8



V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM(IMS)

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

TRAFFIC DEPARTMENT GENERAL SECTON (GEN) MANUAL

ISSUE NO.2 DATE 24.05.2019

			Issue No.	:	2
Originated by	:	Document Controller	Date	:	24.05.2019
Approved by	(Rafudi Traffic Manager	Page No. Revision No Date	:	1 of 1 0 24.05.2019

GENERAL SECTION (GEN) MANUAL

INDEX

SI.No	TITLE		No of Pages	
1	Cover Page			1
2	Index			1
3	List of Recipients			1
4	Revision Sheet	1		
	Scope, IMS Policy & Objective			1
6	Organisation Chart	1		
7	Abbreviation			1
8	SIPOC			1
9	Interested Parties			1
10	Procedure for purchase			1
11	GPF Advance/ Withdrawal			1
12	Computer Advance			2
13	Conveyance Advance		(4)	2
14	Festival Advance			1
15	Tour Advance		1	
16	LTC/HTC- Permission/ Advance & Settlement of	3		
17	Leave Sanction (EL/HPL/Com.L/EOL)	1		
18	Encashment of EL	1		
19	Overtime Allowance	1		
20	Incentive for Family Planning			1
21	Reimbursement of Tuition Fees		,	1
22	Special Leaves			1
23	Medical Advance reimbursement Bill			2
24	TA/TTA/Medical Bill of Employees/Retired Emp	oloyees		1
24	IMS Risk Management			2
26	List of Registers & Formats		/ 20-20-20	2
27	Benchmark	- (6)	V. V.	1
28	Common-Follow up action on Internal Audit ar External Audit.	1		
Origin	ated by : Document Controller	Issue No. Date	: 2 : 24.05.2019	
Appro	ved by : Traffic Manager	Page No. Revision No Date	: 1 of 1 : 0 : 24.05.2019	

GENERAL SECTION (GEN) MANUAL

LIST OF RECIPIENTS

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
1.	TRAFFIC MANAGER	Controlled Copy to all through
2.	SR. DEPUTY TRAFFIC MANAGER	Intranet only
3.	DEPUTY TRAFFIC MANAGER	
4.	SR. ASSISTANT TRAFFIC MANAGER	
5.	ASSISTANT SECRETARY / SECTION HEAD	
6.	MANAGEMENT REPRESENTATIVE (ISO CELL)	

Originated by :	Document Controller	Issue No. Date	: 2 : 24.05.2019
Approved by :	CRabudu Traffic Manager	Page No. Revision No Date	: 1 of 1 : 0 : 24.05.2019

GENERAL SECTION (GEN) MANUAL

REVISION SHEET

I. Issue Status:

SI. 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	24.05.2019	Changes in Internal Work flow & Procedures

II. Revision Status of Issue No.2 dated : 24.05.2019

SI. Page No. No.		Revision		Revision Rema	Remarks
SI. Page No. No.	Section	No.	Date		
1					
2					
3					
4					

Originated by	:	Document Controller	Issue No. Date	: 2 : 24.05.2019
Approved by	:	URafude Traffic Manager	Page No. Revision No Date	: 1 of 1 : 0 :24.05.2019

V.O. CHIDAMBARANAR PORT TRUST TRAFFIC DEPARTMENT INTEGRATED MANAGEMENT SYSTEM (IMS) GENERAL SECTION (GEN) MANUAL

Scope, IMS Policy & Objective

SCOPE

General Section is looked after by an Assistant Secretary, who is under the control of Deputy Traffic Manager. Traffic Manager is the Head of Department. Assistant Secretary is assisted by a Superintendent / Head Clerk; Four Dealing Assistants are working in General Section. The Section is dealing with GPF Advance/Withdrawal, Computer Advance, Conveyance Advance, Festival Advance, Tour Advance, Leave Sanction, Encashment of EL, Special Leaves, OTA, Incentive for Family Planning, Reimbursement of Tuition Fees, Medical Identity Card, Medical Advance Reimbursement bill, TA/TTA bill for Employees / Retired Employees, Purchase of stores/stationary, Tools & Plants items. Awarding of maintenance contract for Xerox machine, fax machine, duplicating machine, etc.

