. of Working Days		
		DA	AO/SR.AO	DCAO/Sr.DCAO
A	Proposals for Administrative approvals, technical Sanction, Award of Contract, Draft agreement-Upto Rs.10 lakhs	-	3 days	3 days
1	For Value of Works Rs. 10 lakhs upto Rs.25 Lakhs	-	5 days	3 days
2	For Value of Works from Rs.25 Lakhs to Rs.50 lakhs	-	7 days	3 days
3	For value of works above Rs.50.00 lakhs upto Rs.1.00crore-Procurement Works		4 days 5 days	1days 2 days
4	For value of works above Rs.1.00 cr upto Rs.5.00 Crs. Procurement Works		4 days 5 days	2 days 3 days
5	For value of works above Rs.5.00 crs- Procurement Works		4 days 6 days	2 day 3 days
B	Purchase Proposal from Mechanical	-	5 days	
1	Spot Purchase	-	2 days	
2	Adjustment Bills	2	2 days	
3	Spot Purchase Bills	2	2 days	
4	Works Bills for Contract Value upto Rs.50Lakhs	5	3 days	
5	Refund of EMD Refund of Security Deposit (both 50% and Balance) Release of Performance Guarantee (Cash& Bank guarantee)	3 3 days 5 days	2 days 2 days 2 days	
6	Works Bill Above Rs.50 Lakhs upto Rs.1.00 crores	5	3 days	
7	Works Bills above Rs.1.00 crores and all stage payments/Running Accounting Bills including a)Interim Payments- b)Final Payment of the Bill (25% or as per tender)	10 days 20 days	5 days 7 days	3 days 3 days
7	Final Bills	As per Agreement conditions 10 5 Days		

**This shall be according to the Delegated powers for passing of bills and clearance of proposals for administrative approval and to be modified accordingly.**

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

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

**Vetting of Draft Tender Schedule**



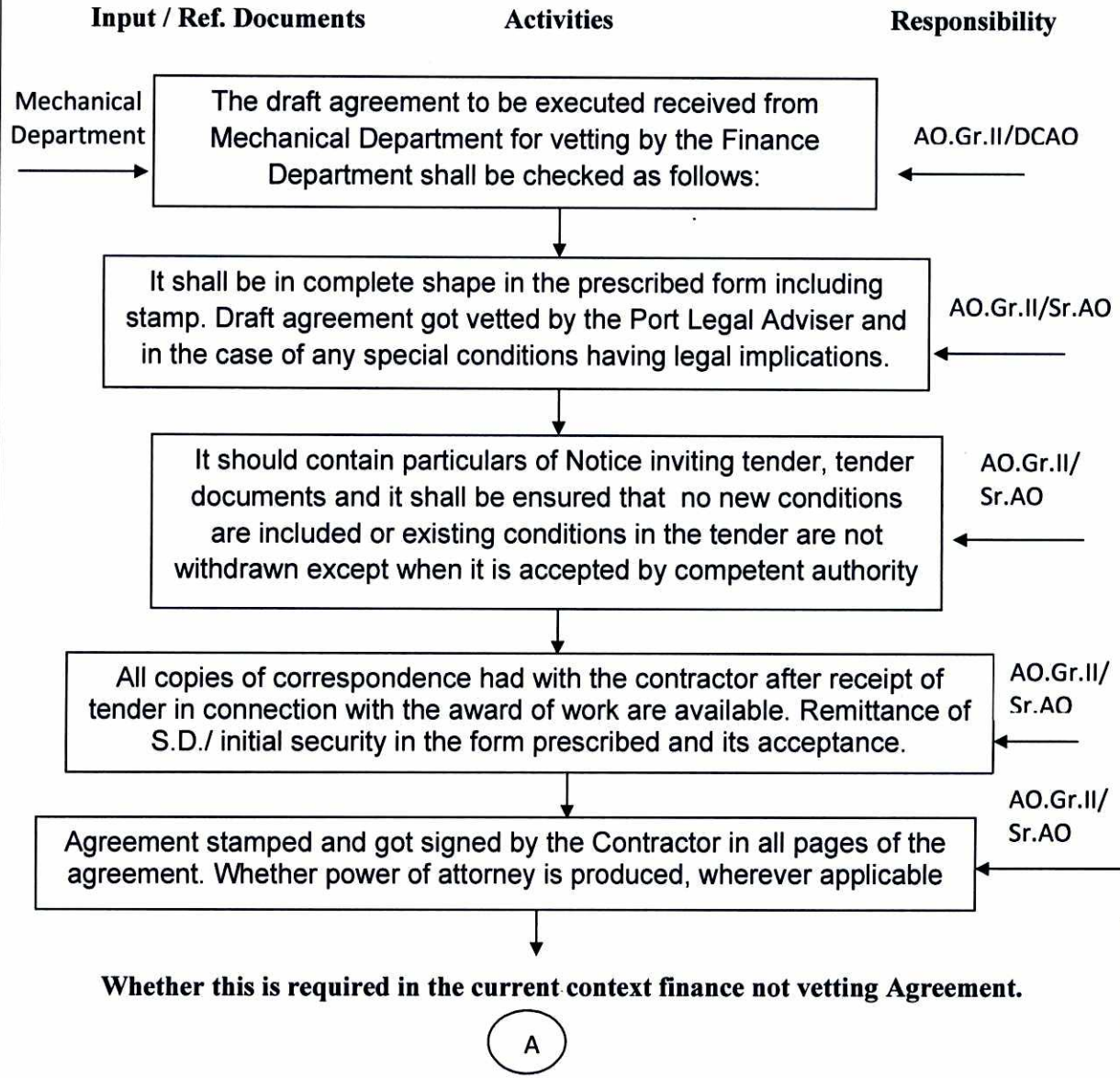
Originated by : <i>N. Prerna</i> Accounts Officer	Issue No. : 2 Date : 30.09.2019
Reviewed by : Sr.Dy.CAO <i>[Signature]</i>	Page No. : 1 of 1 Revision No : 0
Approved by : FA & CAO <i>[Signature]</i>	Date : 30.09.2019

