



V.O.CHIDAMBARANAR PORT TRUST



ISO 9001:2008

MEDICAL DEPARTMENT

MANUAL FOR
PERSONAL CLAIMS

QMD / PC

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Issue No.4

Date: 28.08.2015



**V.O.CHIDAMBARANAR PORT TRUST
MEDICAL DEPARTMENT
DEPARTMENTAL MANUAL (QMD)**

PERSONAL CLAIMS (PC)

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PERSONAL CLAIMS (PC)

LIST OF RECIPIENTS

Sl. No.	Recipients	Control Copy No.
1	Head Clerk	1

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REVISION SHEET

1. Issue Status :

Sl.No.	Issue No.	Date	Reasons for revision
1	1	11.02.2004	Implementation of ISO 9001:2000.
2	2	01.06.2006	Manual review.
3	3	22.02.2012	Implementation of ISO 9001:2008.
4	4	28.08.2015	Due to many changes.

2. Revision status of Issue No.4 dated 28.08.2015

Sl.No.	Page No.	Section	Revision	Date	Reasons

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**V.O.CHIDAMBARANAR PORT TRUST
MEDICAL DEPARTMENT
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PERSONAL CLAIMS (PC)

ABBREVIATION

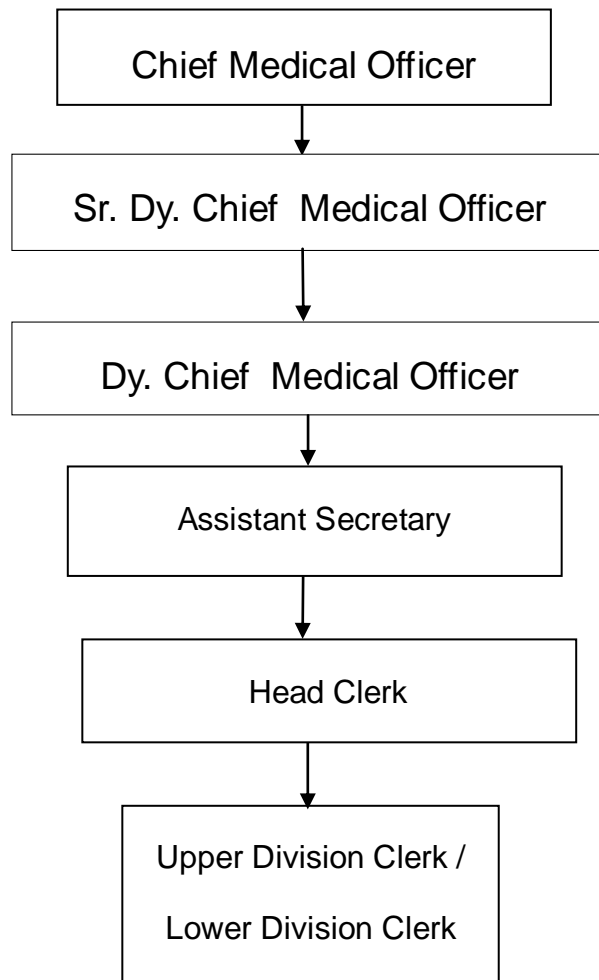
CPT	Chairman, Port Trust
Dy.CPT	Deputy Chairman, Port Trust
CMO	Chief Medical Officer
Sr. Dy. CMO	Sr. Dy. Chief Medical Officer
A/D	Accounts Department
RAO	Resident Audit Officer
EDP	Electronic Data Processing
DD	Deputy Director
JAO	Junior Accounts Officer
A.S.	Assistant Secretary
HC	Head Clerk
Dn.	Division
GPF	General Provident Fund
E.No.	Employee No.
D.A.	Dealing Assistant
PC	Personal Computer
LTC	Leave Travel Concession
TA	Travelling Allowance
R.I. Class	Related Instruction Class
E.L.	Earned Leave
Com.L.	Commuted Leave
HPL	Half Pay Leave
EOL	Extraordinary Leave
LND	Leave not Due
OT	Over Time
HBA	House Building Advance
HTC	Home Town Concession
NWA	Night Weightage Allowance
GC Section	General Co-ordination Section
TTA	Transfer Travelling Allowance
HOD	Heads of Department.
OTA	Overtime Allowance
NW	Night Weightage .
ID CARD	Identification Card.
RIR	Receipt Issue Record.

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PERSONAL CLAIMS (PC)

ORGANIZATION CHART – PERSONAL CLAIMS



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PERSONAL CLAIMS (PC)

INTRODUCTION

The Assistant Secretary (Medical.), who is in-charge of the Personal Claims Section, is assisted by one Head Clerk and one Upper Division Clerk / Lower Division Clerk. The Personal Claims Section is functioning under the control of the Chief Medical Officer. This section is responsible for the following works :

- Processing & sanctioning of GPF Advance / withdrawal
- Processing & sanctioning of LTC/Home Town : permission / Advance
- Processing & sanctioning of Festival Advance
- Processing & sanctioning of Encashment of Earned Leave
- Leave Regularisation (EL / EOL / Com.L / C.L)
- Over Time Allowances / Night Weight-age Allowance
- Conveyance Advance / Computer Advance
- TA Bill
- Tour Advance
- Family Planning Incentive.
- Reimbursement of Tuition Fees/ Scholarship applications
- TTA Bill for retired Employees.
- Marriage Advance
- House Building Advance

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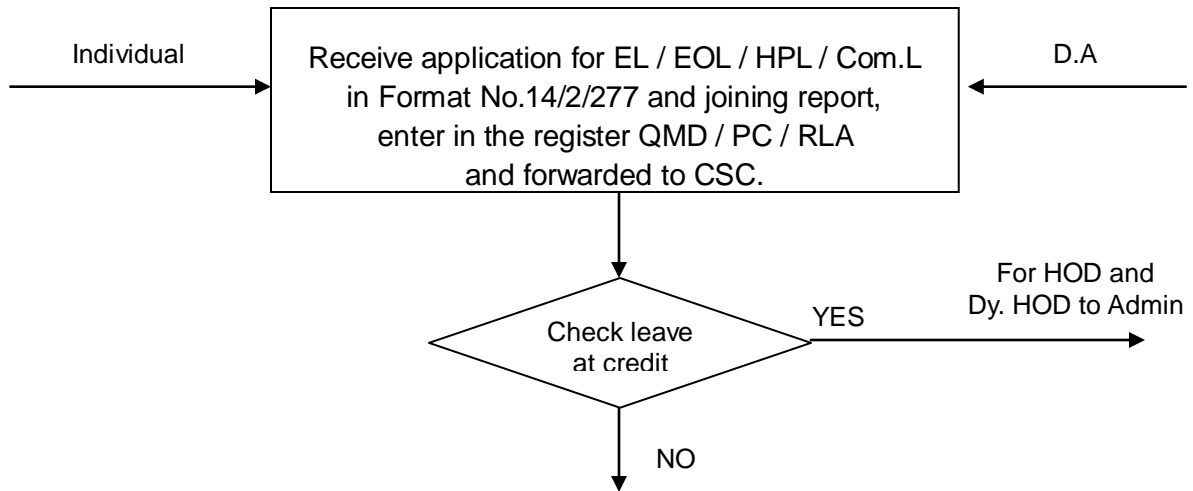
PERSONAL CLAIMS (PC)

