

**V.O.CHIDAMBARANAR PORT TRUST**

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

**FINANCE DEPARTMENT**

**REVENUE - I SECTION MANUAL**

**(REV - I)**

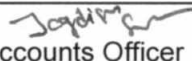

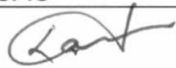
**ISSUE NO.2 DATE : 30.09.2019**

**V.O.CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT**

**INTEGRATED MANAGEMENT SYSTEM (IMS)  
(REV-I)REVENUE – I SECTION MANUAL**

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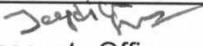


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FINANCE DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)**

**(REV-I) REVENUE – I SECTION MANUAL**

**LIST OF RECIPIENTS**

Sl. No.	Recipients	<b>Controlled Copy all through SAP system only.</b>
1	Financial Adviser & Chief Accounts Officer	
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	

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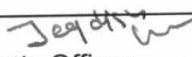

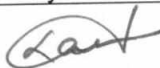
**REVISION SHEET**

**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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INTEGRATED MANAGEMENT SYSTEM (IMS)  
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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.

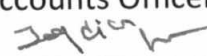


**IMS OBJECTIVE OF THE SECTION**

- QMS:** SETTLEMENT OF VESSEL RELATED BILLS WITHIN 5 DAYS INCLUDING HOLIDAYS FROM THE DATE OF RECEIPT OF THE PILOT OUTWARD TICKET.
- CARGO RELATED BILLS WITHIN 5 DAYS (TRAFFIC 1 DAY, ACCOUNTS 4 DAYS) FROM THE DATE OF ENDORSEMENT OF TRAFFIC DEPARTMENT.
- OTHER SERVICES BILLS WITHIN 5 DAYS INCLUDING HOLIDAYS FROM THE DATE OF RECEIPT OF REQUIRED DATA.

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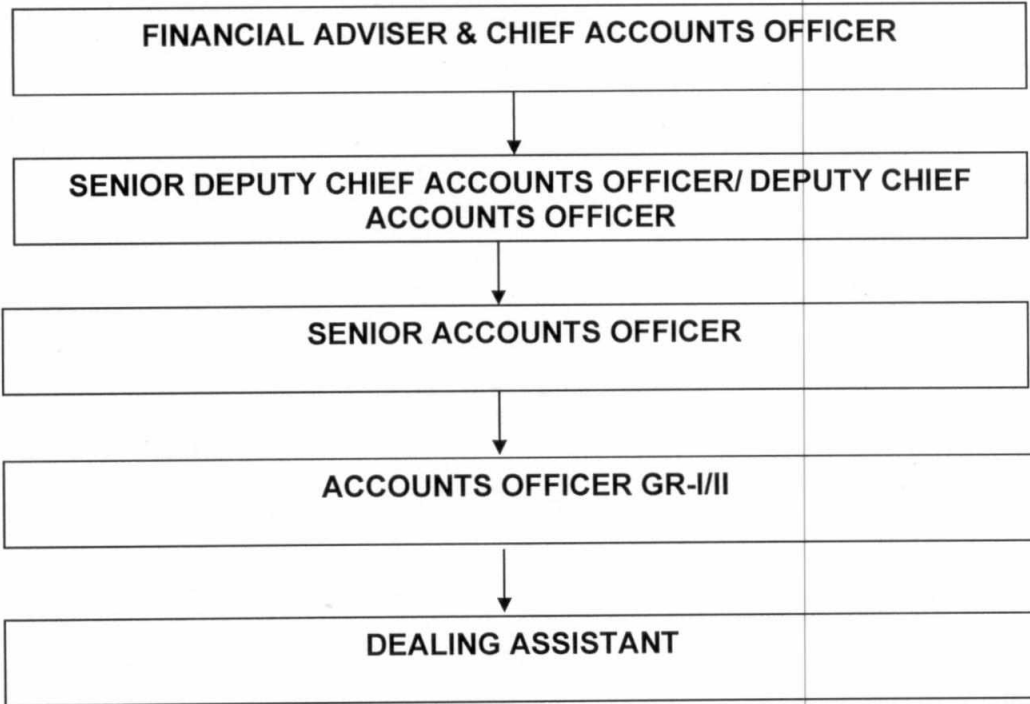
**V.O. CHIDAMBARANAR PORT TRUST**  
**FINANCE DEPARTMENT**  
**INTEGRATED MANAGEMENT SYSTEM (IMS)**  
**(REV-I) REVENUE – I SECTION MANUAL**  
**INTRODUCTION OF THE SECTION**

