



V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM (IMS)

ISO 9001:2015; ISO 14001:2015 & BS OHSAS 18001:2007

FINANCE DEPARTMENT

PAY BILL SECTION MANUAL

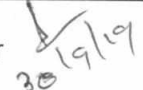
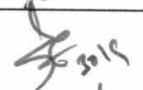
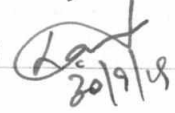
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ISSUE NO.2 DATE : 30.09.2019

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LIST OF RECIPIENTS

Sl. No.	Recipients	Controlled Copy all though 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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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.
SIPOC	Supply Input Output Customer
KPI	Key Performance Indicator
HOD	Head of Department

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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 : Quality Service assigned to the departments as per rules and procedures.

EMS : To ensure reduction of paper and to conserve energy

OHSAS : To maintain good health and hygenic

IMS OBJECTIVE OF THE SECTION

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

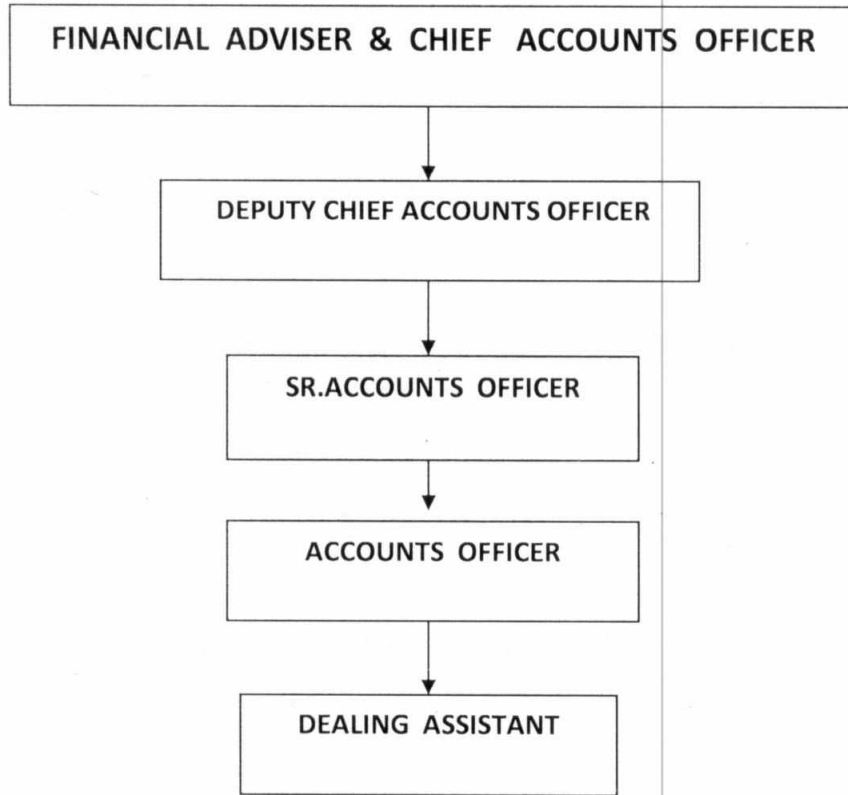
INTRODUCTION OF THE SECTION

This section is headed by the Accounts officer and supervised by Sr. Accounts Officer and controlled by the Deputy Chief Accounts Officer. It is a part of Finance Department and FA&CAO is the head of the Department. The Accounts Officer assisted by the Superintendent / Head Clerk, Dealing Assistant/Contract Staff to carry out the functions. The section is responsible for arranging payment of salary & allowances and other payments to all officers and employees.