Leave Regularisation EL / Com.L / HPL / EOL

Input / Ref. Documents

Activities

Responsibility / Output



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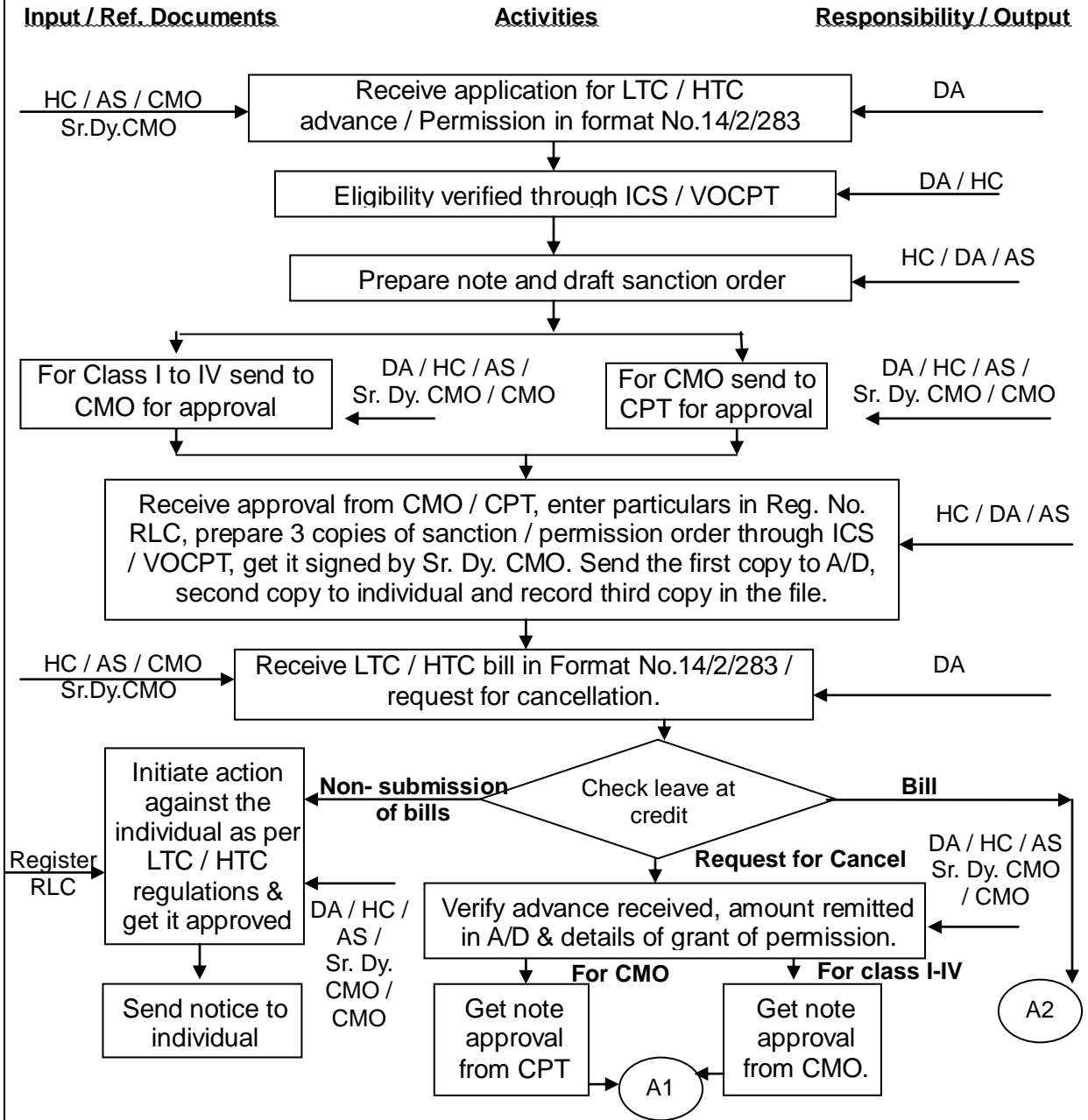
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PERSONAL CLAIMS (PC)

LTC / Home Town Concession - Permission / Advance / Settlement of Bills

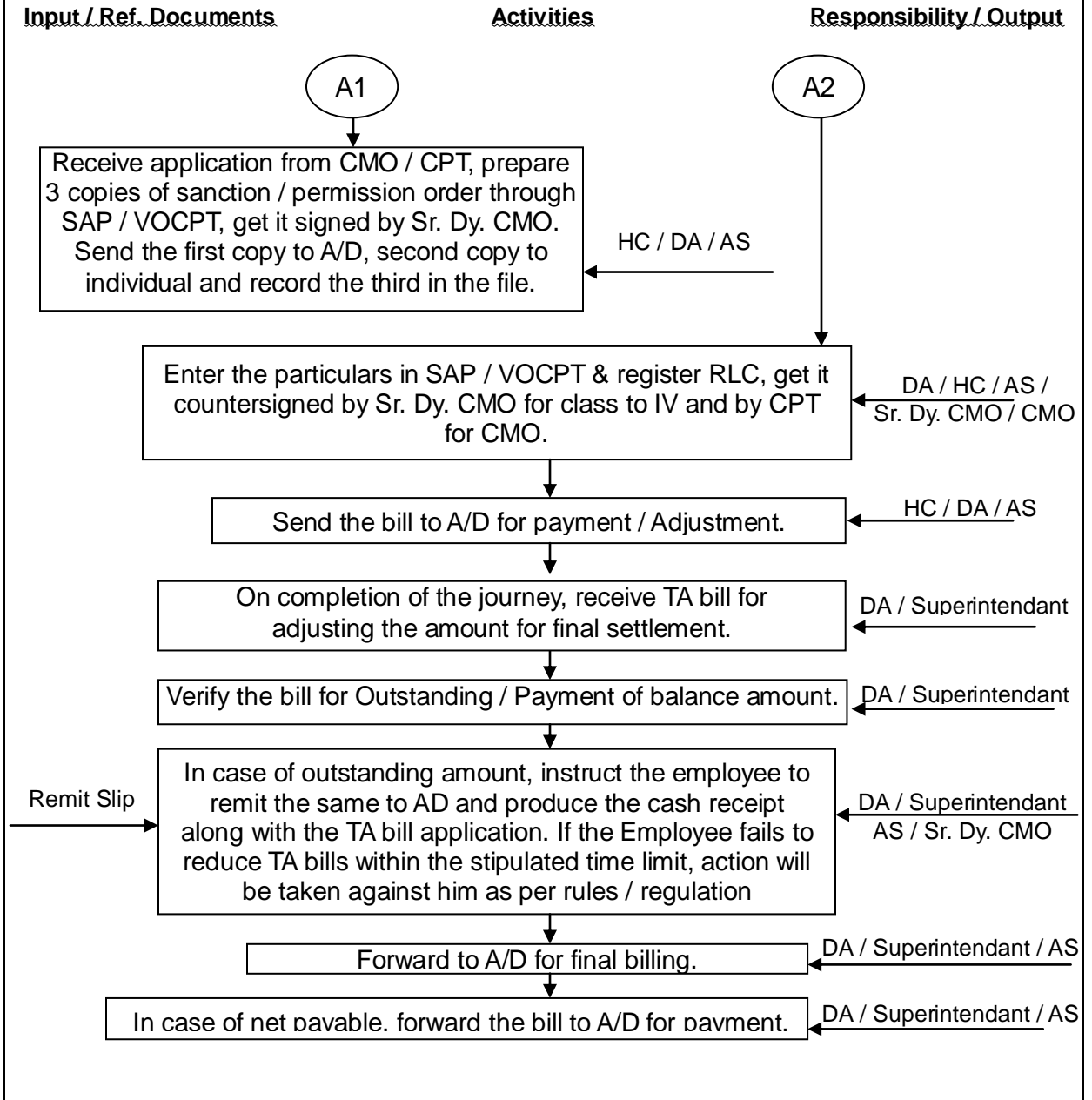


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PERSONAL CLAIMS (PC)

LTC / Home Town Concession - Permission / Advance / Settlement of Bills



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PERSONAL CLAIMS (PC)

Festival Advance for Class I, II, III and IV Staffs

Input / Ref. Documents

Activities

Responsibility / Output

HC / AS /
Sr. Dy. CMO / CMO



Receive the duly filled application in format No.
14/2/286 and forwarded to CSC / VOCPT