- a) Revenue I section is looked after by the Accounts Officer Gr.II / Accounts Officer Gr.I under the supervision of Senior Accounts officer/ Deputy Chief Accounts/ Senior Deputy Chief Accounts Officer. The Section is a part of Finance Department and headed by Financial Adviser & Chief Accounts Officer. The Accounts Officer Gr.II / Accounts Officer Gr.I is assisted by Dealing Assistants.
- b) This section is responsible for assessment and collection of Vessel related charges, Cargo related charges including Labour Levy for deployment of labour of Cargo Handling Division, Charges for Miscellaneous services notified and governed by the Scale of Rates of the Port approved by Tariff Authority for Major Ports from time to time (other than Lease rentals for allotment of lands belonging to Port within Port Limits and outside Port Limits fixed under Section 49 of Major Port Trusts Act 1963.
- c) Settlement of bills for all such services by endorsement procedure in EPIS module and making refunds through system wherever due.
- d) Based on the advice of Departments of the Port, claim and collect the charges fixed for Damages caused by users/user agencies during any operations conducted in the Port for the Port properties including various electrical installations , water supply installations etc.
- e) Claiming Royalty Charges payable by M/s PSA SICAL Terminals Ltd for the container (TEUs) handled every month as per the License Agreement for the operation of the VII Berth as Container Terminal and MGT dues.
- f) Monitoring collection of various charges for which advance collections are not made due to Bank Holidays/Port Holidays succeeding.
- g) Ensuring of the services were billed as per the Scale of Rates for services covered as approved by Tariff Authority for Major Ports from time to time as communicated by Costing Section incorporated in the EPIS system of Port Operating system.
- h) Monitoring collection of TDS in respect of Bond holders remitting Port Charges net of TDS (Income Tax) and Non-Bond holders remitting 100% of charges and arranging release of refund based on remittance of TDS to Government and filing of return by the said non-bond holder of user.
- i) Review of collection of charges with respect to Tonnage / vessels handled each calendar month and identify short collection, if any, misclassification of heads of incomes, provision for discount / refund due and propose recovery and / adjustment within a week's time of completion of monthly accounts.
- j) Registration of user complaints/requests for refund through respective Departments in respect of various services performed and ensure follow up action with the approval of competent authority.
- k) Receive, record, review the audit remarks from Resident Audit Office of office of the PDCA, Chennai / Internal Audit unit outsourced through organizations appointed and take follow up action with the approval of competent authority and reply to Resident Audit Office/Internal Audit Unit.
- l) Review of EPIS system implementation and interface accuracy with SAP once in a quarter.
- m) Processing of TDS refunds.
- n) Review of account receivables from time to time and ensuring that there should not be any outstanding.

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**ORGANISATION CHART**

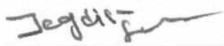

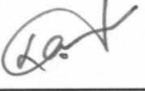


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**ABBREVIATIONS**

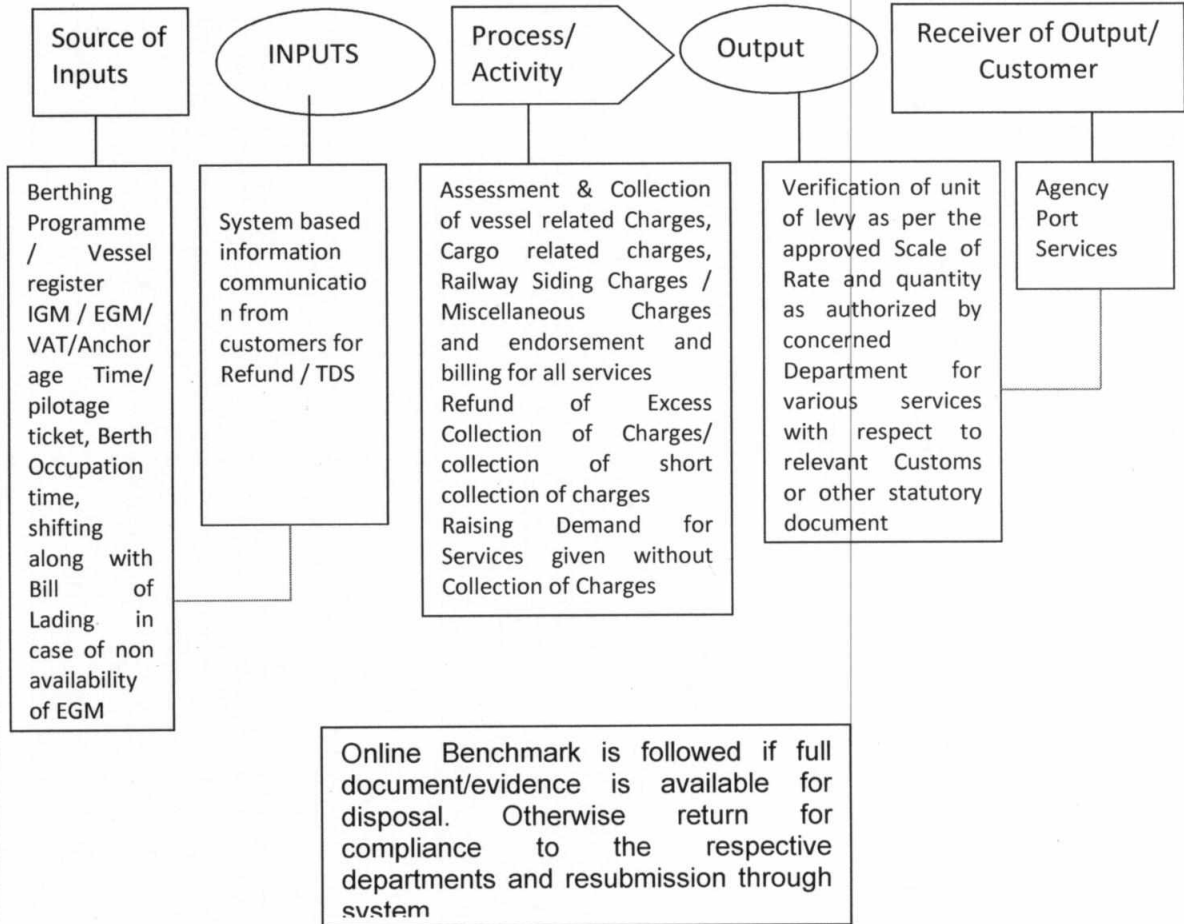
CPT	Chairman of Port Trust
FA&CAO	Financial Adviser & Chief Accounts officer
Sr. DCAO	Senior Deputy Chief Accounts officer
DCAO	Deputy Chief Accounts Officer
SR.A.O.	Senior Accounts Officer
A.O. GR.I	Accounts Officer Grade I
AO GR.II	Accounts Officer Grade II
DA	Dealing Assistant
EDP	Electronic Data Processing Centre
CFS	(To correct as Cheque Forwarding Statement/Container Freight Station as appropriate or both
CDC	Central Documentation Centre
EDI	Electronic Data Interchange
GRT	Gross Registered Tonnage
DD	Demand Draft
PCS	Port Community System
SAP	Systems, Applications & Products.
epis	Electronic port information system
POS	Point of Sales
IGM	Import General Manifest
EGM	Export General Manifest
BL	Bill of Lading
BOT	Build, Own and Transfer Mode
PPP	Public, Private Partnership