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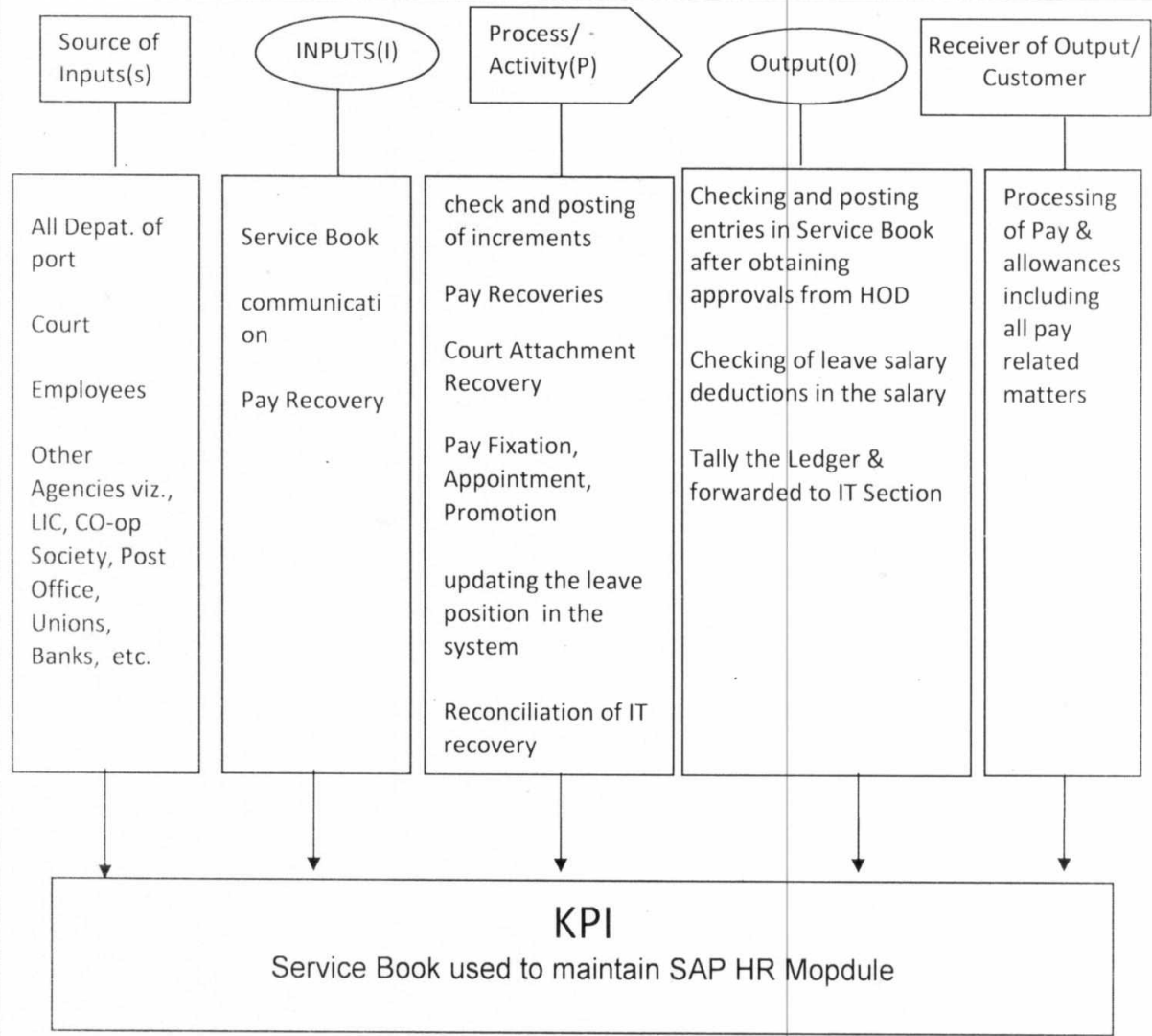
ORGANISATION CHART



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SIPOC



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
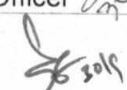
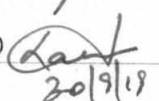
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Interested Parties

4.2 Understanding the requirements of the Interested parties

Interested Parties	Requirements
Employees	Pay fixation on Appointment, promotion. Checking and posting of increment Pay revisions, Other Misc. works and update of leave in the system.
Income Tax Dept., Employees	Recovery & Reconciliation of Income tax