DA / O.S /
Sr. Dy. CMO



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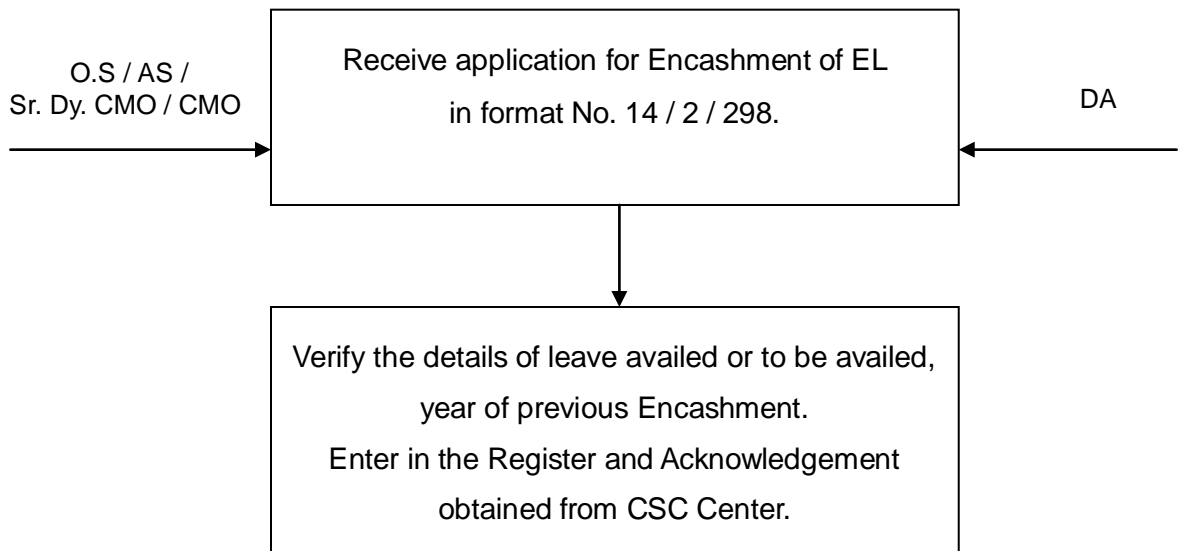
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PERSONAL CLAIMS (PC)

Encashment of EL for Officers & Staff

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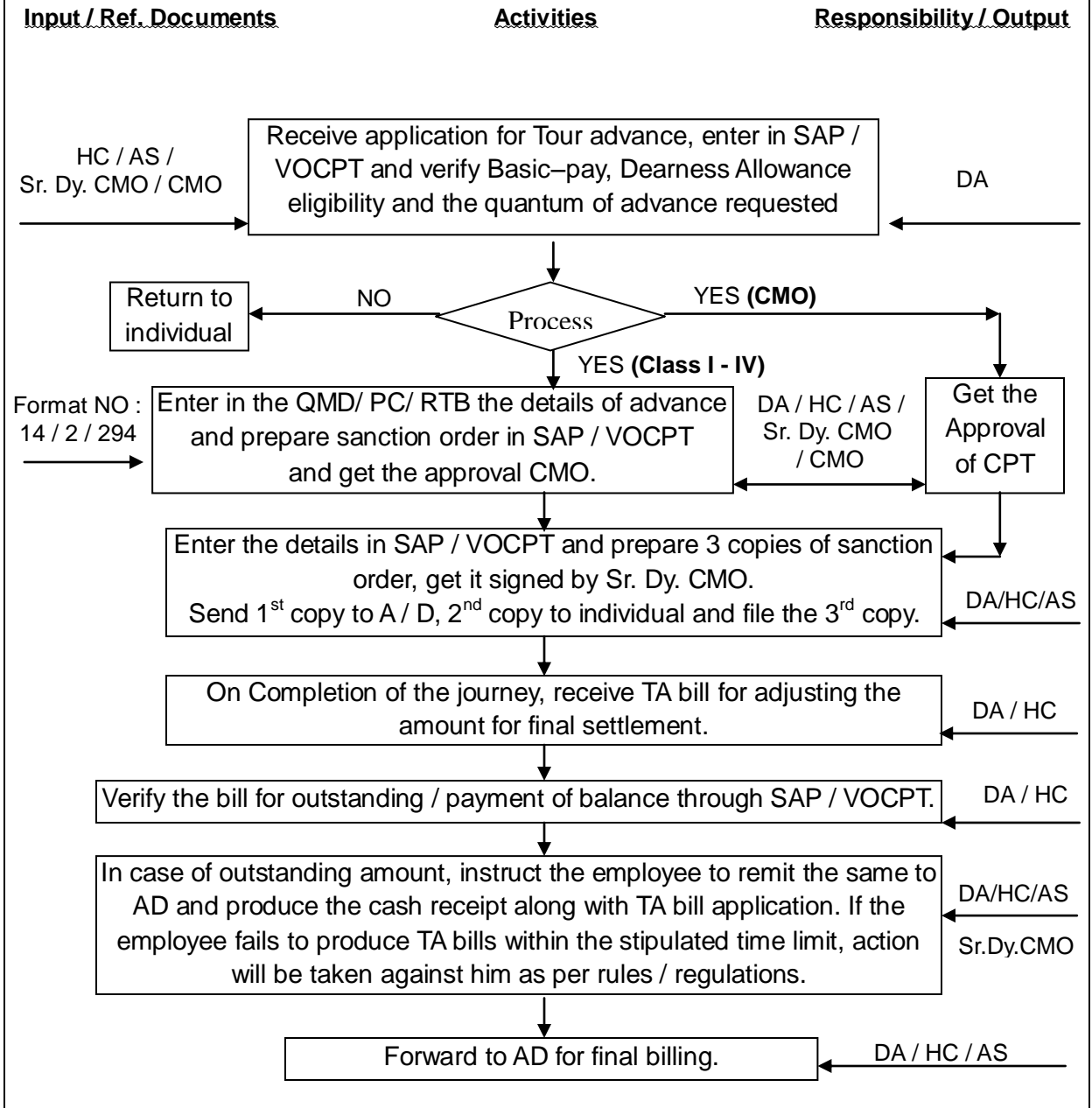


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PERSONAL CLAIMS (PC)

Tour Advance



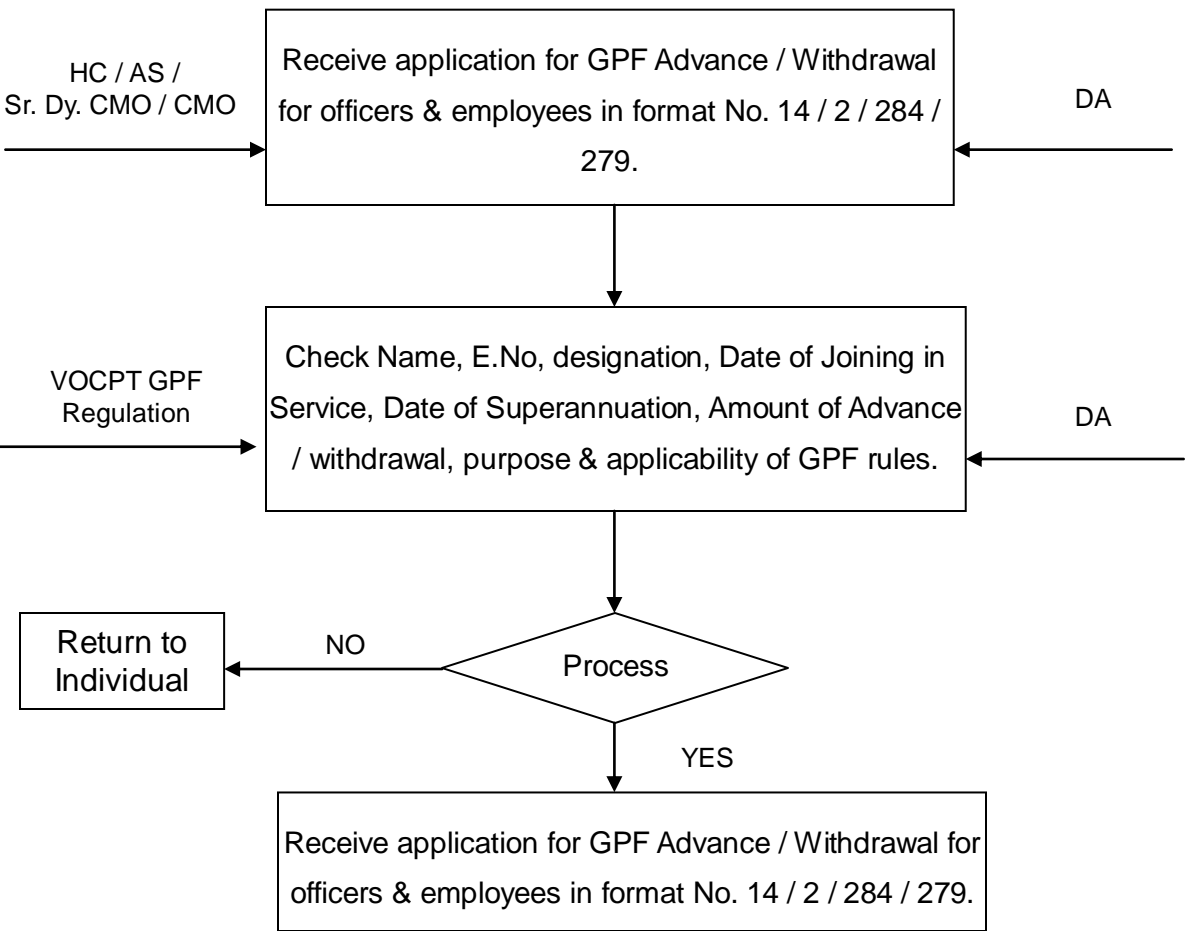
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PERSONAL CLAIMS (PC)