Note: 1. Only on the deviation from the standard Tender Document and that too in r/o Financial Clause  
2. Also only if file is forwarded to Finance Department.

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

**(MECH) MECHANICAL BILL SECTION MANUAL**

**Vetting of Agreement of works / Supply orders**



<p>Originated by : <i>N. Perma</i> Accounts Officer</p>	<p>Issue No. : 2 Date : 30.09.2019</p>
<p>Reviewed by : Sr.Dy.CAO <i>[Signature]</i></p>	<p>Page No. : 1 of 2 Revision No : 0</p>
<p>Approved by : FA &amp; CAO <i>[Signature]</i></p>	<p>Date : 30.09.2019</p>



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

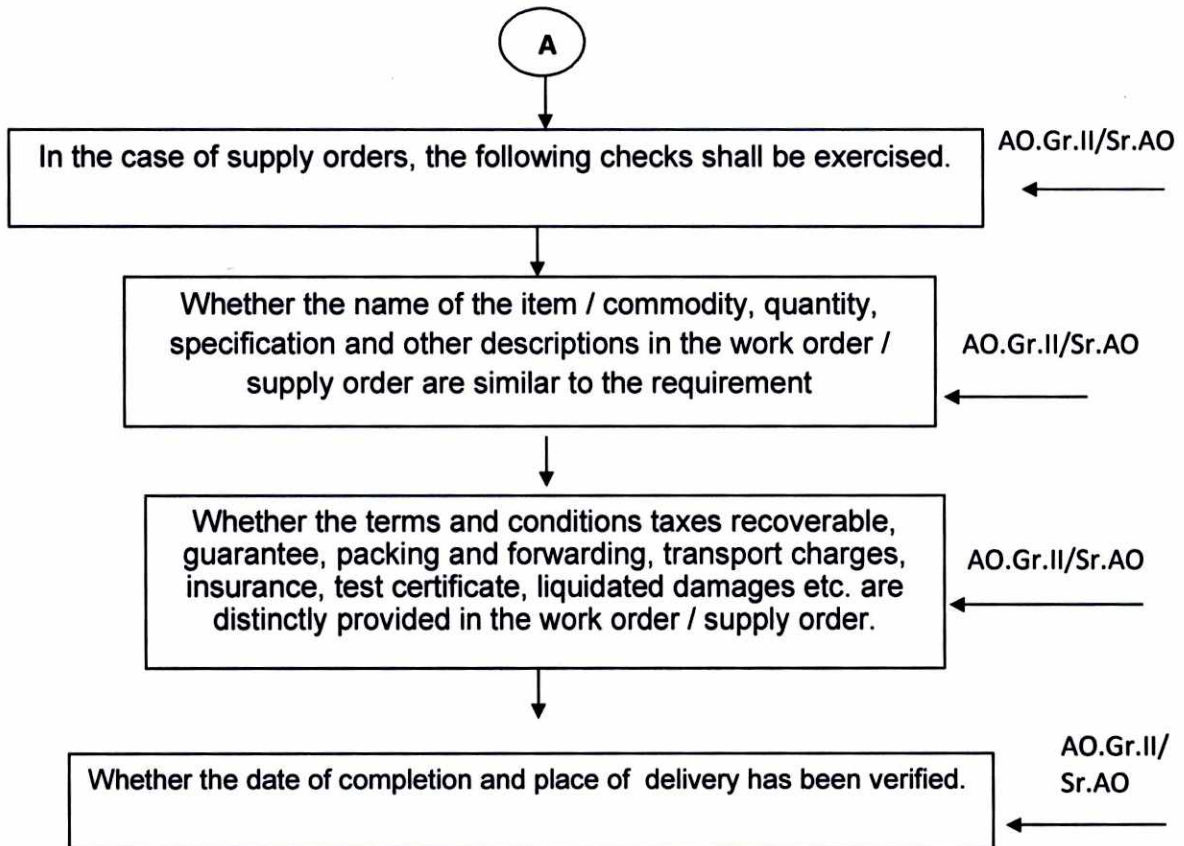
**(MECH) MECHANICAL BILL SECTION MANUAL**