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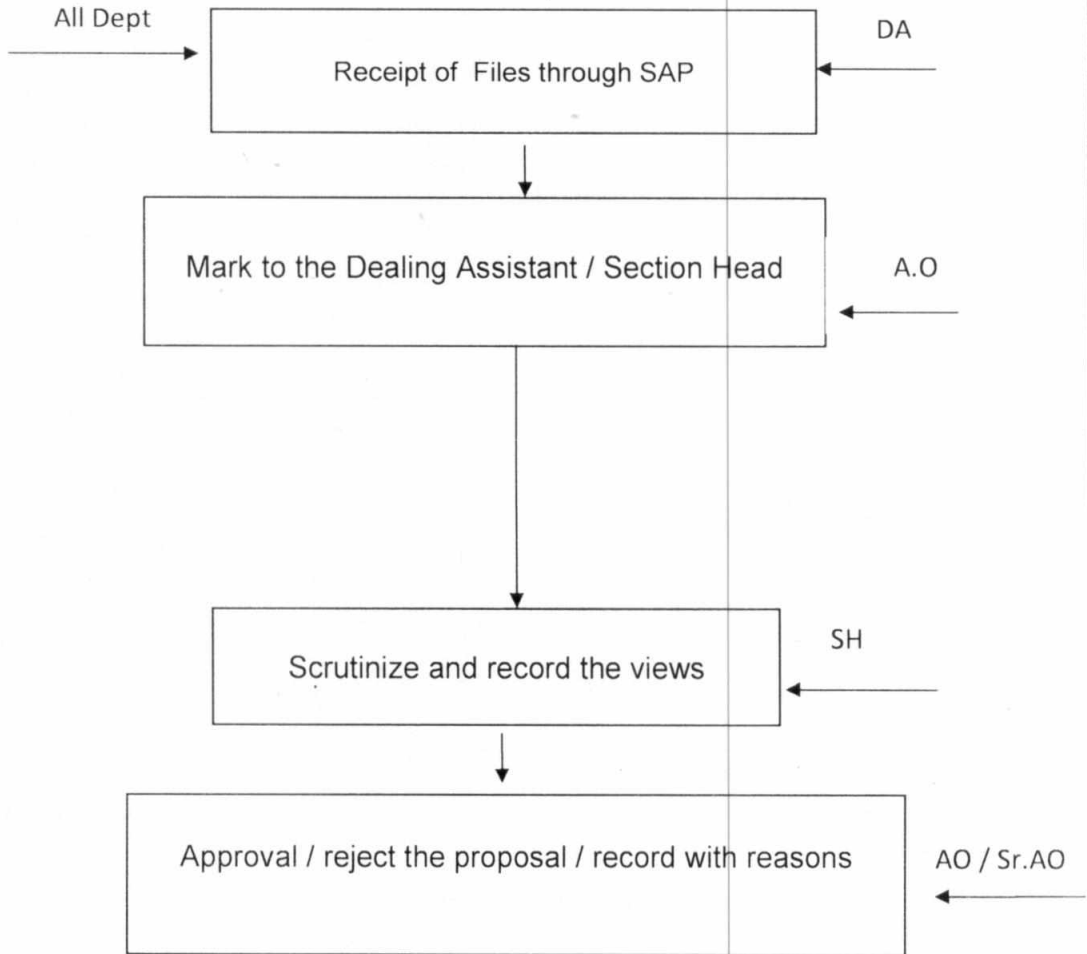




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A. Files relating to Establishment matters with reference to Pay & Personal Claims

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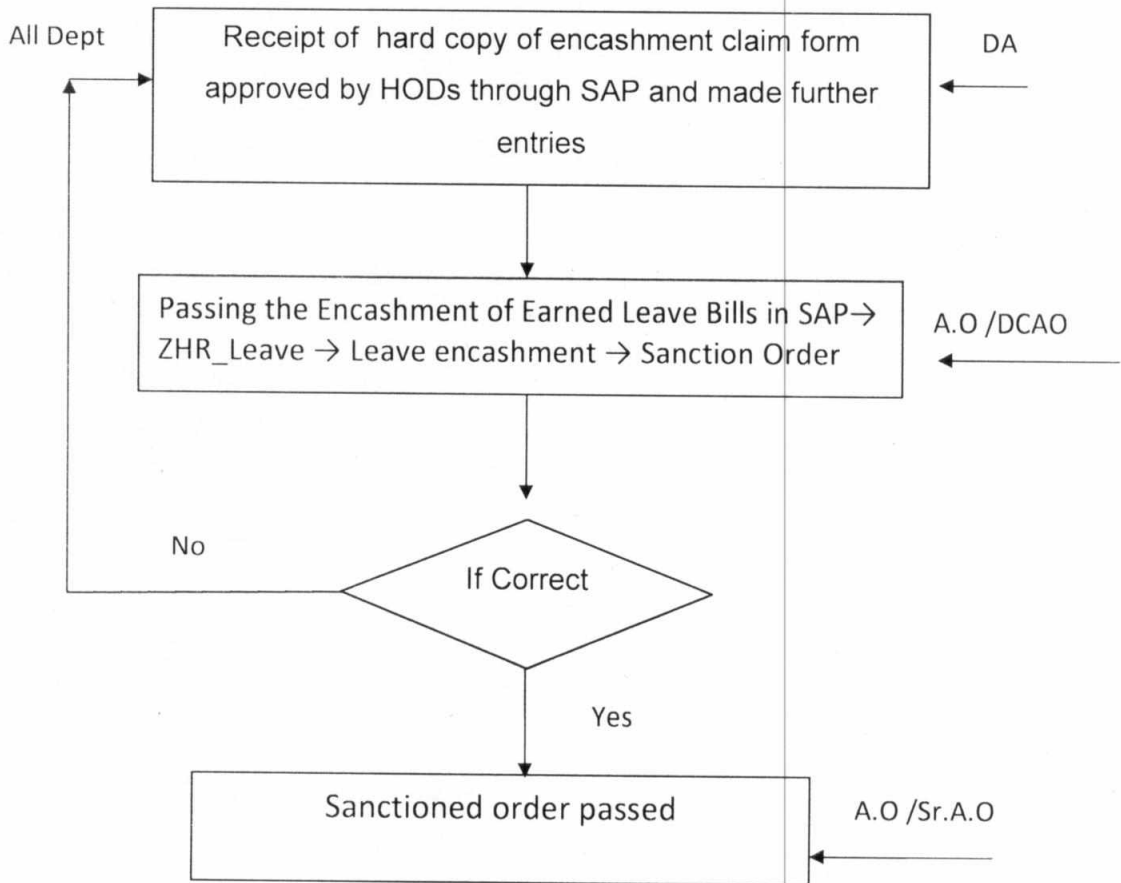