GPF Advance / Withdrawal

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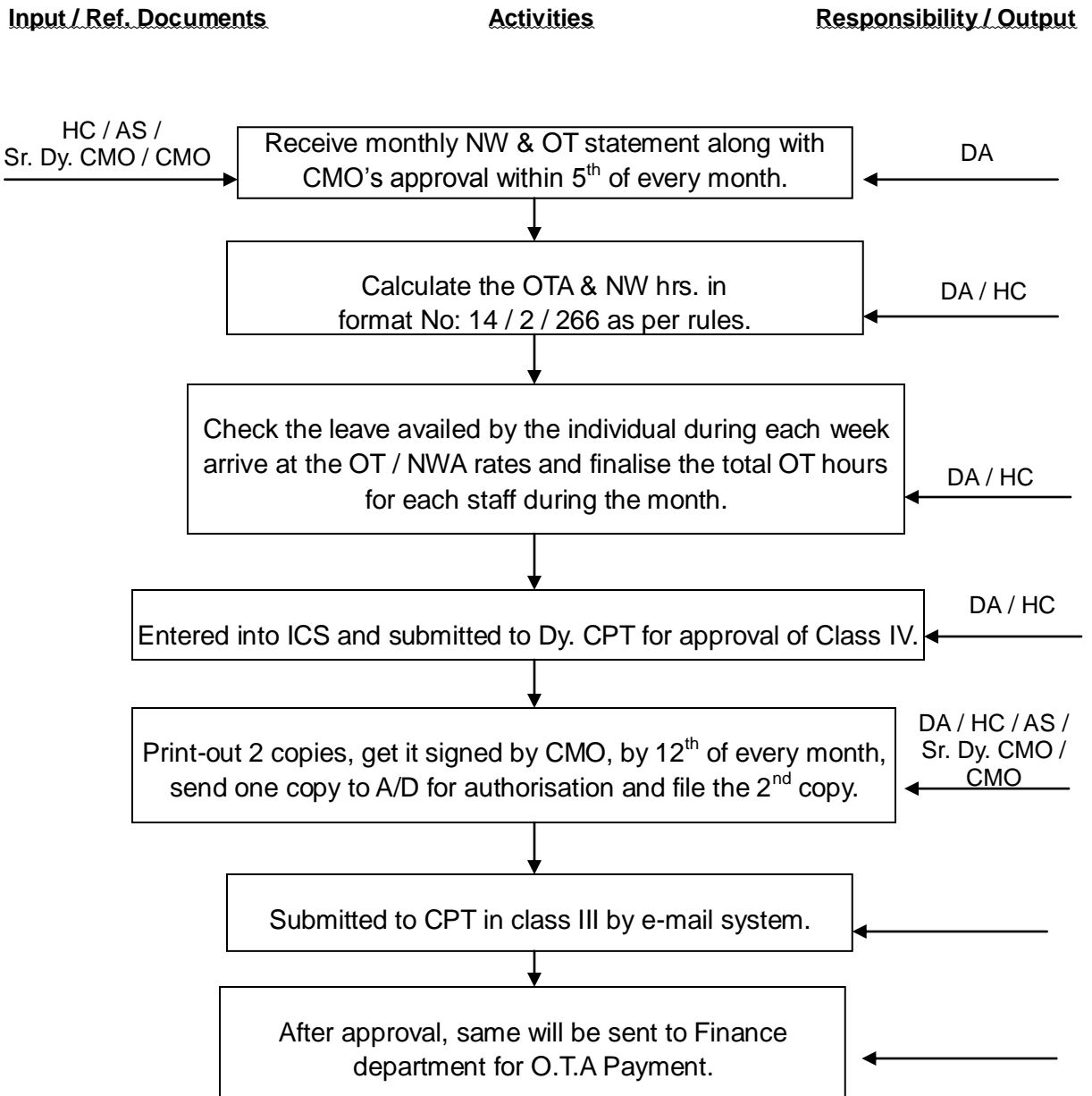


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PERSONAL CLAIMS (PC)