**Vetting of Agreement of works / Supply orders**

**Input / Ref. Documents**

**Activities**

**Responsibility**



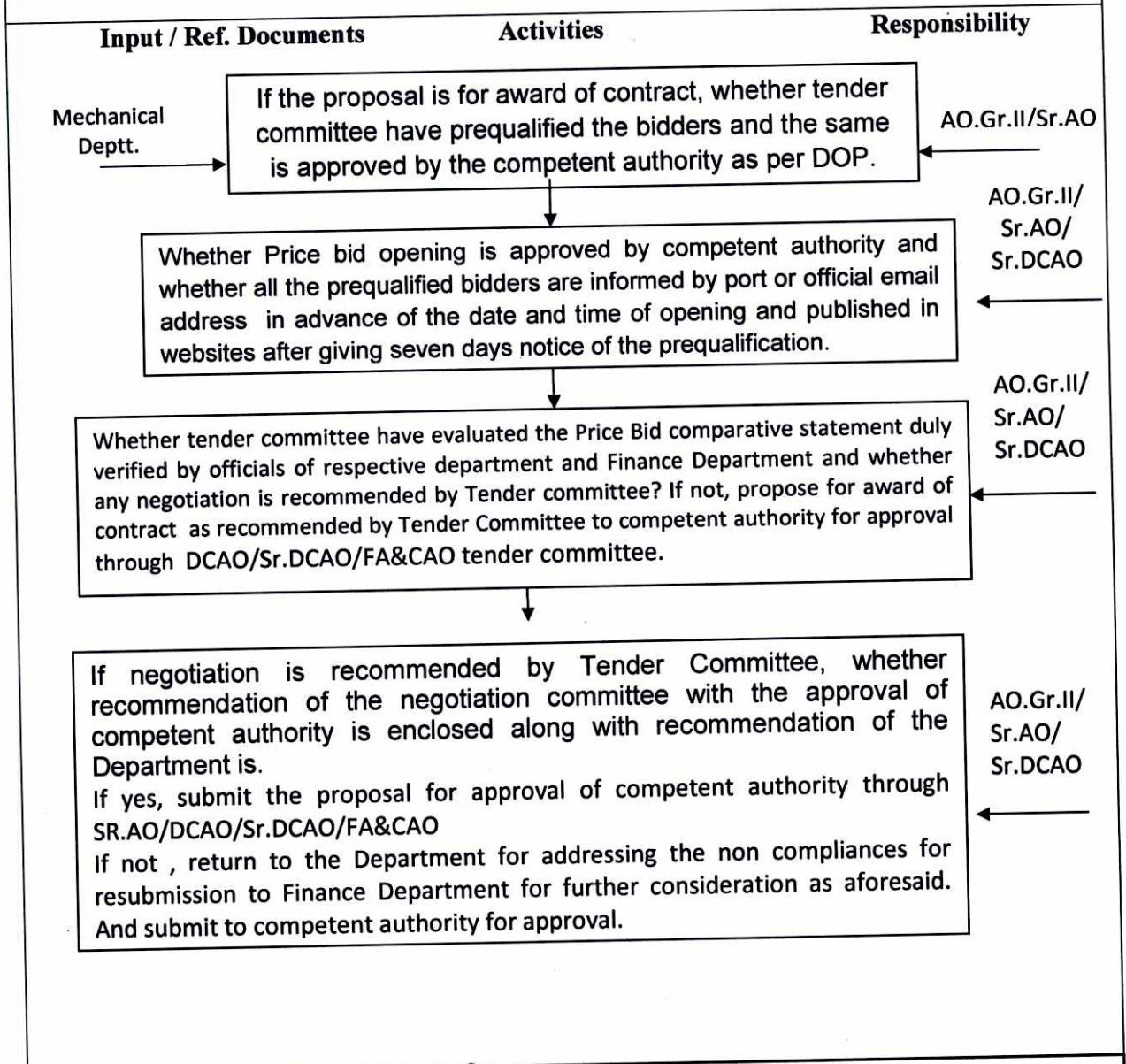
**Whether this is required in the current context finance not vetting tender.**

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

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

**(MECH) MECHANICAL BILL SECTION MANUAL**

**Award of Contract**



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

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

**(MECH) MECHANICAL BILL SECTION MANUAL**

**RISK ASSESSMENT & RISK TREATMENT**

<b>RISK</b>	<b>Control Method / Process</b>
Delay in payment	Awareness to be created among Contractors / Suppliers regarding E-payments . Concerned department has to ensure that all relevant documents are enclosed with the bill.

**KEY Performance Indicator :**




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

**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,

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

**Reference Standard Requirement :** ISO 14001:2015, Clause: 6.1.1.

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