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**SIPOC**



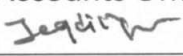
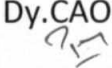

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**Interested Parties**

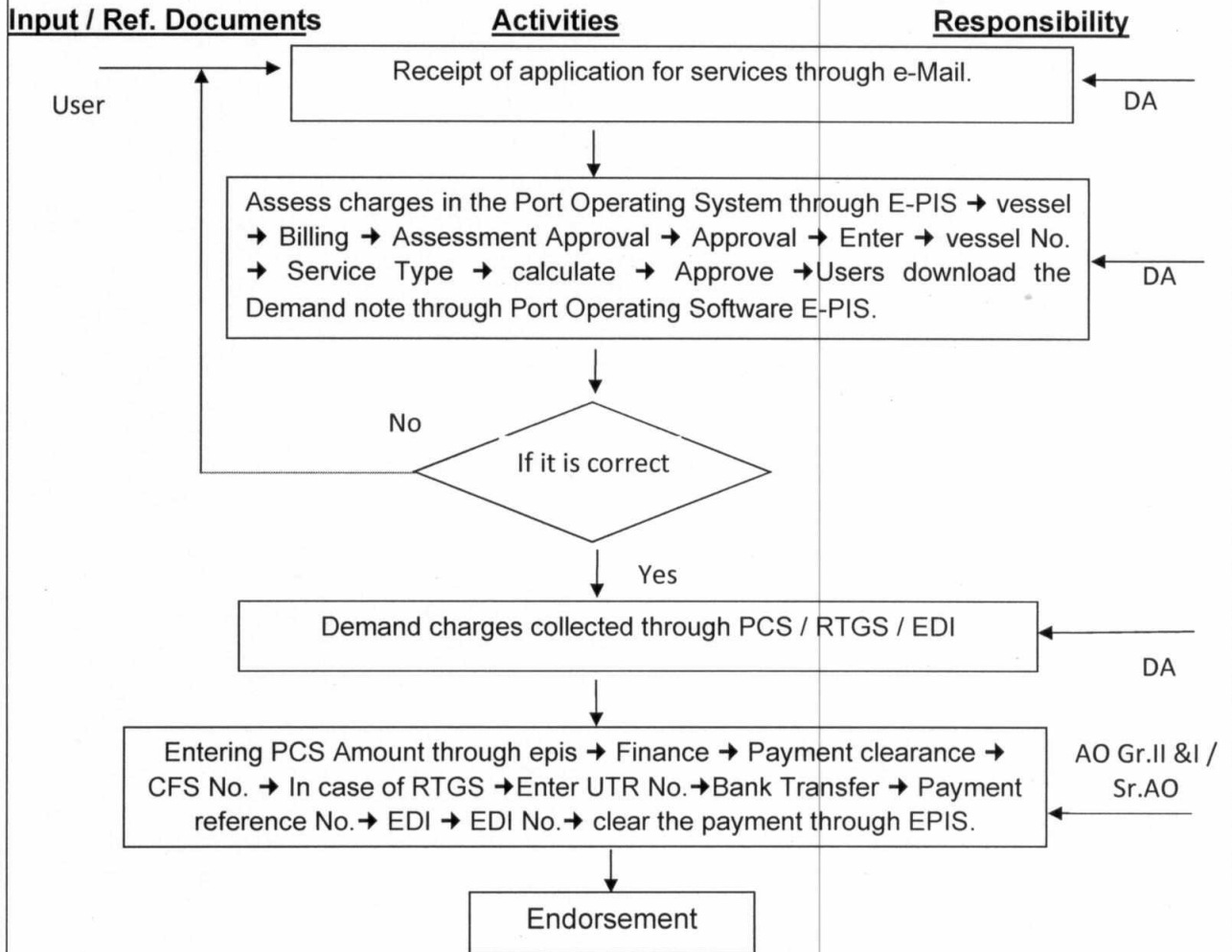
**Understanding the requirements of the Interested parties**

Interested Parties	Requirements
Port Users	Raising demands for vessel and cargo related services, refund of excess collection of charges, if any.
Agency	Billing of Cargo/submission of documents considered as evidence online in PDF format
Traffic Department	Information on basic documents like IGM/EGM/Berthing Programme, Tonnage handled details, Container TEUs details handled at VII Berth PSA Sical Terminals P Ltd. to revenue Section
Marine Department	Pilotage Tickets, cold move, miscellaneous tug hire, GRT certification
Mechanical and Electrical Engineering Department	Details regarding Court cases, outcomes thereon in respect of collection of Royalty Charges from M/s.PSA Sical Terminals Ltd.
AAB Section	Furnishing of review of collection of charges with respect to tonnage handled every month by Revenue I Section.
Tax Section	GST collection and TDS details to be verified and tallied with respect to collections booked and certify for consideration of payment to Government by Tax Section.

