

V.O.CHIDAMBARANAR PORT TRUST

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

FINANCE DEPARTMENT

WORKS SECTION MANUAL

(WKS)


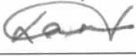
ISSUE NO.2 DATE : 30.09.2019

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

(WKS) WORKS BILL SECTION MANUAL

I N D E X

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Originated by : Accounts Officer	Issue No. : 2 Date : 30.09.2019
Reviewed by : Sr.Dy.CAO 	Page No. : 1 of 1 Revision No : 0
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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	Senior Deputy Chief Accounts Officer/Deputy Chief Accounts Officer	
4	Senior Accounts Officer	
5.	Accounts Officer Gr I/Gr II	

<p style="text-align: center;"><i>me</i> <i>30/9/19</i></p> <p>Originated by : Accounts Officer</p>	<p>Issue No. : 2 Date : 30.09.2019</p>
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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	12.02.2019	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. DCAO	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 of Input, Input, Process Activity, output, Customer	
KPI	Key Performance Indicator	
DCAO	Deputy Chief Accounts Officer	
PM	Procurement Manual	
WKS Dept	Works Department	
State PWD	State Public Works Department	
MORTH	Ministry of Road Transport and Highways of Government of India	
DOP	Delegation of Powers	
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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 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.

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 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 Works bills and clearing the proposals received from Works Department.

A. Proposals

- 1) Receiving of Civil Works / 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.

B. Bills of Civil Engineering Dept.

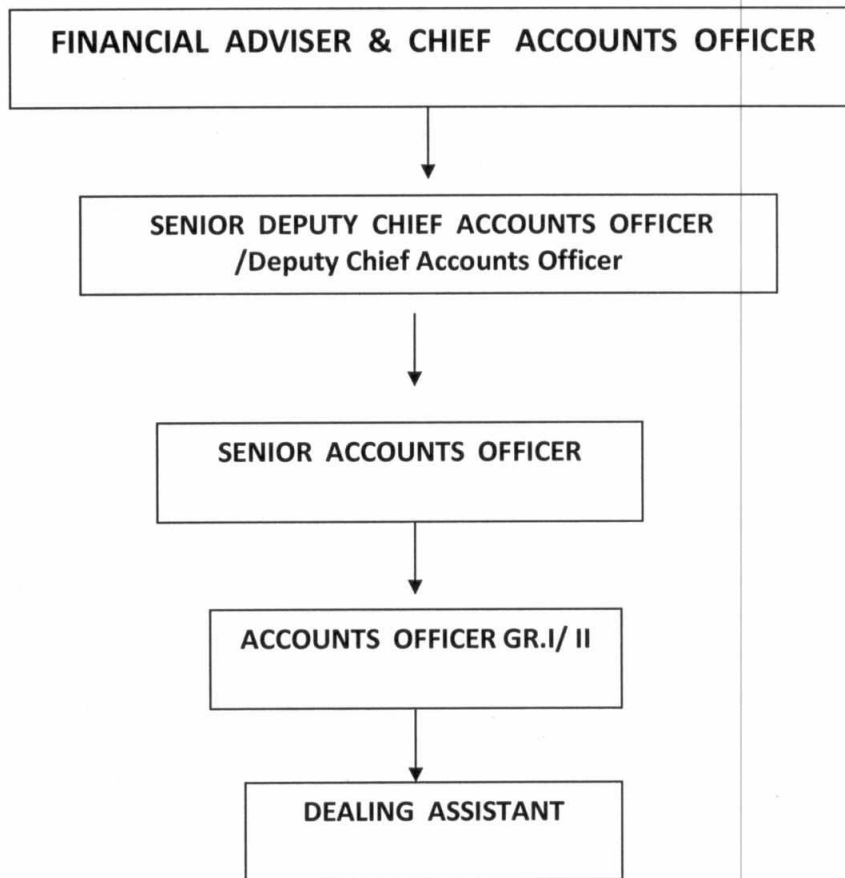
Receiving Civil Works procurement bills and scrutinizing with reference to purchase orders, Work orders & Agreement sent by the Civil Engineering Department. If the data are correct, the bill will be passed within benchmark. Otherwise, it will be returned to the Works Department.