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B. Passing of Encashment of Earned Leave Bills

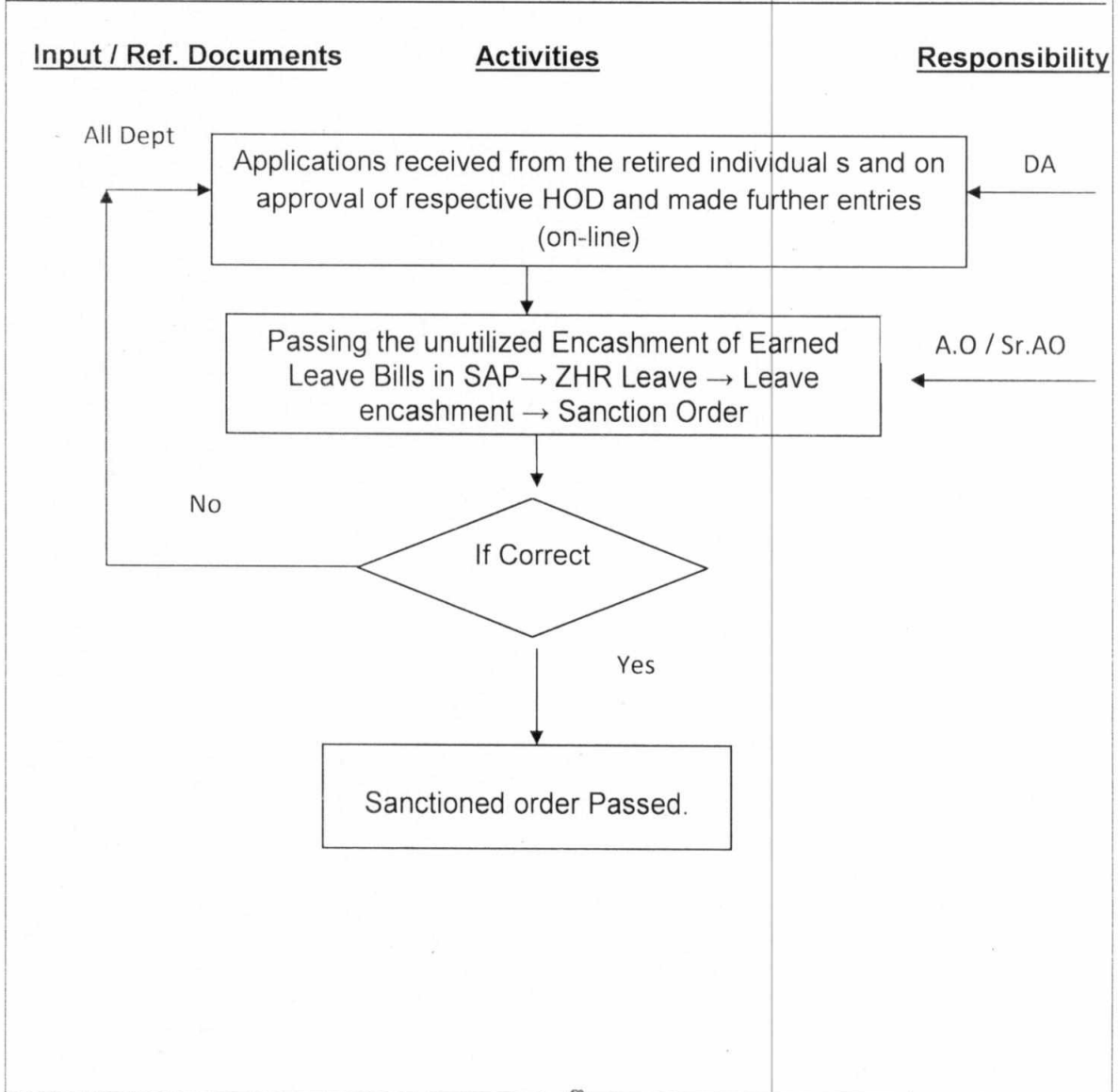
<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
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C. Passing of Unutilised Earned Leave Encashment bills