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**Assessment & Collection of Vessel Related Services**

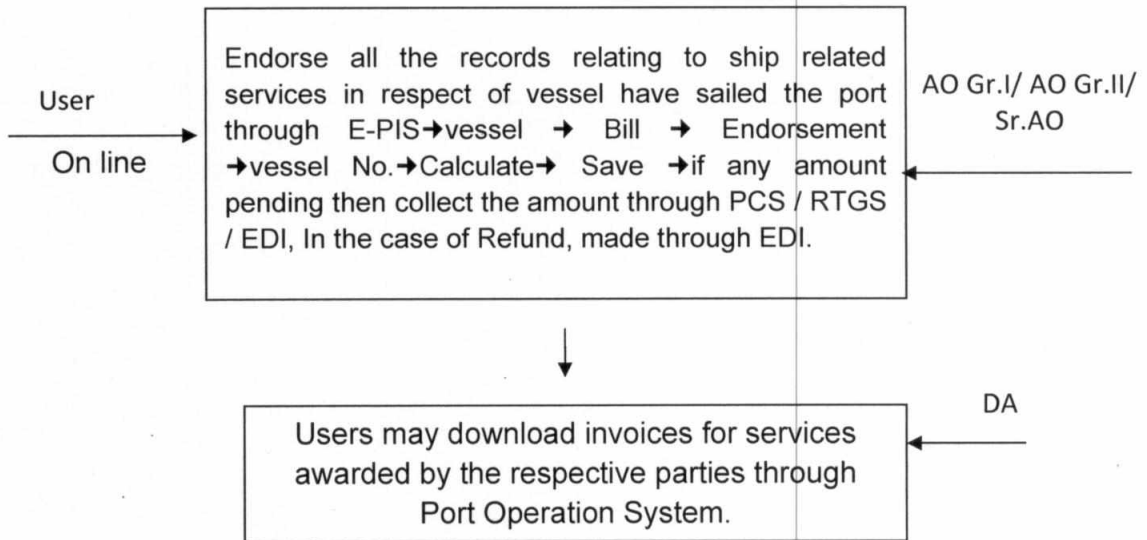


Originated by	: Accounts Officer <i>Joydhar</i>	Issue No.	: 2
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**Endorsement & Collection of Vessel Related Services**

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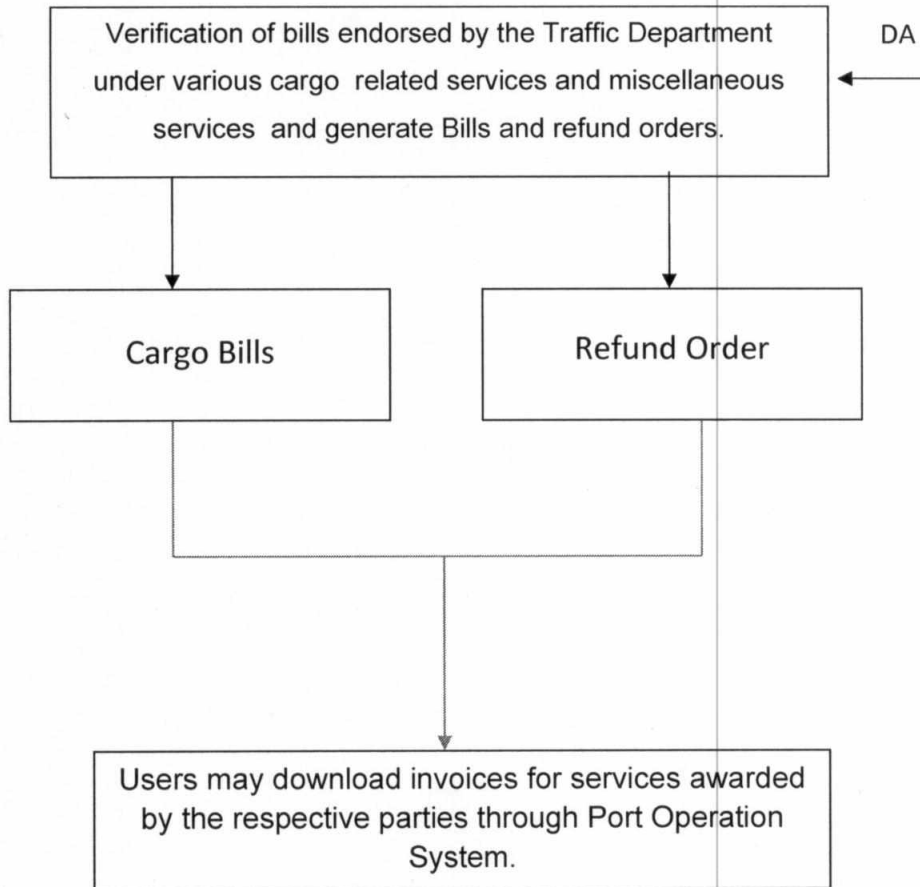


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**Billing Cargo Related, Levy & Miscellaneous Services**