- C. Scrutiny of TDS(Income Tax) and TDS(GST) monthly and confirm to Tax section monthly

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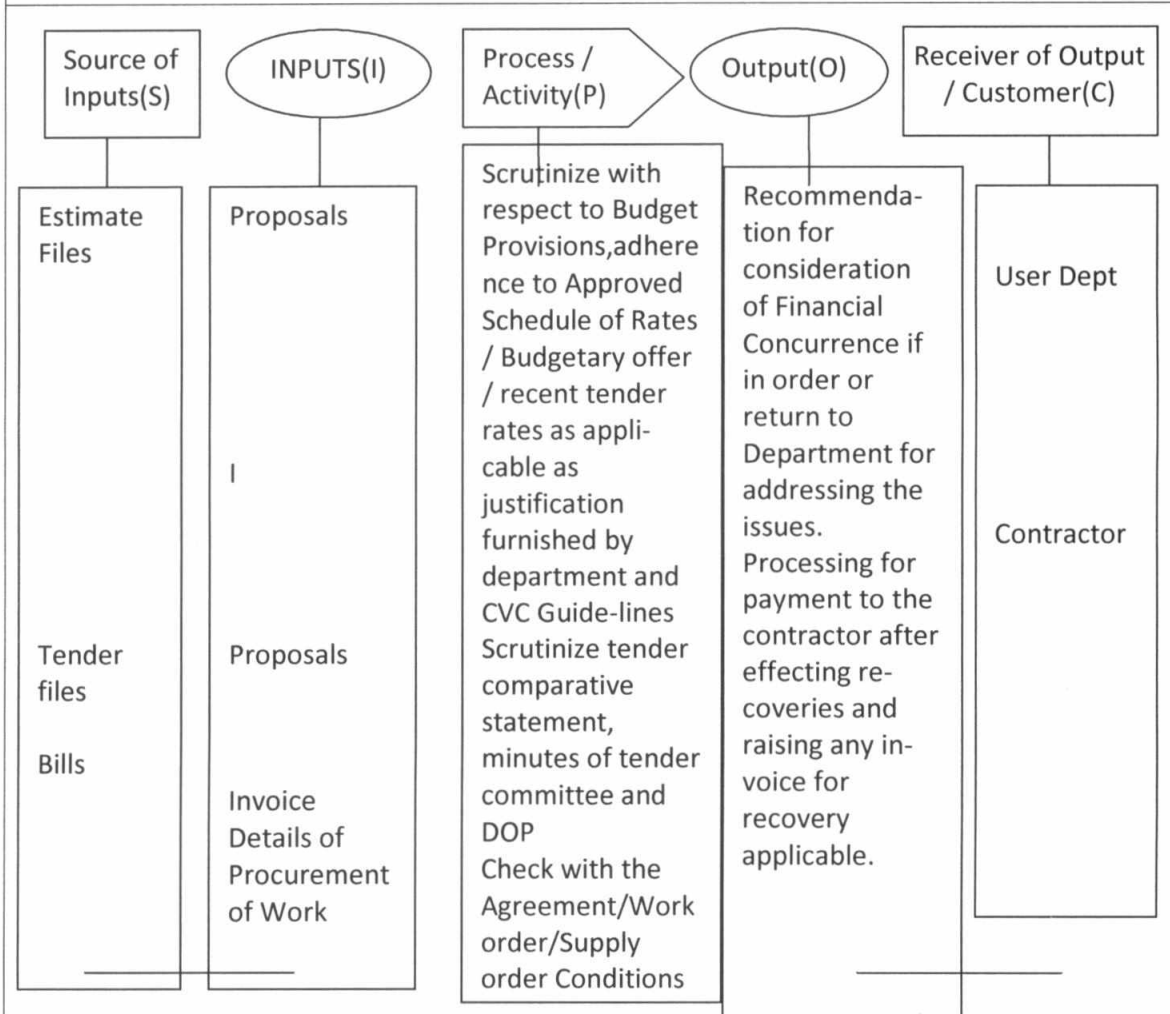
ORGANISATION CHART



<p style="text-align: center;"><i>me</i> 30/9/19</p> <p>Originated by : Accounts Officer</p>	<p>Issue No. : 2 Date : 30.09.2019</p>
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SIPOC



KPI (Key Performance Indicator)

1) Bills & File Tracking System



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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 compling 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