IMS POLICY OF THE PORT

We are committed to provide seaport facilities and related support services for seaborne transport facilities by –

- Ensuring quality service to EXIM Trade, by adhering all legal requirements.
- Protecting the environment including prevention of pollution.
- Ensuring safety by preventing injury and ill health.
- 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 the parameters of Average Pre-Berthing Detention Time, Ship Berth Day Output, Turn Round Time of vessels and over all-Idle Time of ships at berth are within the norms (RFD) fixed by Ministry for the year.

EMS

To ensure reduction of paper and to conserve energy

OHSAS

To ensure prevention of ill health and injury.

IMS OBJECTIVE OF THE SECTION

QMS

To meet the Personal claims of the Officers & Staff of the Traffic Department within the Benchmark and to coordinate with MEE Department for centralized purchase of stores / stationery, Tools and plant after getting 'in principle' approval.

EMS

To ensure reduction of paper and to conserve energy.

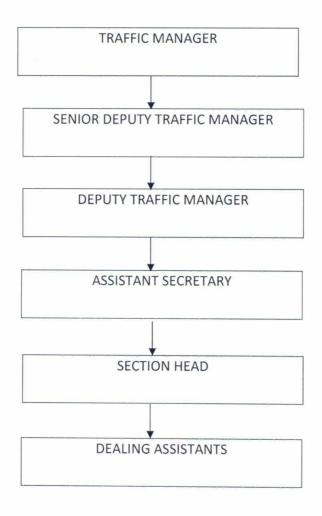
OHSAS

To ensure prevention of ill health and injury.

			Issue No.	: 2
Originated by	: D	ocument Controller	Date	: 24.05.2019
Approved by	:	URakud Traffic Manager	Page No. Revision No. Date	: 1 of 1 : 0 : 24.05.2019

GENERAL SECTION (GEN) MANUAL

ORGANISATION CHART



Originated by	:	Document Controller	Issue No. Date	: 2 : 24.05.2019
Approved by	*	WRafirely Traffic Manager	Page No. Revision No Date	: 1 of 1 : 0 : 24.05.2019

	ABBREVIATIONS
VOCPT	V O Chidambaranar Port Trust
СРТ	Chairman, Port Trust
DYCPT	Deputy Chairman, Port Trust
TM	Traffic Manager
SRDTM	Senior Deputy Traffic Manager
DTM	Deputy Traffic Manager (Operations)
СМО	Chief Medical Officer
AS	Assistant Secretary
Supdt.	Superintendent
НС	Head Clerk
SH	Section Head
DA	Dealing Assistant
DD/EDP	Deputy Director / Electronic Data Processing
A/D	Accounts Department
TA	Tour Advance
LTC	Leave Travel Concession
НТС	Home Town Concession
FSS	Family Security Scheme
TA	Travelling Allowance
TTA	Transfer Travelling Allowance
PC	Personal Computer
ОТ	Over Time
EL	Earned Leave
HPL	Half Pay Leave
Com.L	Commuted Leave
EOL	Extra-ordinary Leave
	Issue No. : 2
riginated by:	Document Controller Date : 24.05.2019

Revision

Date

Traffic Manager

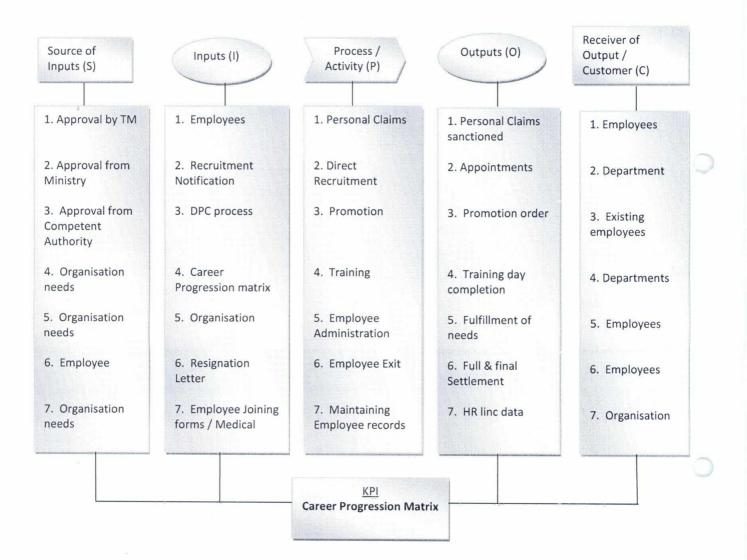
Approved by:

: 0

: 24.05.2019

GENERAL SECTION (GEN) MANUAL

SIPOC



Originated by:	Document Controller	Issue No. Date	: 2 : 24.05.2019
Approved by :	WRafted Traffic Manager	Page No. Revision No Date	: 1 of 1 : 0 : 24.05.2019

GENERAL SECTION (GEN) MANUAL

Interested Parties

4.2 Understanding the requirements of the Interested parties

Interested Parties	Requirements	
Employees	Promotion Order, Final Settlement	
Department	Appointment, Training	

Originated by	: Docume	nt Controller	Issue No. Date	:	2 24.05.2019	
Approved by	: Tra	Rakud affic Manager	Paĝe No. Revision No Date	:	1 of 1 0 24.05.2019	s

GENERAL SECTION (GEN) MANUAL TITLE: PROCEDURE FOR PURCHASE INPUT / REF. DOCUMENTS **ACTIVITY** RESPONSIBILITY / OUTPUT Verify & consolidate the requisitions. Ensure the availability of budget SH / AS Purchase provisions requisition Call for the quotations from the local enlisted suppliers with a cut off date SH / AS Quotations Receive & enter the quotations in the Register (QT/GEN/RQT) Open SH / AS Prepare a comparative statement, obtain concurrence of Accounts Dept. SH / AS After approval of competent authority, place supply order to the one who SH/AS has quoted lowest rate to supply the product Suppliers SH / AS Receive & verify the product supplied by the supplier with reference to the specification in the Supply Order Receive bill from the supplier and sent to Accounts Department for SH / AS payment after passing the Bill All products received from the supplier should be taken in Receipt & Issue SH / AS Register (QT/GEN/RRI) Distribute the products to the concerned section through Section Head as SH/AS per actual requirement In the case of emergencies the above procedure will be superseded with SH / AS the approval of the competent authority Issue No. : 2 Originated by Date : Document Controller : 24.05.2019 Page No. : 2 of 2 Revision No : 0 Approved by Traffic Manager Date : 24.05.2019

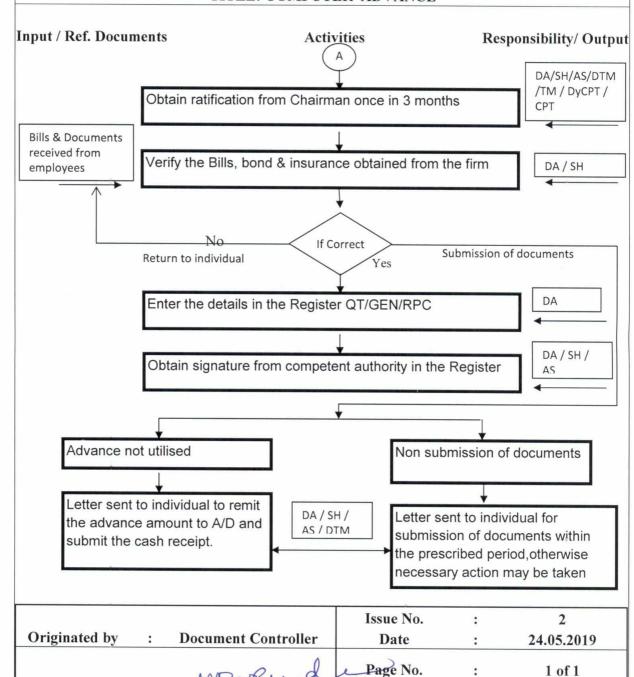
GENERAL SECTION (GEN) MANUAL TITLE: GPF Advance / Withdrawal INPUT / REF. DOCUMENTS **ACTIVITY** RESPONSIBILITY / OUTPUT Receive application for GPF Advance / Withdrawal from the Officers Receipt AS /SH & Employees in Format No.14-02-284/279 Rev.0 Verify name, designation, date of joining in serve, date of DA / SH superannuation, amount of advance / withdrawal, purpose and eligibility If Correct No Enter the particulars in Registers (QT/GEN/RPF) and obtain DA / SH approval of Secretary Feed the particulars in PC DA Approved Note Check & Authorise AS /SH Prepare sanction order in Format No.QT/DOC/FSG in triplicate and get signature from AS / DTM Sanction 1st copy send to A/D for payment in Register DA order No.QT/GEN/RDE, 2nd copy send to individual, 3rd copy – Office copy filed Obtain ratification from Dy.Chairman once in a month in DA/SH/AS/DTM / SRDTM/ TM the Register QT/GEN/RPF & QT/GEN/RPA Issue No. : 2 Date Originated by: **Document Controller** : 24.05.2019 Page No. : 1 of 1 Revision N : 0 Traffic Manager Date Approved by : 24.05.2019