O.T / Night Weightage Allowance

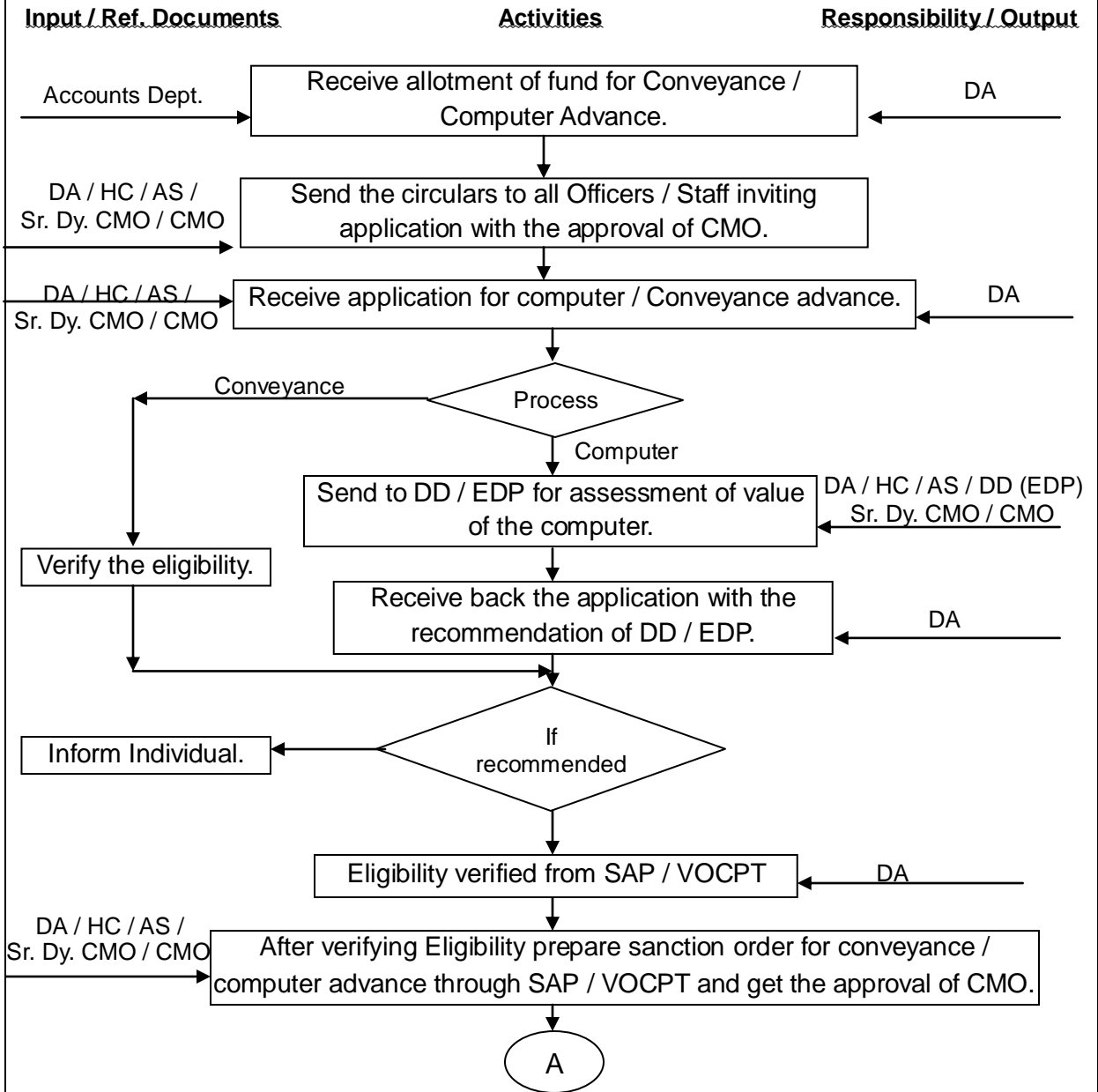


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PERSONAL CLAIMS (PC)

Conveyance / Computer – Advance / Settlement of Bills

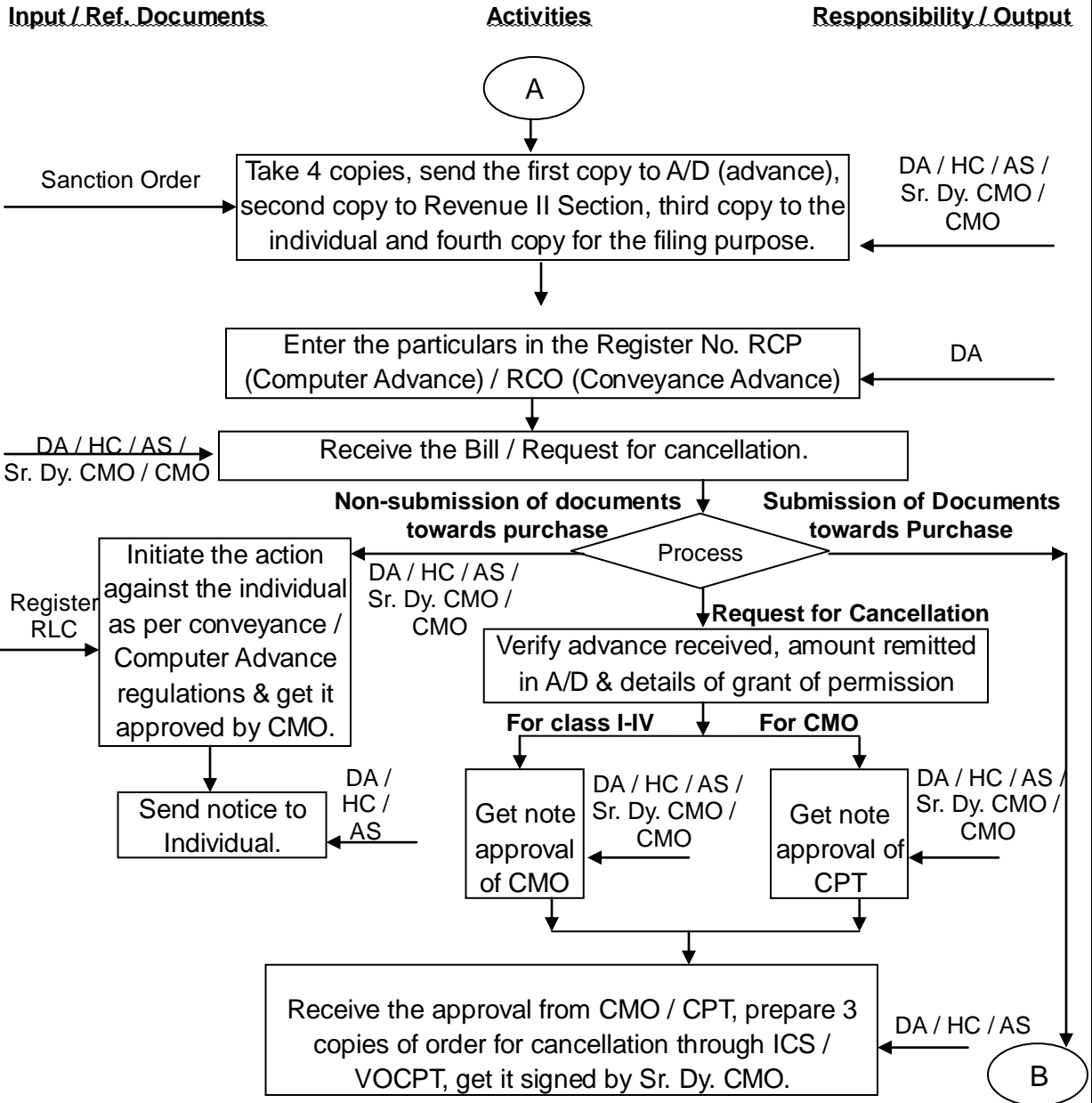


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PERSONAL CLAIMS (PC)

Conveyance / Computer – Advance / Settlement of Bills



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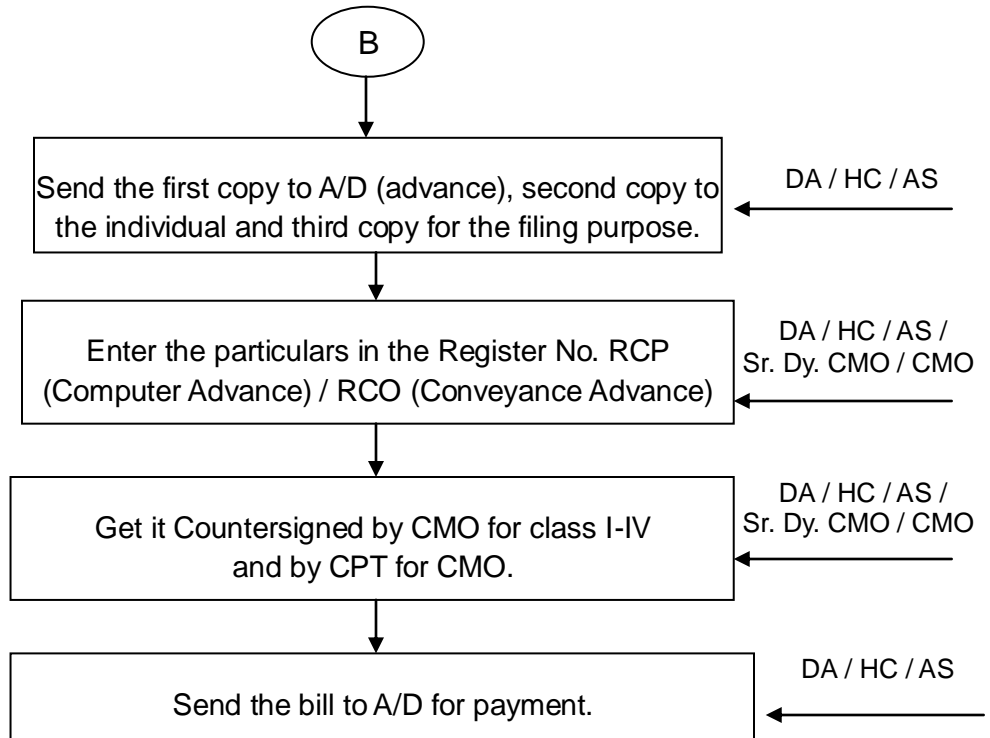
PERSONAL CLAIMS (PC)