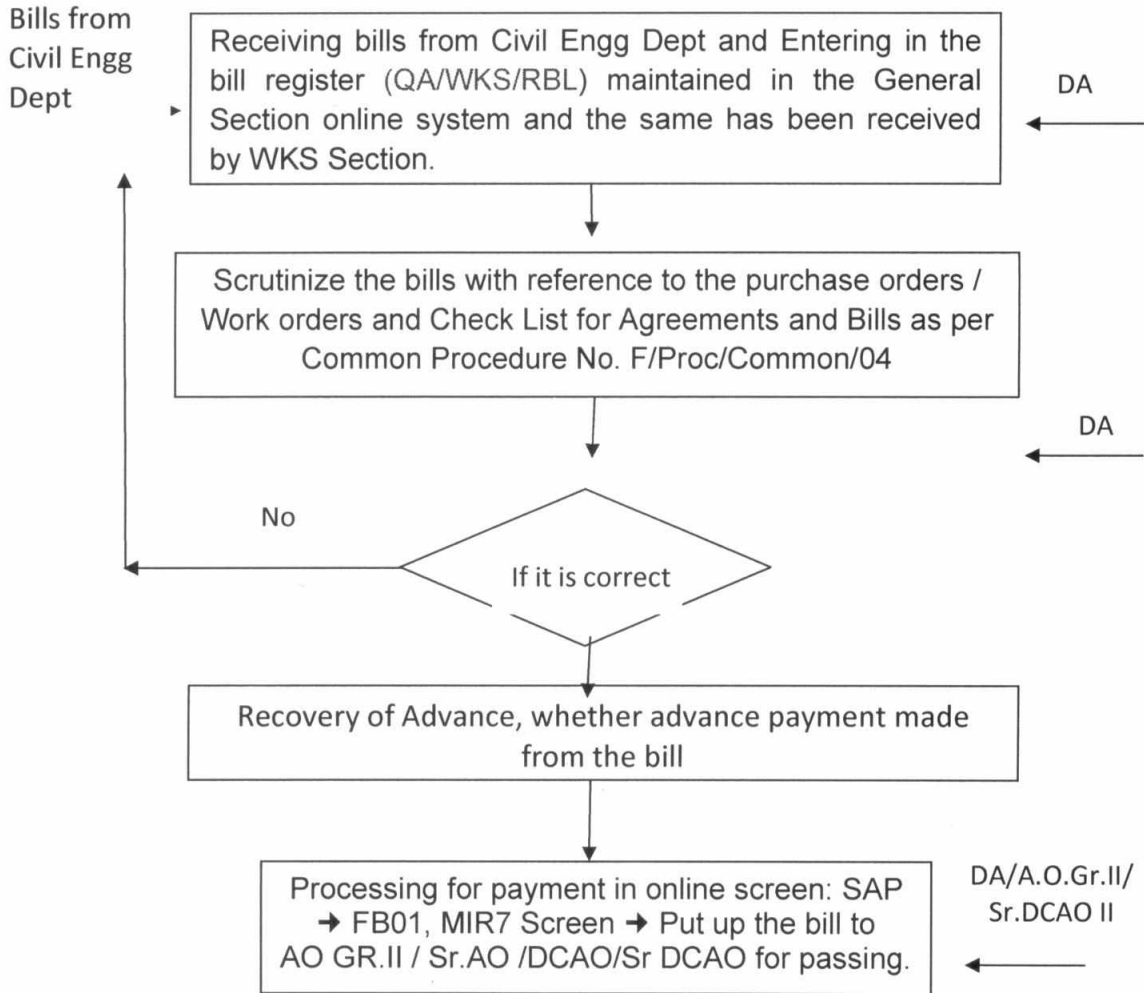
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Passing of Bills (General)