V.O. CHIDAMBARANAR PORT TRUST TRAFFIC DEPARTMENT INTEGRATED MANAGEMENT SYSTEM (IMS) GENERAL SECTION (GEN) MANUAL

TITLE: COMPUTER ADVANCE Input / Ref. Documents Responsibility/ Output Activities DA/SH/AS/DTM A/D Obtain approval from Traffic for issue of Circular calling for /TM applications after receipt of Budget Estimate from A/D. Application Verify the eligibility, outstanding amount if any, carry home DA/SH/AS/DTM received from salary, date of retirement etc. with Online system employees File sent to DD/EDP for verification of peripherals of the DA/SH/AS/DTM A/D /TM computer and price genuineness thereof for sanctioning amount Approval obtains from Secretary & prepares sanction order DD/ EDP DA/SH/AS/DTM Feeding the details of sanction order in computer & Register DA / SH / AS Sanction order QT/GEN/RPC Check & authorised, Take 3 copies from computer & obtain DA/SH/AS/DTM Sanction order signature from Competent Authority 1st copy- send to A/D for payment in Register Sanction order No.QT/GEN/RDE; 2nd copy - send to individual, 3rd copy -DA office copy filed Issue No. 2 Originated by **Document Controller** Date 24.05.2019 Page No. 1 of 1 CeRake Revision No : Approved by Traffic Manager Date 24.05.2019

GENERAL SECTION (GEN) MANUAL

TITLE: COMPUTER ADVANCE



Traffic Manager

Approved by

Revision No

Date

:

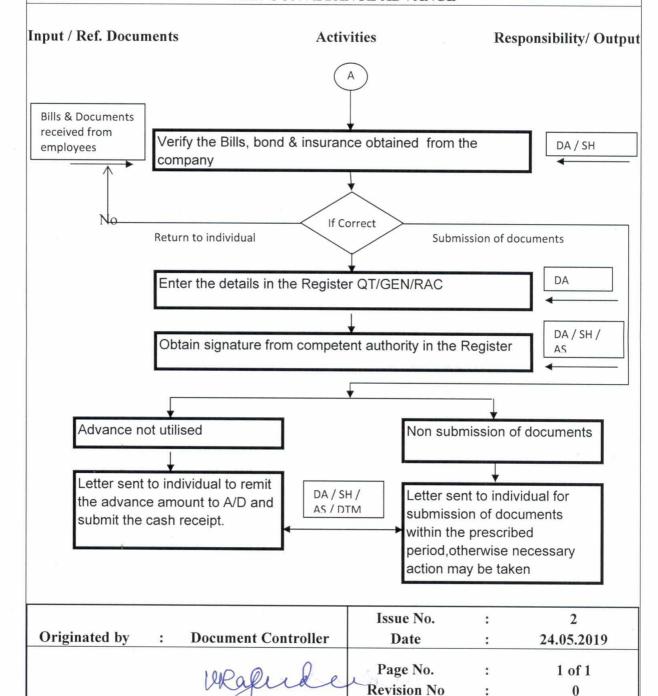
0

24.05.2019

GENERAL SECTION (GEN) MANUAL TITLE: CONVEYANCE ADVANCE Input / Ref. Documents Activities Responsibility/ Output DA/SH/AS/DTM Obtain approval from Secretary for issue of Circular calling A/D /TM for applications after receipt of Budget Estimate from A/D. Application Verify the eligibility, outstanding amount if any, carry home DA/SH/AS/DTM received from salary, date of retirement etc. with the details available in /TM employees On line system. DA/SH/AS/DTM Approval obtain from Secretary enter the details in the PC, prepare sanction order and get approval from Secretary. 1st copy- send to A/D (advance), 2nd copy - send toA DA/SH/AS Sanction order /D(Rev.II), 3rd copy - individual, 4th copy to the file. Obtain ratification from Chairman once in 3 months Issue No. Originated by **Document Controller** Date 24.05.2019 : Page No. 1 of 1 **Revision No** : 0 Approved by Traffic Manager Date 24.05.2019