Conveyance / Computer – Advance / Settlement of Bills

Input / Ref. Documents

Activities

Responsibility / Output



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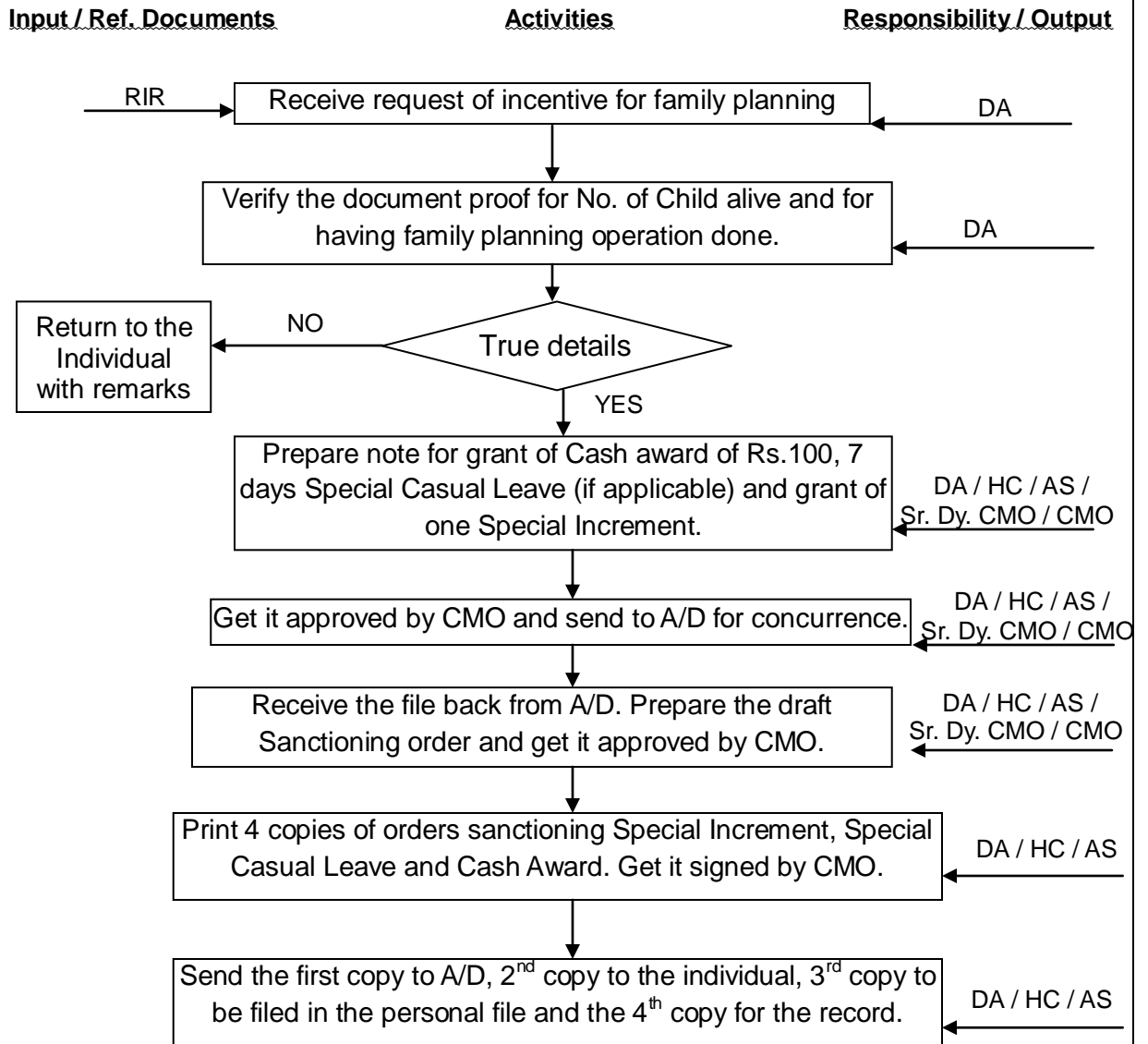
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PERSONAL CLAIMS (PC)

Incentive for Family Planning

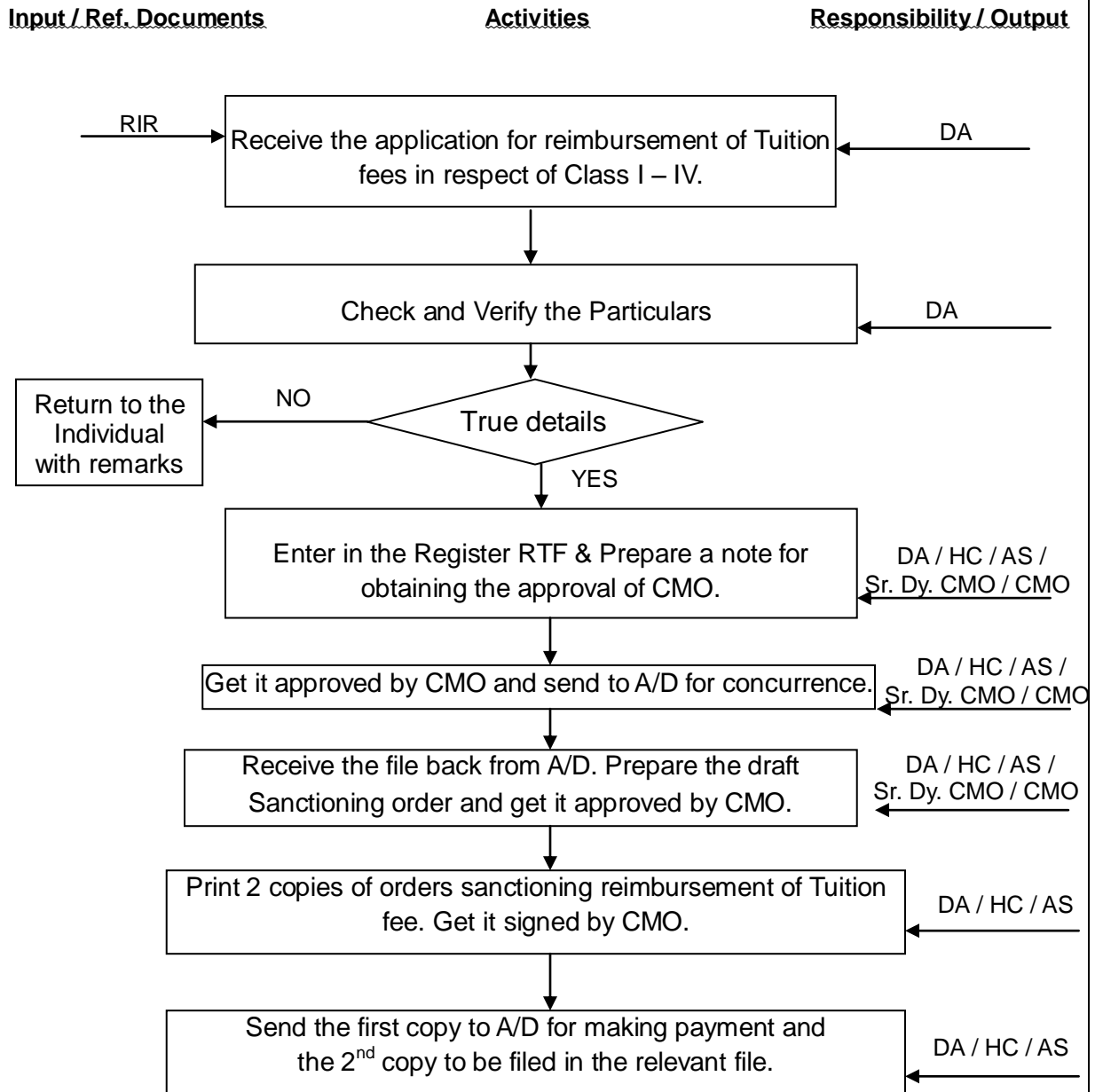


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PERSONAL CLAIMS (PC)