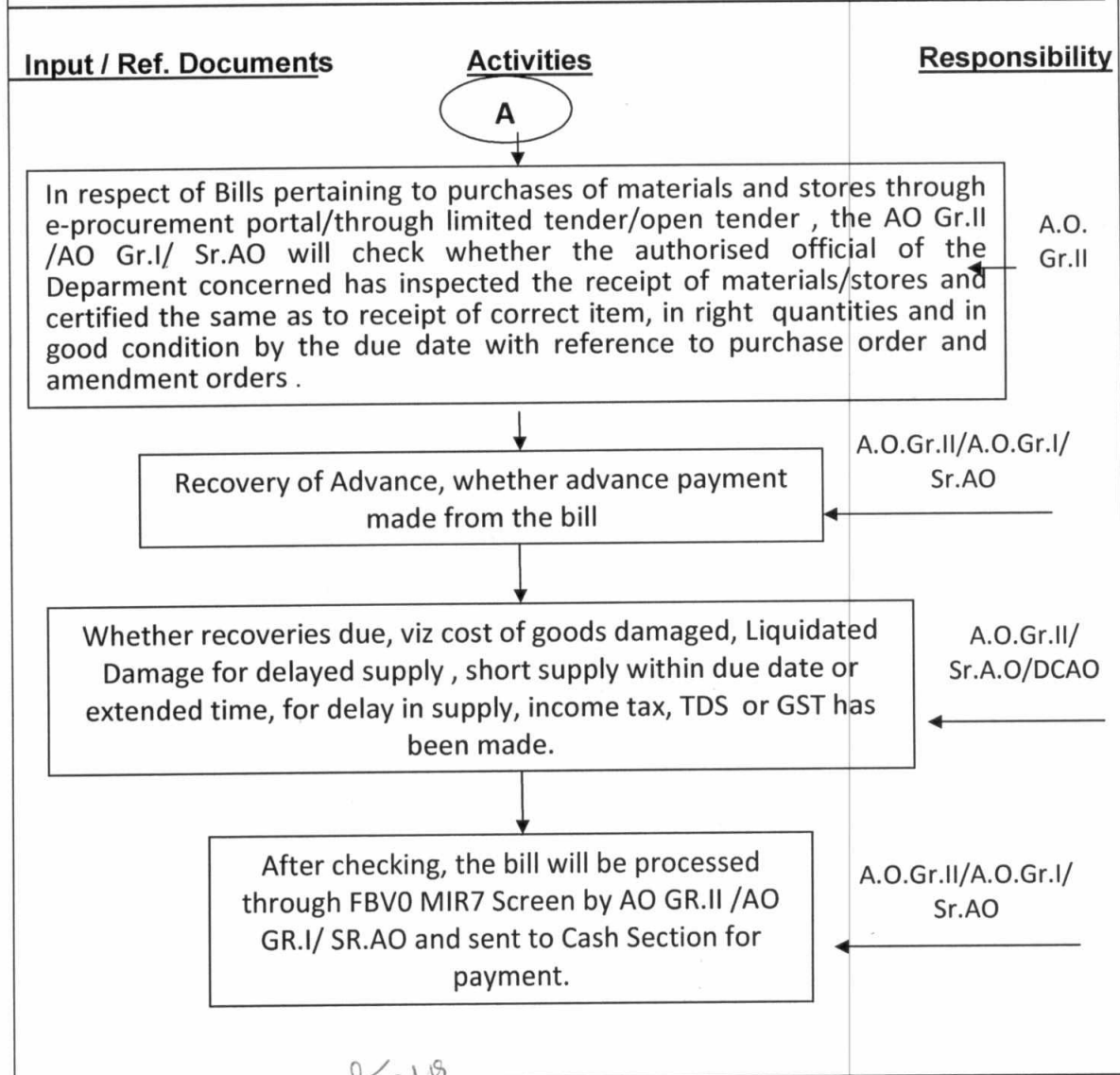
<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
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Passing of Bills (stores)



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Passing of Bills For works of Civil Engg Department

<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 </div>	
	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> In respect of works bills of Civil Engg Dept, receive Copy of agreement / work order and related amendments. </div>	DA ←
	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> Ensure that the required percentage of check measurement done by the Civil Engg 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 No.F/Proc/Common/04 ommon/04No.F/Proc/Common/04 No.F/Proc/Common/04 </div>	DA ←
	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> Ensuring all recoveries and taxes due deducted in the bill. After verification and finalization, a memorandum of payment shall be prepared in the format </div>	DA ←
	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> In case of processing for 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. </div>	
	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> In case of final bill, completion certificate by the Officer-in charge nominated Shall be enclosed </div>	DA ←
	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> Confirm whether Non-deduction/lower deduction certificate is issued by Income Tax Department or full deduction is ensured along with GST TDS is also deducted as per GST Rules and recovered in the bill </div>	DA ←
	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> After ensuring the above the bill will be passed and authorized for pavnment and sent to Cash Section through in Proiect Module </div>	AO.Gr.II/ Sr.AO/ Sr.DCAO II ←