**Input / Ref. Documents                      Activities                      Responsibility**

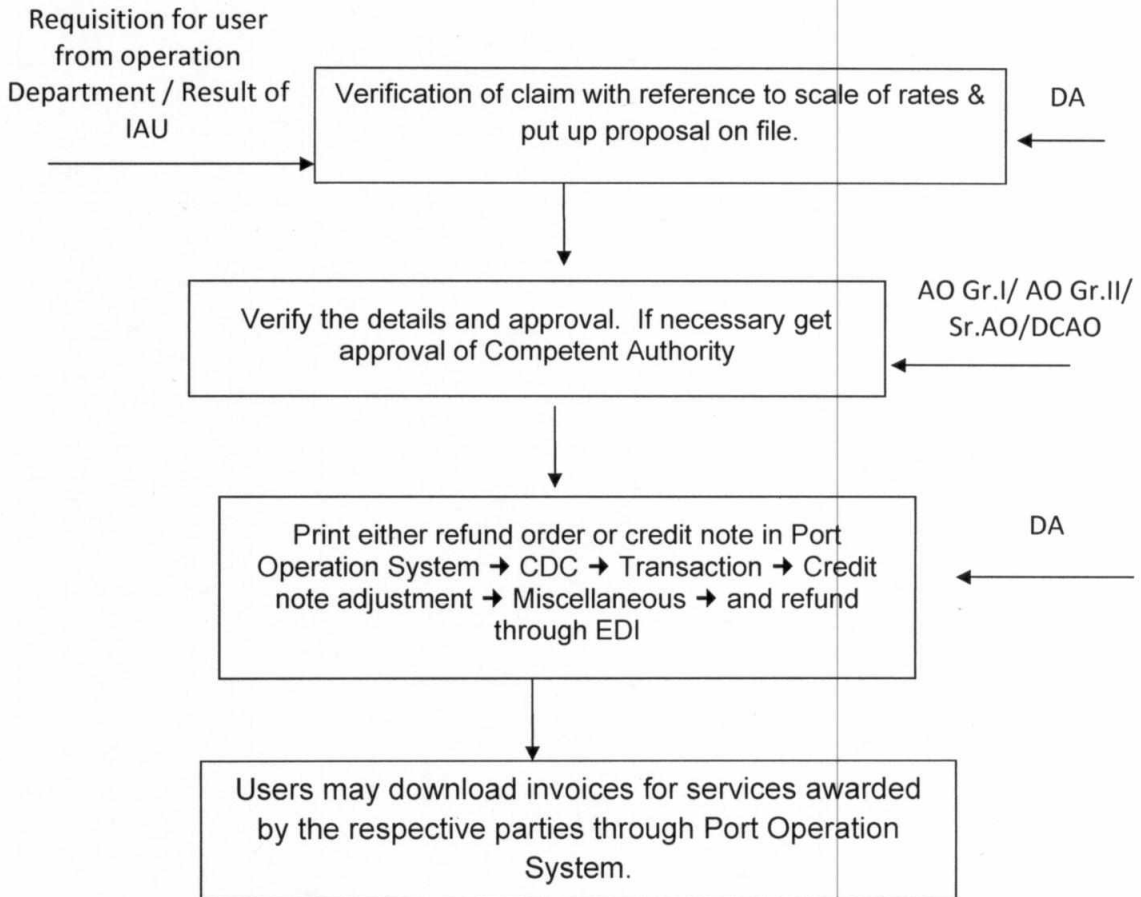


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**Refund of Excess Collection of Charges**

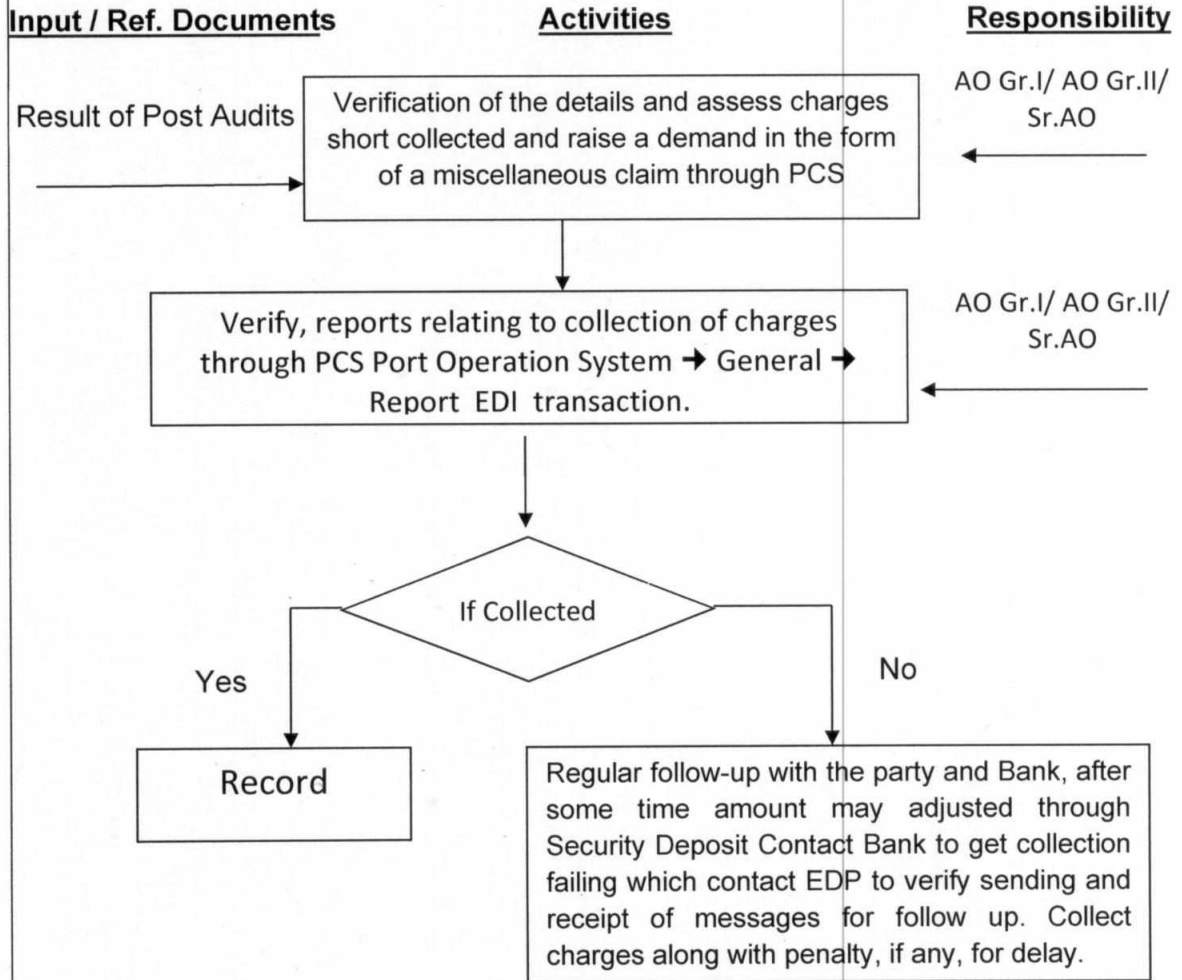
**Input / Ref. Documents                      Activities                      Responsibility**