Reimbursement of Tuition Fees



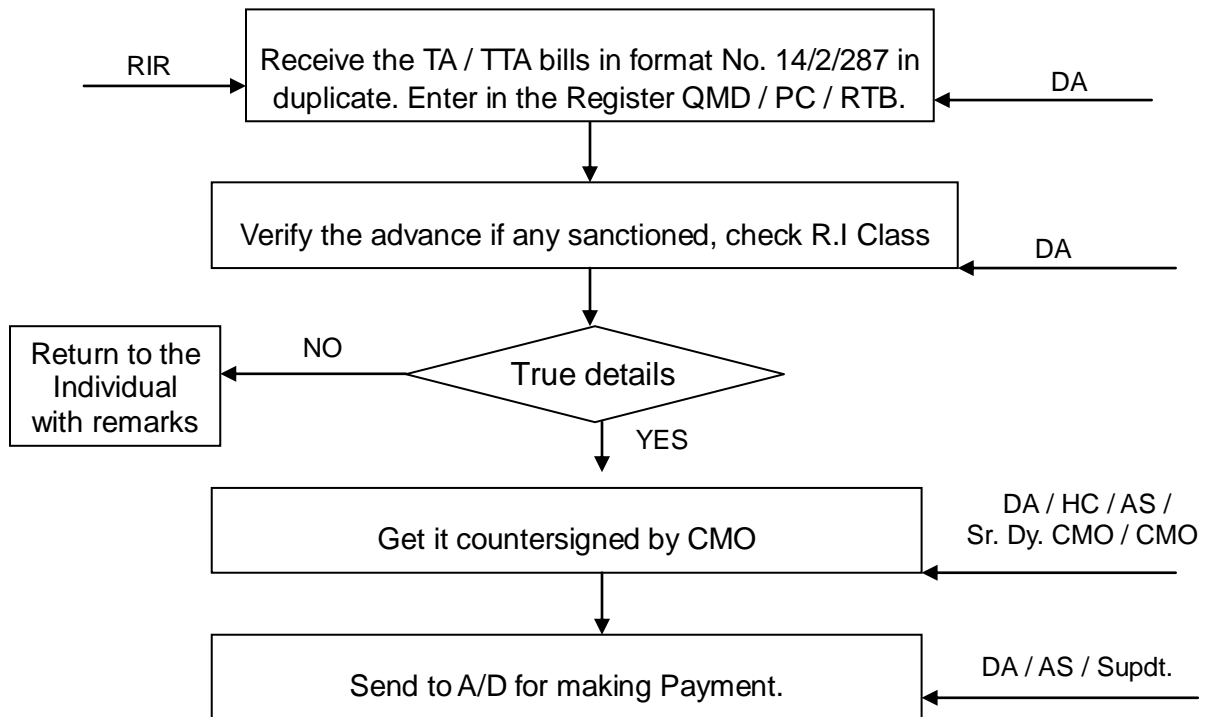
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PERSONAL CLAIMS (PC)

TA / TTA / Medical TA Bill for Employees / Retired Employees

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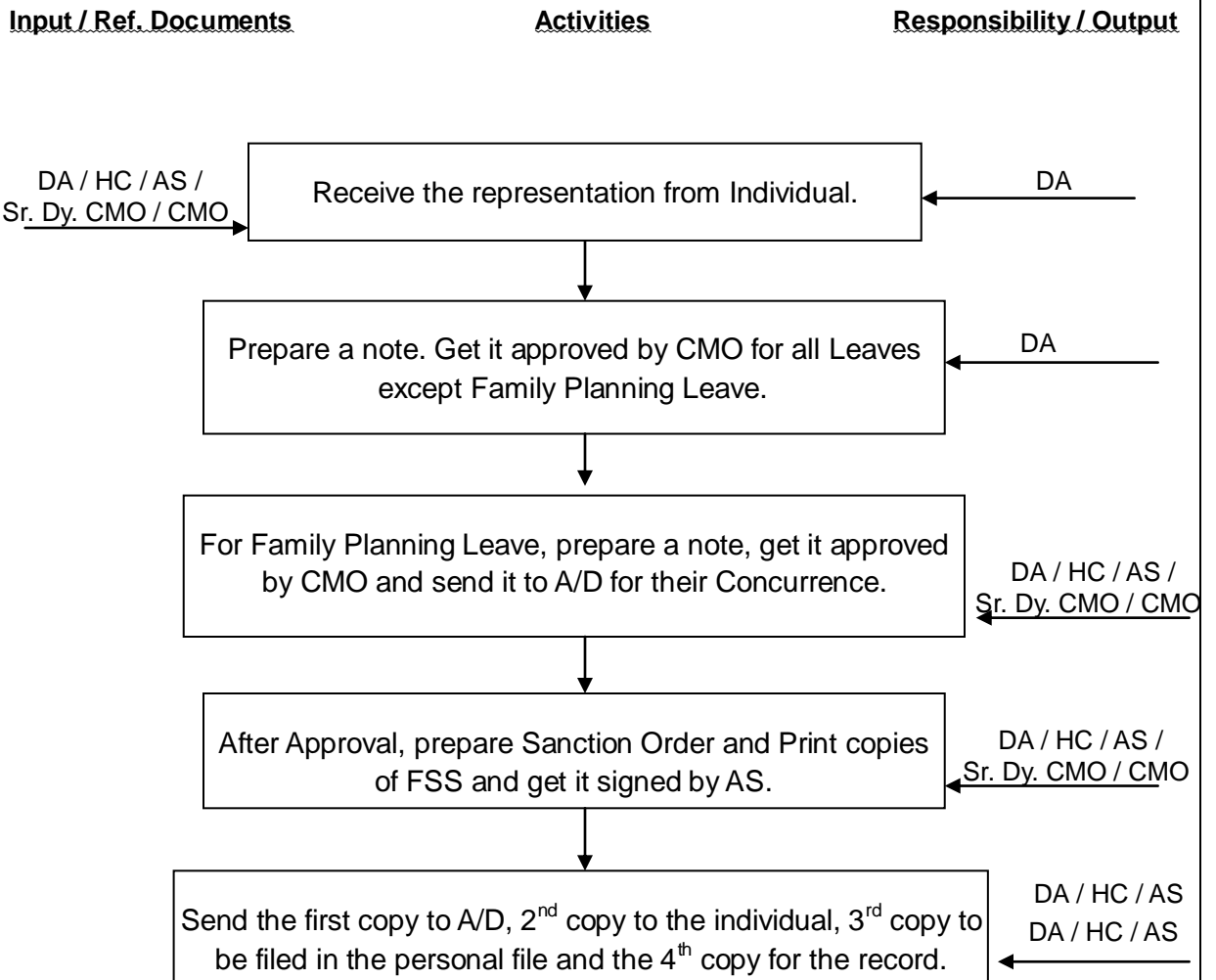


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PERSONAL CLAIMS (PC)

**Special Leaves
(Paternity leave / Maternity leave / Special Disability leave /
Hospital leave / Family Planning leave / Child Care leave)**