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Opening of Permanent / Temporary Imprest

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

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Closing of Temporary Imprest

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility</u>
<p>Vouchers & Bills from Imprest</p> <p>→</p>	<p>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.</p>	<p>←</p> <p>AO Gr.II/ Sr.AO</p>

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

Input / Ref. Documents	Activities	Responsibility
	<p>Whether the proposal is for creation of new asset and if so whether there is justification in the form of technical and financial viability and is cleared by Investment committee constituted in the Port as per extant DOP</p>	<p>AO Gr.II/ Sr.AO</p>
	<p>If it is for replacement, verify whether the old asset served for its life period and has become obsolete / not for usage.</p>	<p>AO Gr.II/ Sr.AO</p>
	<p>If the proposal satisfies all the conditions including Budget Provision and Check List furnished in the format prescribed from time to time addresses all the points and the Estimate prepared is reasonable with respect to applicable Schedule of Rates published by State PWD(for all construction and other civil workworks) , of MORTH,GOI in respect of Road contracts and Budgetary Offers obtained as per Vigilance Guidelines from time to time or recent tender rates awarded in respect of Non-standardised items in respect of Road contracts submit it for approval of competent authority through Sr.AO/DCAO/Sr.DCAO / FA&CAO.</p> <p>If it is not in order, it shall be returned to the concerned department with all the remarks of the Finance Department for rectification and submission for further consideration of Finance Department</p>	<p>AO Gr.II/ Sr.AO</p>

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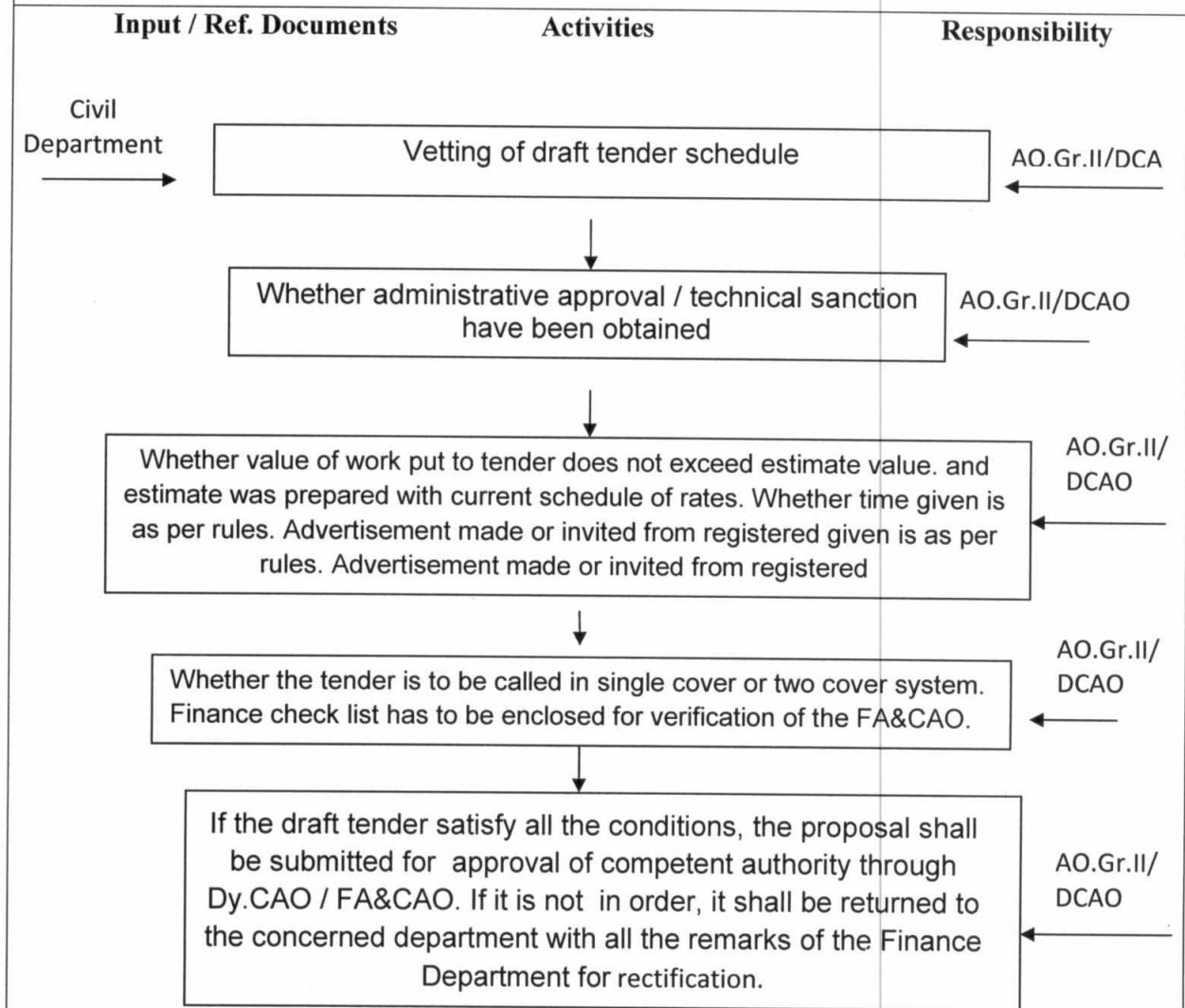
Award of Contract