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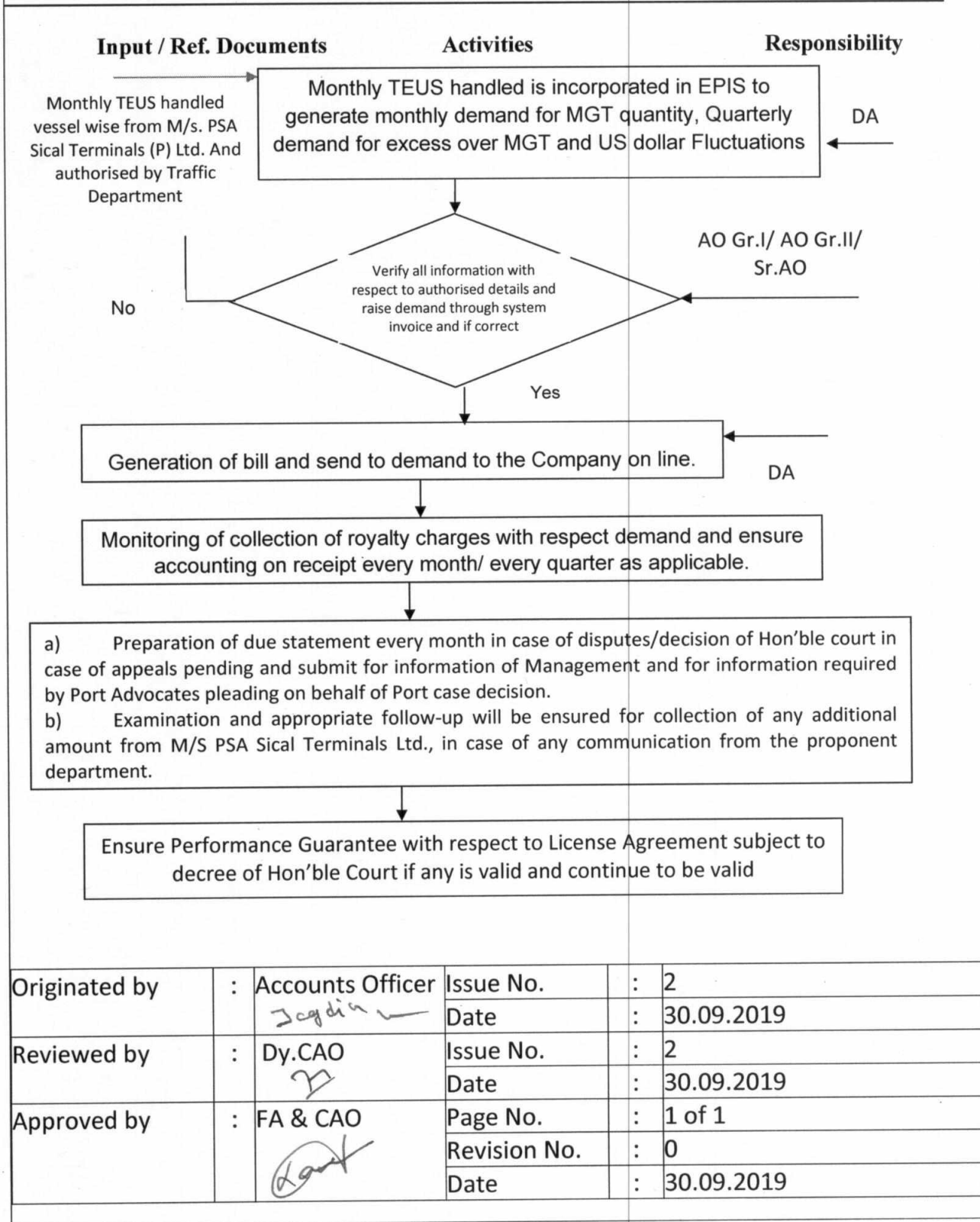
**Realization of Short Collections**