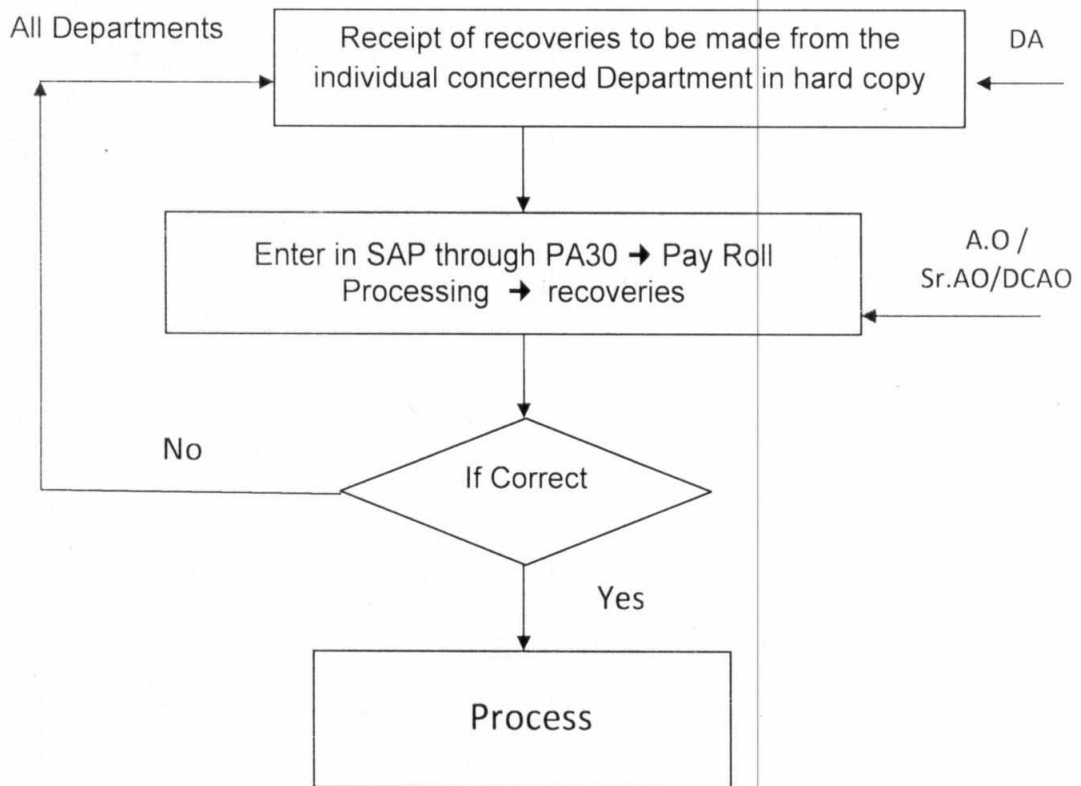


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D. Recoveries

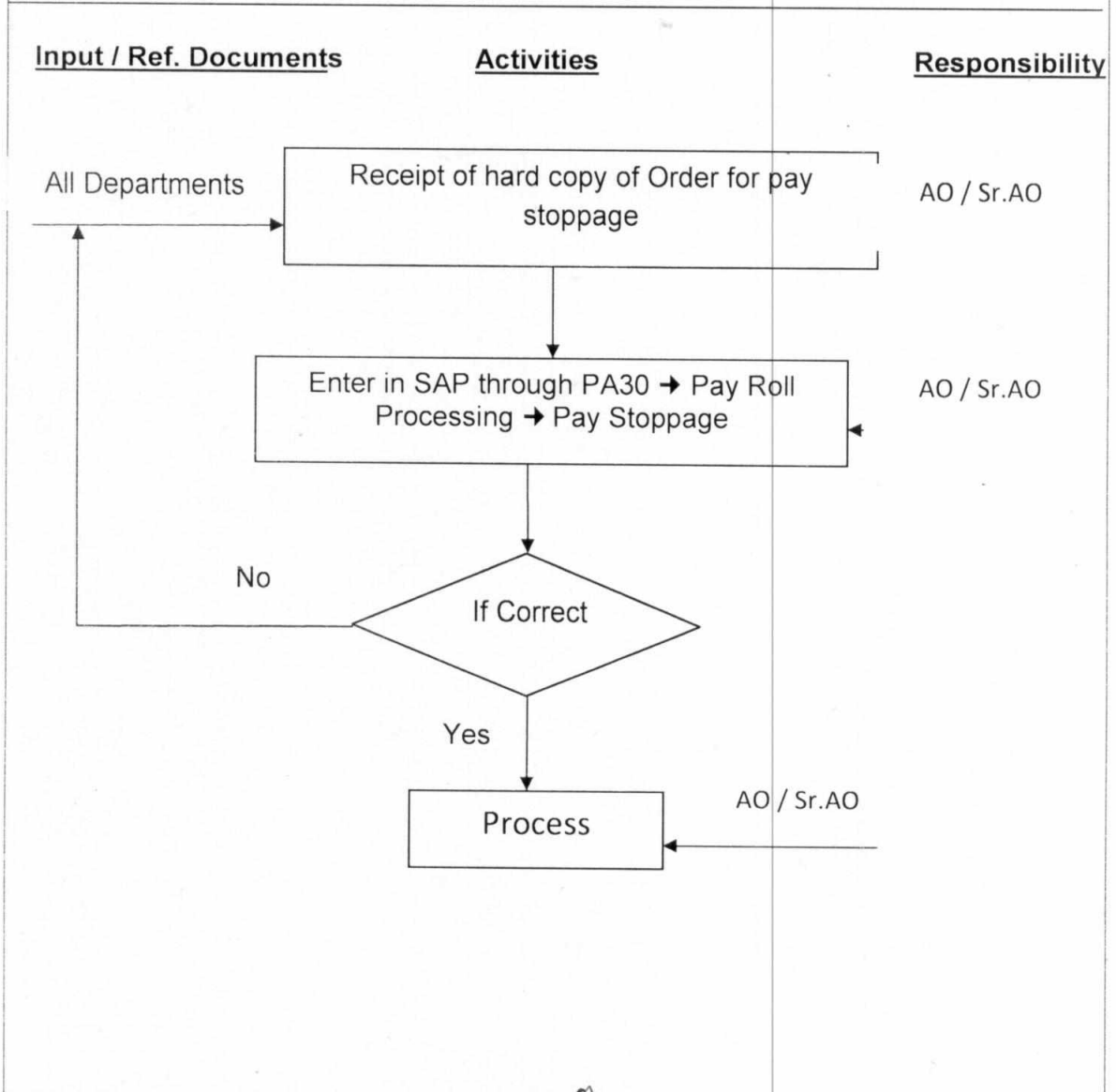