Input / Ref. Documents	Activities	Responsibility
Civil EnggDept.	If the proposal is for award of contract, whether tender committee have prequalified the bidders and the same is approved by the competent authority as per DOP	AO.Gr.II/Sr.AO
	Whether Price bid opening is approved by competent authority and whether all the prequalified bidders are informed by port or official email address in advance of the date and time of opening and published in websites after giving seven days notice of the prequalification.	AO.Gr.II/ Sr.AO/ Sr.DCAO II
	Whether tender committee have evaluated the Price Bid comparative statement duly verified by officials of respective department and Finance Department and whether any negotiation is recommended by Tender committee? If not ,propose for award of contract as recommended by Tender Committee to competent authority for approval through DCAO/Sr.DCAO/FA&CAO	AO.Gr.II/ Sr.AO/ Sr.DCAO II
	If negotiation is recommended by Tender Committee, whether recommendation of the negotiation committee with the approval of competent authority is enclosed alongwith recommendation of the Department is. If yes, submit the proposal for approval of competent authority through SR.AO/DCAO/Sr.DCAO/FA&CAO If not , return to the Department for addressing the non compliances for resubmission to Finance Department for further consideration as aforesaid. And submit to competent authority for approval.	AO.Gr.II/ Sr.AO/ Sr.DCAO II

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Vetting of Draft Tender Schedule



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- 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.

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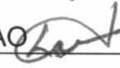
Benchmark & List of References

Benchmark :				
Sl. No.	Description	DA	No. of Working Days	
			AO/SR.AO	DCAO/Sr.DCAO
A	Proposals for Administrative approvals, technical Sanction, Award of Contract, Draft agreement-Upto Rs.10 lakhs	-	3	2 days
1	For Value of Works Rs. 10 lakhs upto Rs.25 Lakhs	-	4	2 days
2	For Value of Works from Rs.25 Lakhs to Rs.50 lakhs	-	5	2 days
3	For value of works above Rs.50.00 lakhs upto Rs.1.00crore-Procurement Works		3 days	1days
			4 days	2 days
4	For value of works above Rs.1.00 cr upto Rs.5.00 crores-Procurement Works		3 days	1 days
			4 days	2 days
5	For value of works above Rs.5.00 crs- Procurement Works		3 days	1 days
			4 days	2 days
B	Purchase Proposal from Works	-	4 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	3	2 Days	
	Refund of Security Deposit (both 50% and Balance)	3 days 5 days	2 days	
	Release of Performance Guarantee (Cash& Bank guarantee)		2 days	
6	Works Bill Above Rs.50 Lakhs upto Rs.1.00 crores	5 days	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)	20 days	5 days	2 days
7	Final Bills	As per Agreement conditions 10 Days		

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

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RISK ASSESSMENT & RISK TREATMENT

<u>RISK</u>	<u>Control Method / Process</u>
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,

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

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

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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

Reference Standard Requirement : BS OHSAS 18001.

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