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**Demand and collection of charges towards Royalty  
from M/S PSA Sical Terminals (P) LTD**

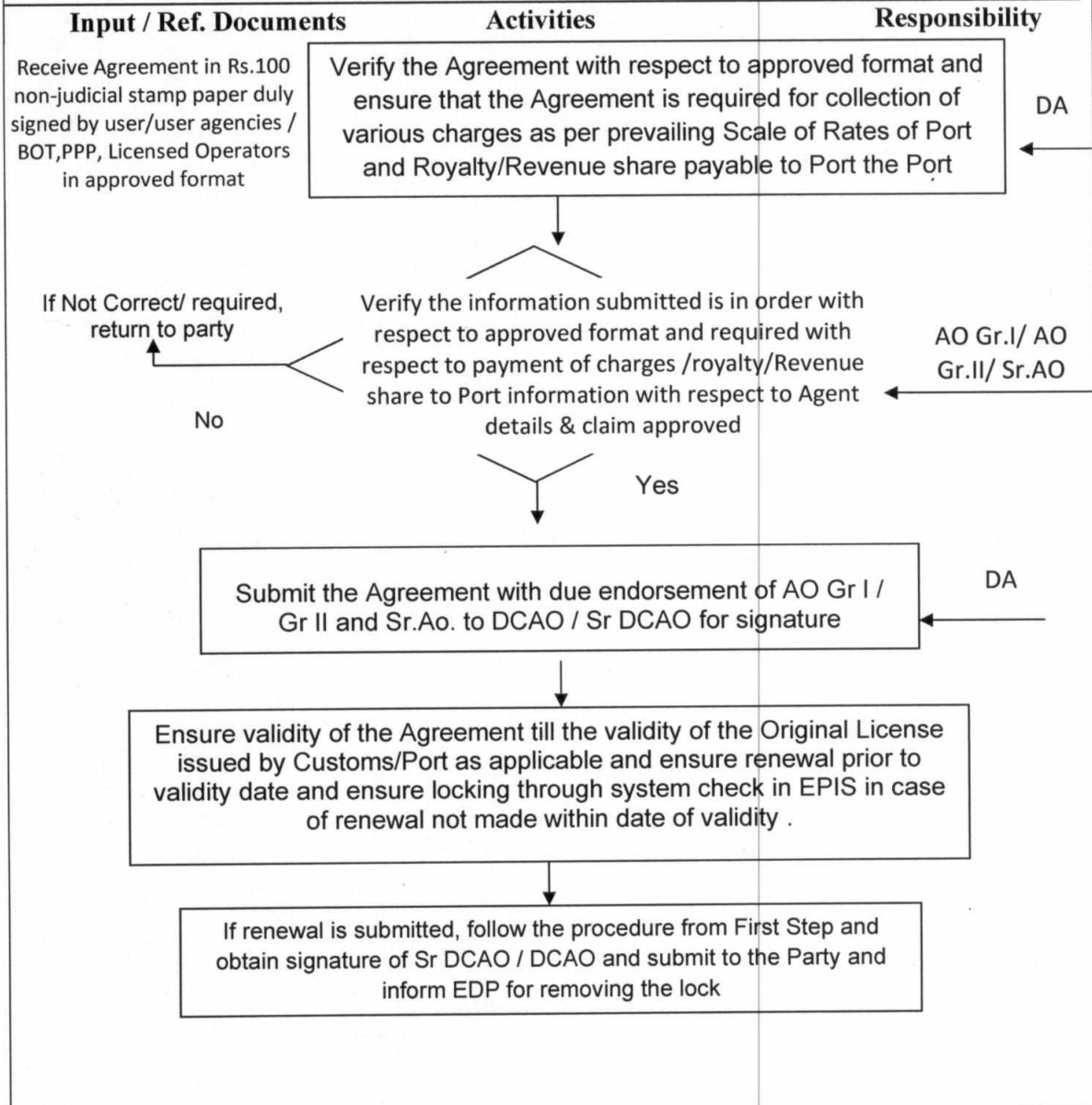




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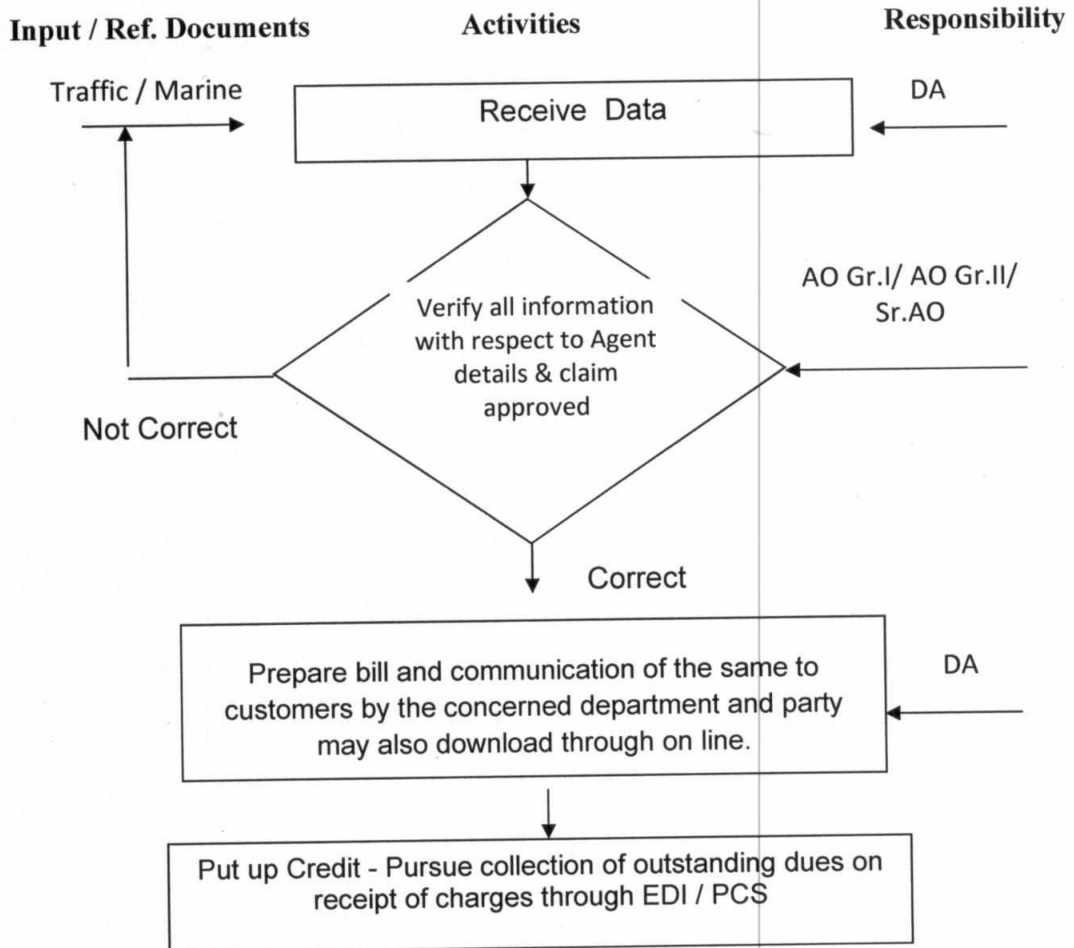
**Signing of Tri partite Agreements with user/user agencies/BOT ,PPP  
and Licensed operation of Port facilities , Banks and Port**



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**Raising Demand for Services given without Collection  
of Charges in Advance (Damage Claim)**



Originated by	: Accounts Officer <i>Jeydharan</i>	Issue No.	: 2
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System validation of EPIS and interface with SAP

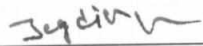


Once in a quarter forward trailing of transactions be conducted at random (5% of quarterly transactions) to ensure that system process is correctly followed and accuracy of rates and charges, GST and IT/GST TDS calculation is ensured and booking to SAP FICO module and report deviations to EDP for appropriate correction and modification of system to avoid recurrence of the deviations



Verify every month whether any transactions is kept pending for want of assessment/ endorsement more than a month warranting scrutiny of collection/refund transactions and ensure deletion /withdrawal in consultation with EDP based on System report and avoid erroneous collection/refund to users.



Monthly collection of charges and refunds through system (EPIS) reports shall be compared with posting under various income codes and also posting to Sundry Debtors to ensure all demands are collected and refunds are made only once and no pending demands exist in the Accounts. Follow up action will be taken to correct any mismatch by contacting the concerned Departments and resolution of the issue