<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
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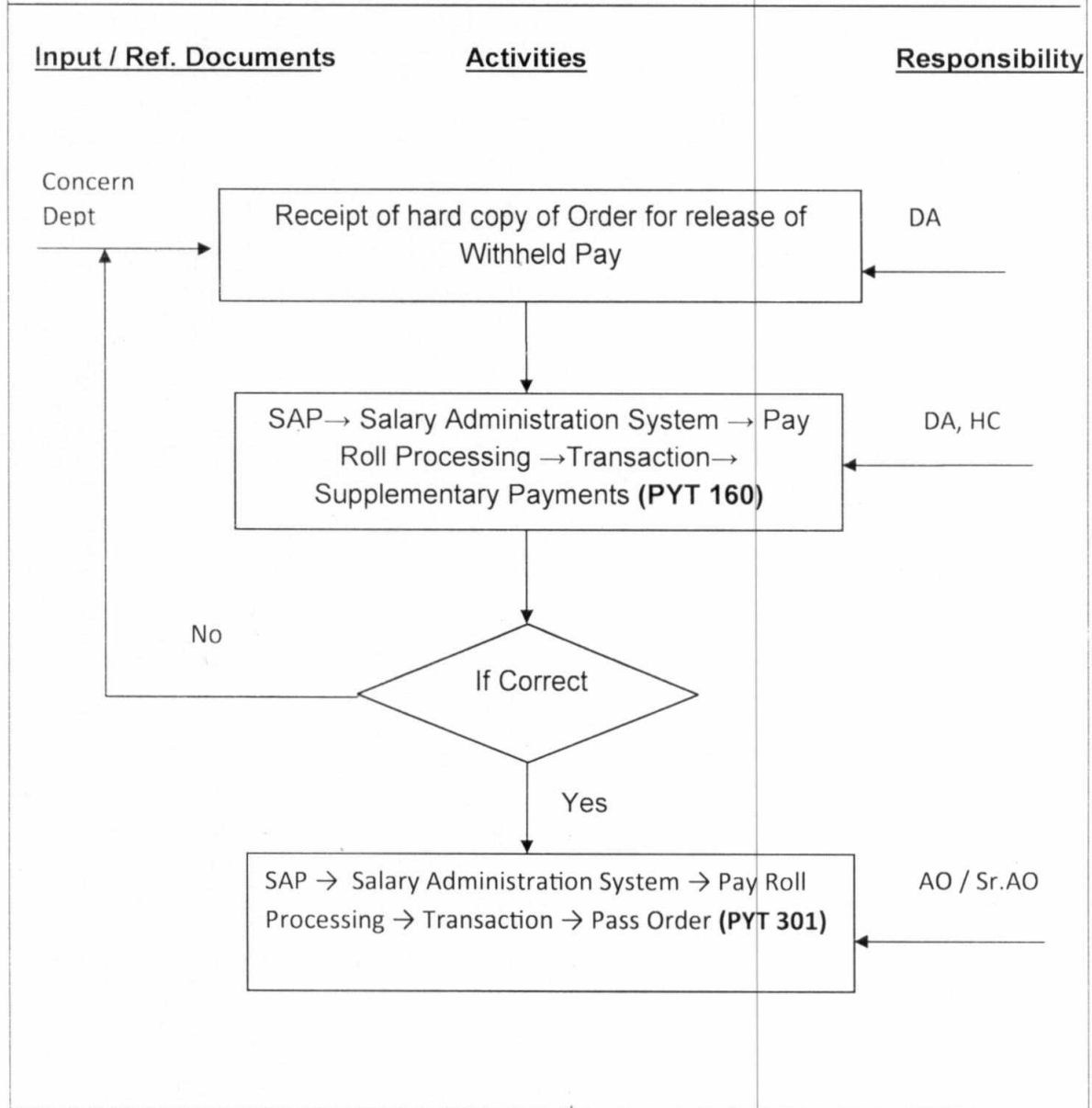
E. Pay Stoppage