GENERAL SECTION (GEN) MANUAL

TITLE: CONVEYANCE ADVANCE



Traffic Manager

Date

Approved by

24.05.2019

GENERAL SECTION (GEN) MANUAL TITLE: FESTIVAL ADVANCE Input / Ref. Documents Activities Responsibility/ Output Application Format verify the eligibility by Computer Individual DA If Correct DA / SH / AS Note approval obtain from the Secretary / DTM / TM Feed the particulars in computer DA Check and authorize and prepare 3 copies of sanction DA / SH / AS order, bill and acquittance Obtain signature from competent authority DA / SH / AS 1st copy- sends to A/D along with bill and acquittance,2nd copy – sends to A/D(Rev.II), 3rd copy – A/D(Cash) Issue No. 2 : Originated by **Document Controller** Date 24.05.2019 Page No. : 1 of 1 URad **Revision No** 0

Traffic Manager

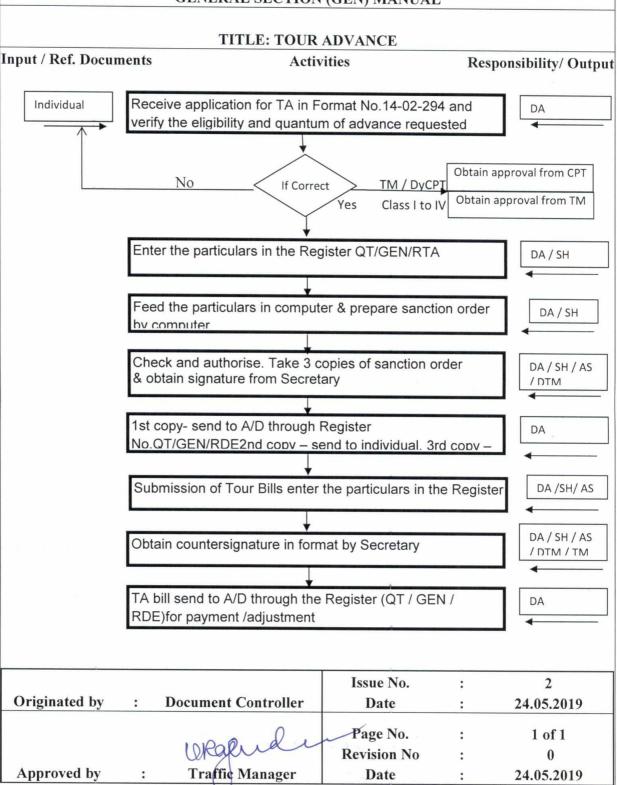
Date

:

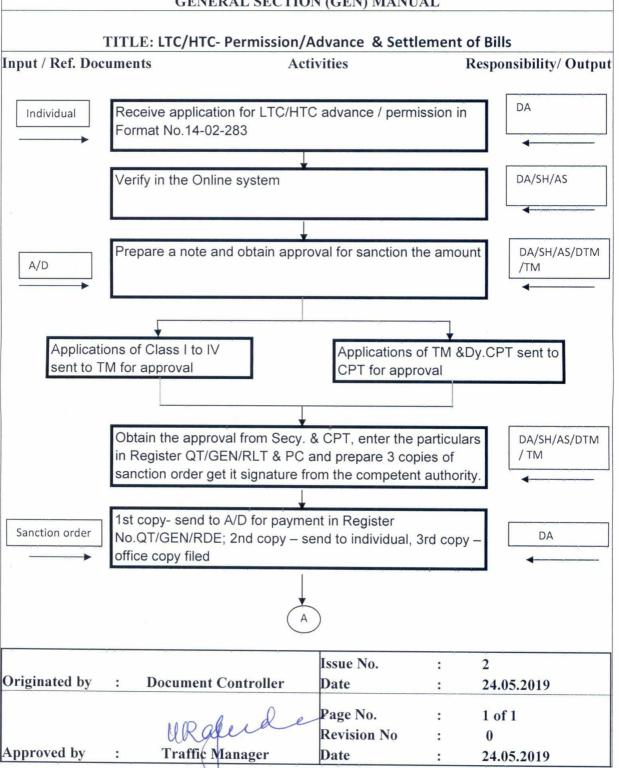
Approved by

24.05.2019

V.O. CHIDAMBARANAR PORT TRUST TRAFFIC DEPARTMENT INTEGRATED MANAGEMENT SYSTEM (IMS) GENERAL SECTION (GEN) MANUAL

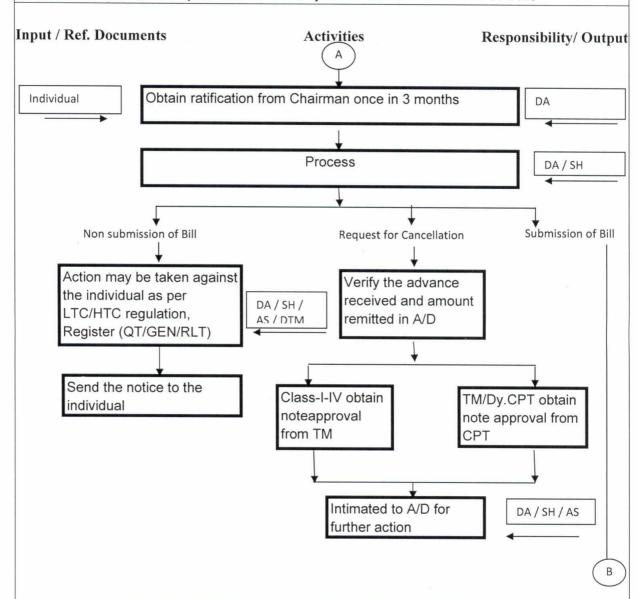


GENERAL SECTION (GEN) MANUAL



GENERAL SECTION (GEN) MANUAL

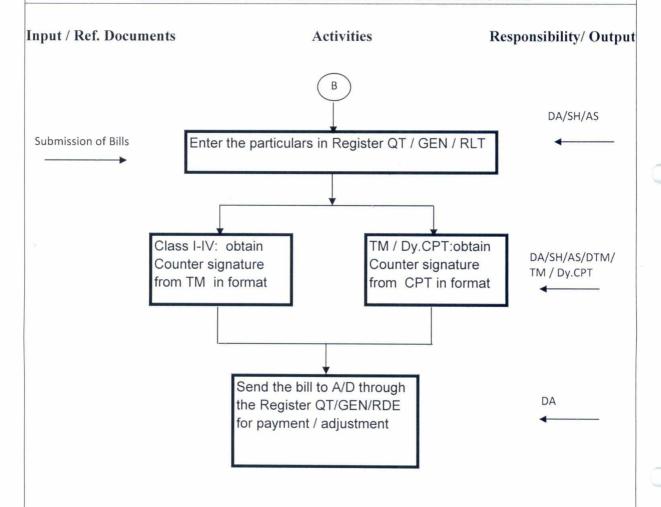
TITLE: LTC/HTC- Permission/Advance& Settlement of Bills



			Issue No.	:	2
Originated by	:	Document Controller	Date	:	24.05,2019
		CRapude	Page No.	:	1 of 1
		CRaft	Revision No	:	0
Approved by	:	Traffic Manager	Date	:	24.05.2019