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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

Originated by	:	Accounts Officer <i>Jeyalan</i>	Issue No.	:	2
			Date	:	30.09.2019
Reviewed by	:	Dy.CAO <i>B</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)  
(REV-I)REVENUE – I 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	:	Accounts Officer <i>Jeydaru</i>	Issue No.	:	2
			Date	:	30.09.2019
Reviewed by	:	Dy.CAO <i>B</i>	Issue No.	:	2
			Date	:	30.09.2019
Approved by	:	FA & CAO <i>L</i>	Page No.	:	1 of 1
			Revision No.	:	0
			Date	:	30.09.2019

**V.O. CHIDAMBARANAR PORT TRUST  
FINANCE DEPARTMENT  
INTEGRATED MANAGEMENT SYSTEM (IMS)  
(REV-I) REVENUE – I SECTION MANUAL**

**Benchmark, List of Register & List of References**

**Benchmark :**

Sl.No.	Description	Maximum Benchmark
1	Ship Related Service Data	5 Days
2	Cargo Related Service Data	1 Day Traffic Department, 4 Days for Finance Department.
3	Data for Credit Bills	5 Days
4	Other Data	5 Days

**List of Register :**

Sl.No.	Name of Register	Code No.	Retention Period
1	Dollar Rate Register	QA / REV-I / RDR	10 Years
2	Complaint Register	QA / REV-I / RCR	1 Years
3	PSA Sical Royalty Collection Register	To be given	10 years
4	Damages claim Register		5 years
5	TEUS handled correspondence from M/S PSA Sical Terminals Ltd.		10 years

**LIST OF REFERENCES :**

Sl.No.	Reference
1	SCHEDULE OF RATES
2	REVISED ACCOUNTING PROCEDURE
3	License Agreement between Port and PSA Sical Terminals Ltd.
4	Delegation of Powers
5	Major Port Trusts Act 1963

Originated by	:	Accounts Officer <i>Jaydin</i>	Issue No.	:	2
			Date	:	30.09.2019
Reviewed by	:	Dy.CAO <i>B</i>	Issue No.	:	2
			Date	:	30.09.2019
Approved by	:	FA & CAO <i>H</i>	Page No.	:	1 of 1
			Revision No.	:	0
			Date	:	30.09.2019