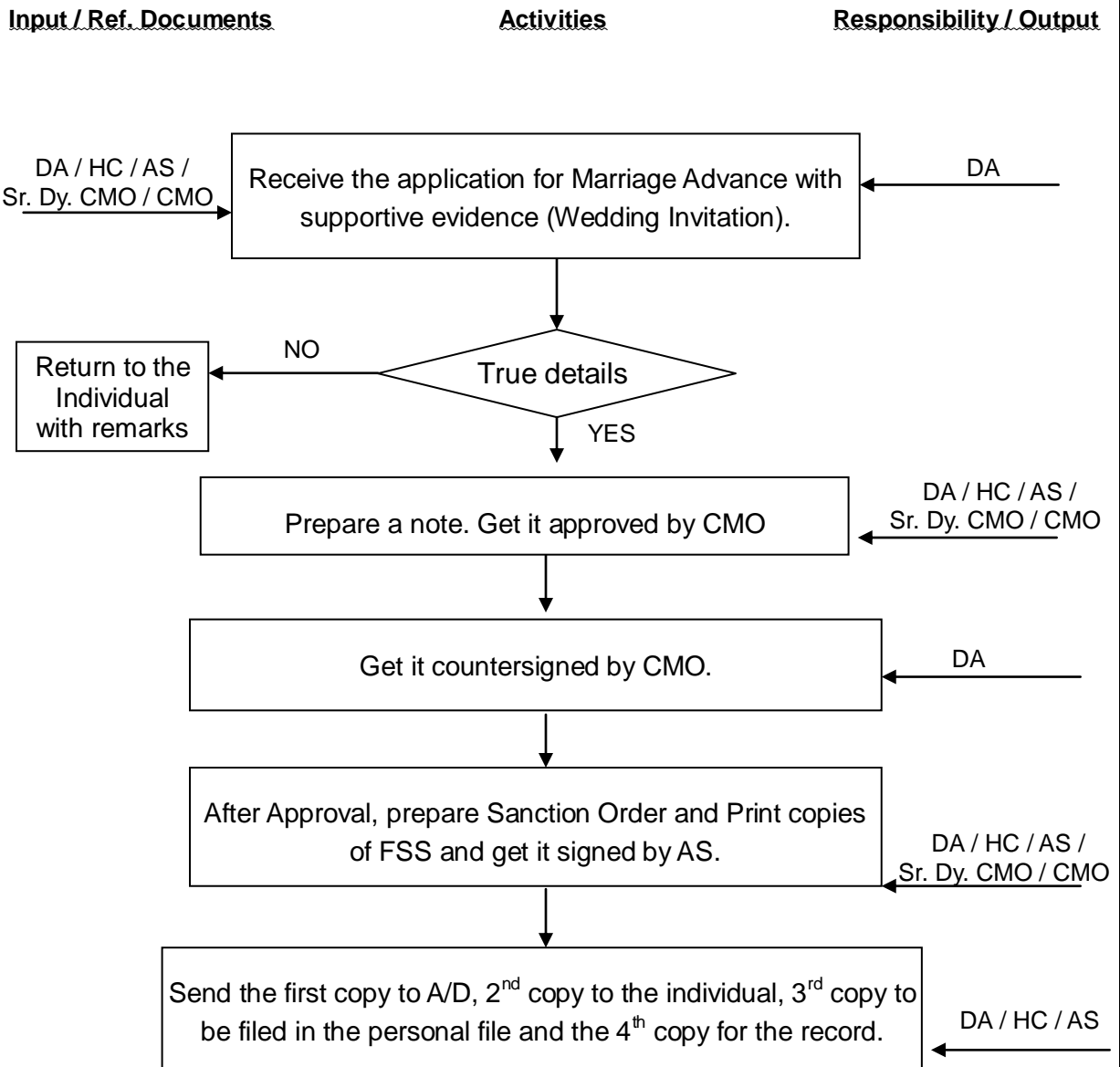


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Marriage Advance



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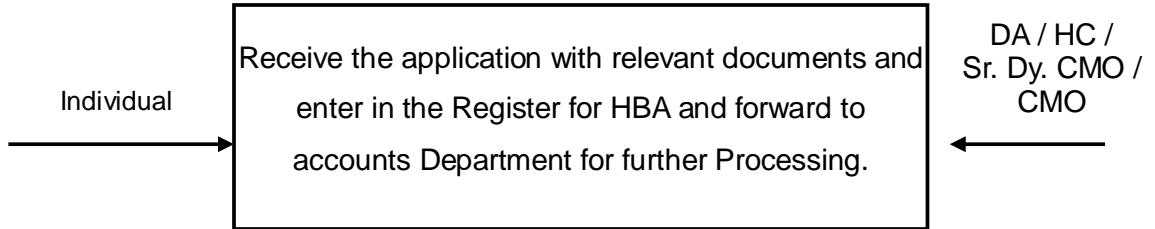
PERSONAL CLAIMS (PC)

House Building Advance

Input / Ref. Documents

Activities

Responsibility / Output



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BENCHMARK

S. No.	Title	Benchmark
1.	Advance / Withdrawal from GPF	3 working days
2.	LTC / Home Town Permission Advance	4 working days
3.	Tour Advance	2 working days
4.	Encashment of E.L for Officers & Staff.	4 working days
5.	EL / Com. L / HPL / EOL (Class I – IV)	5 working days
6.	Conveyance Advance	8 working days
	a) For sending to A/D after verification.	6 working days
	b) Prepare & Put – up the Statement to the Chairman through A/D for Concurrence.	1 working days
	c) Releasing the Order.	1 working days
7.	T.A bill of Employees.	3 working days
8.	O.T.A/ N.W Statement.	10 th of every Month.
9.	Festival Advance of Class I – IV.	4 working days
10.	Incentive for Family Planning :	4 working days
	a. Send file to Accounts Department.	2 working days
	b. Receive from A/D & Put – up the orders.	2 working days
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PERSONAL CLAIMS (PC)

BENCHMARK

S. No.	Title	Benchmark
11.	Reimbursement of Tuition fees after approval of Competent Authority.	3 working days
12.	TTA Bill for Retired Employees.	5 working days
13.	Computer Advance :	11 working days
	• For sending to A/D after verification.	6 Working days
	• Prepare and put-up the file to DD / EDP and Accounts Department for verification.	3 Working days
	• Releasing the Order.	2 Working days
14.	Special Leave.	4 working days
15.	Reimbursement of Medical Bills. Send Application to A/D for Payment.	2 working days
16.	Medical Advance and Adjustment Bills. Send file to A/D for Payment.	2 working days
17.	Medical ID Card for Employees and Apprentice.	3 working days
18.	Medical T.A Bill. Send file to A/D for Payment.	5 working days
19.	House Building Advance.	3 working days
20.	Marriage Advance.	3 working days

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LIST OF REGISTERS

S.No.	REGISTERS	CODE	RETENTION PERIOD
1)	Conveyance Advance	QMD / PC / RCO	
2)	Computer Advance	QMD / PC / RCP	
3)	Reimbursement of Tuition Fees.	QMD / PC / RTF	
4)	Leave Application of EL / HPL / Commuted Leave / EL Encashment.	QMD / PC / RLA	
5)	Leave Travel Concession / Hometown Concession.	QMD / PC / RLC	
6)	Tour Advance & Travelling Allowance Bill.	QMD / PC / RTB	
7)	Transfer Travelling Advance.	QMD / PC / RTT	
8)	General Provident Fund.	QMD / PC / RPF	
9)	House Building Advance.	QMD / PC / RHB	

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LIST OF FORMATS

S. NO.	FORMATS	FORM NUMBER
1.	GPF Advance / Withdrawal.	14 / 2 / 284 /279
2.	Conveyance / Computer Advance.	14 / 2 / 296
3.	Festival Advance.	14 / 2 / 286
4.	EL / Com. L / HPL Application	14 / 2 / 277
5.	EL Encashment.	14 / 2 / 298
6.	Leave Travel Concession	14 / 2 / 283
7.	Tour Advance	14 / 2 / 294
8.	Travelling Advance	14 / 2 / 287
9.	OTA & NW Form.	14 / 2 / 266
10.	Tuition Fees Reimbursement Application.	QMD / PC / FTF
11.	Sanction Order form of GPF Advance / Withdrawal.	QMD / PC / FSG
12.	Sanction Order form of Conveyance / Motor- Car Advance.	QMD / PC / FSM
13.	Sanction Order form of Computer Advance.	QMD / PC / FSC
14.	Sanction Order form of Festival Advance.	QMD / PC / FSF
15.	Sanction Order form of EL / Encashment.	QMD / PC / FSL
16.	Sanction Order form of Leave Travel Concession Advance	QMD / PC / FSE
17.	Sanction Order form of Tour Advance	QMD / PC / FSA
18.	Sanction Order form of Special Leaves.	QMD / PC / FST
19.	Sanction Order form of Tuition Fees	QMD / PC / FSS

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