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F. Passing of Supplementary Bills

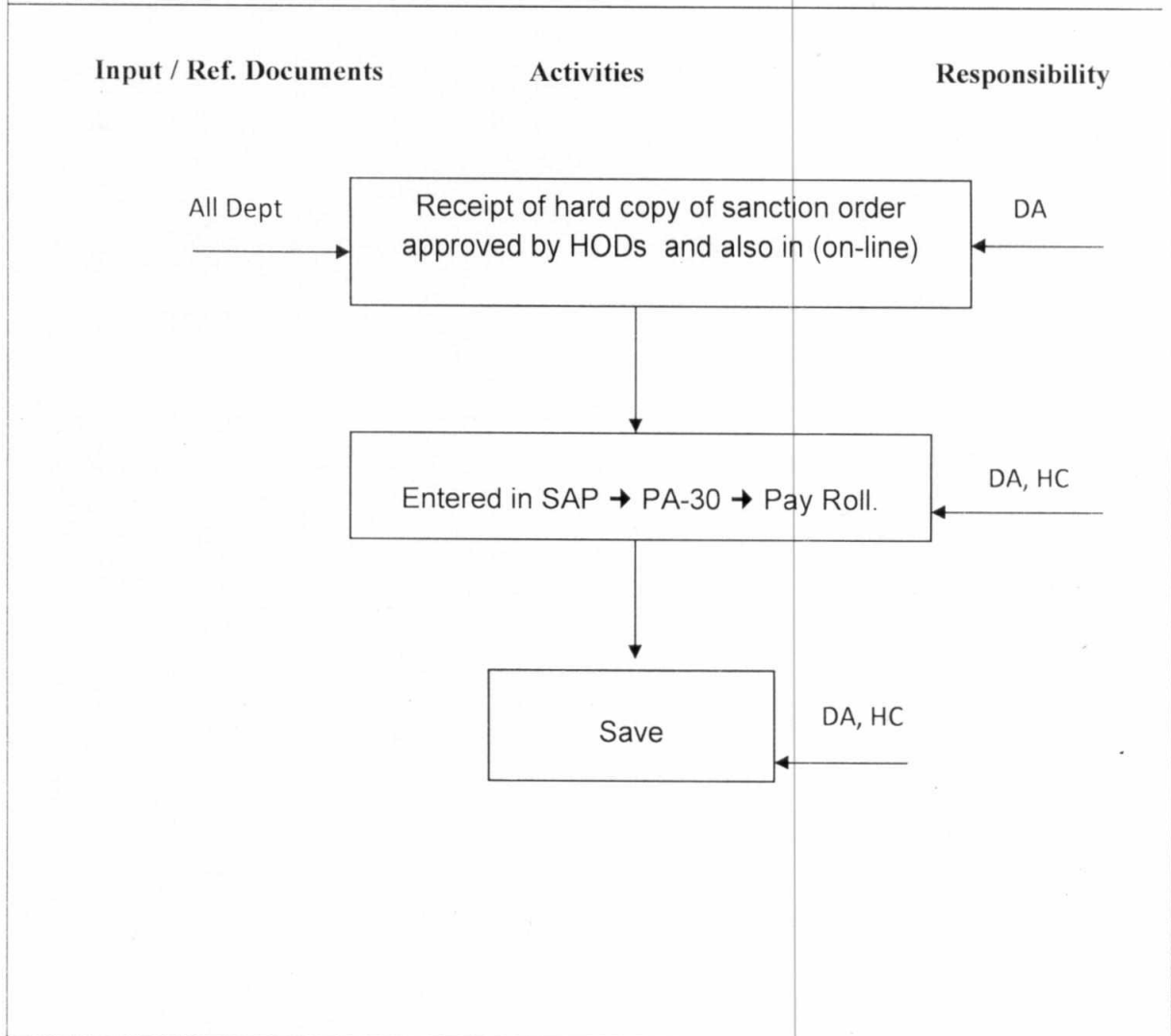


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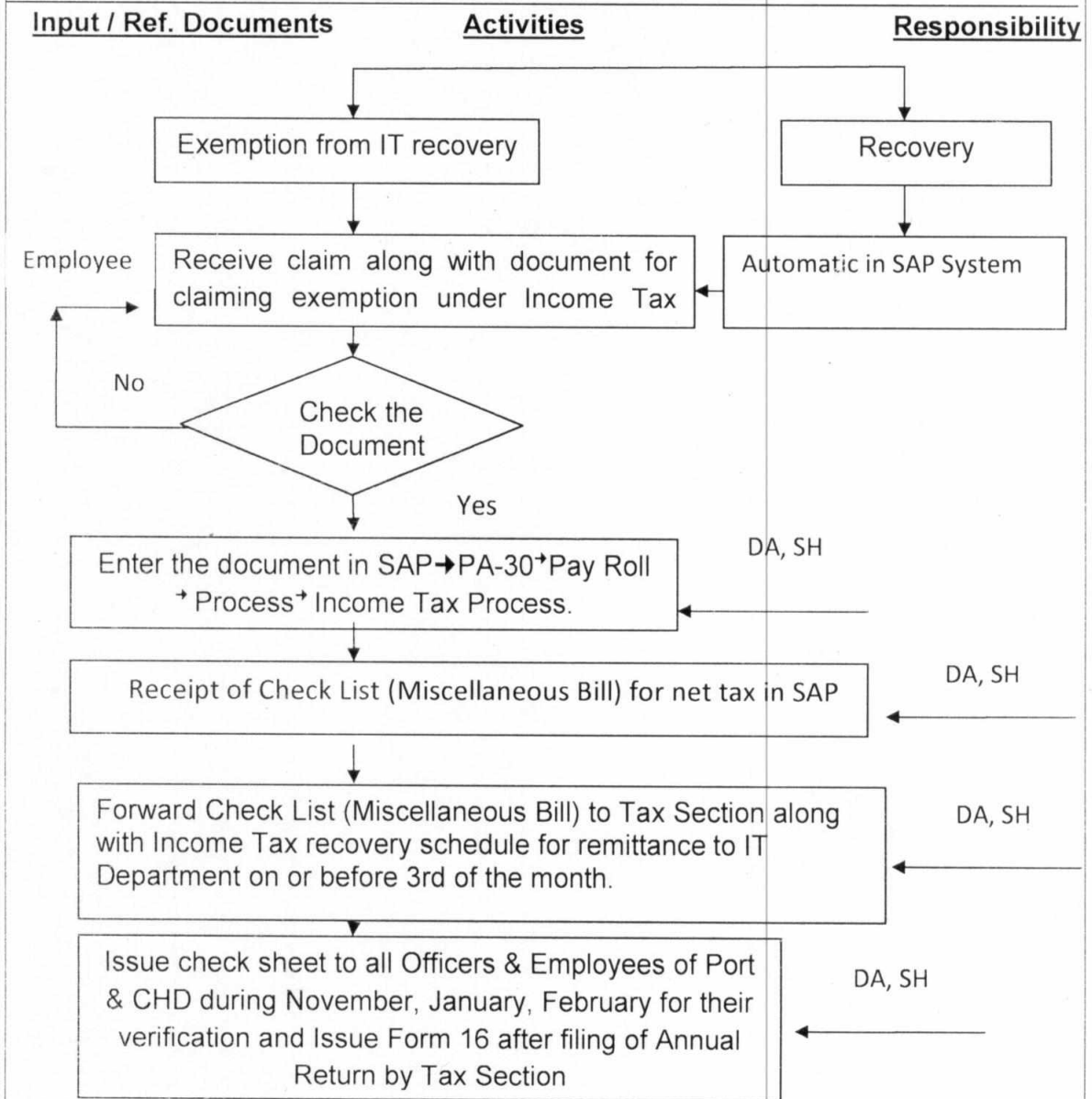
G. Passing of Award / Reward



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I. Income Tax for Officers & Employees (Regular)



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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 :

Sl. 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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Benchmark & List of References

Benchmark :

Sl.No.	Description	Maximum Benchmark
1	Leave Encashment	3 Days
2	Unutilized Leave Encashment	5 Day
3	Salary Bill disbursement to Employees	Last Working Day except for the month of March.
4	Processing of Paybill	25 th of Every Month

LIST OF REFERENCES :

1. Swamy's Books
2. Pay rule made easy
3. FR & SR
4. GFR
5. Settlement of orders

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