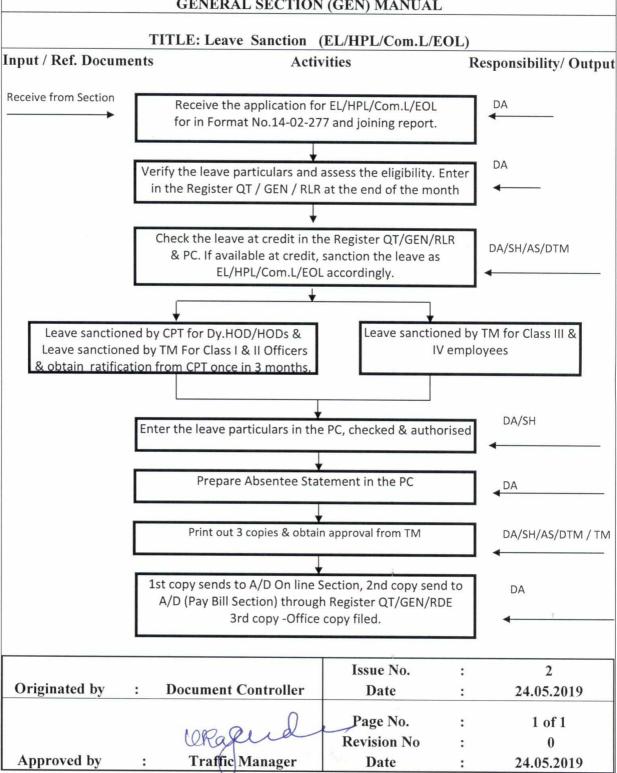
GENERAL SECTION (GEN) MANUAL

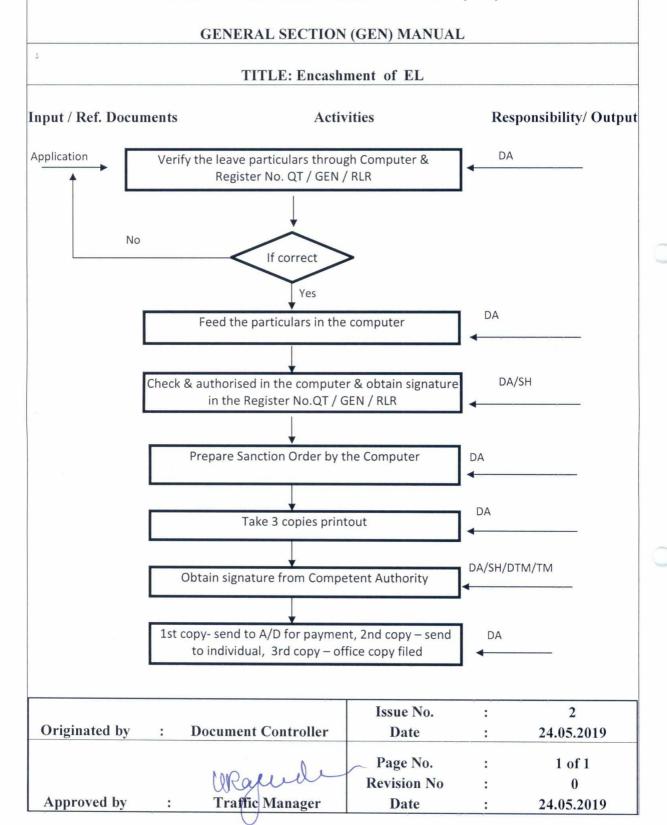
TITLE: LTC/HTC- Permission/Advance & Settlement of Bills



Originated by	:	Document Controller	Issue No. Date	:	2 24.05.2019
· ·		^			24.03.2017
		Urquele	Page No.	:	1 of 1
			Revision No	:	0
Approved by	:	Traffic Manager	Date	:	24.05.2019

GENERAL SECTION (GEN) MANUAL





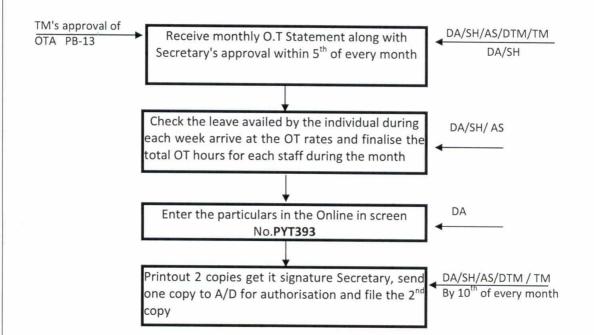
GENERAL SECTION (GEN) MANUAL

TITLE: OVERTIME ALLOWANCE

Input / Ref. Documents

Activities

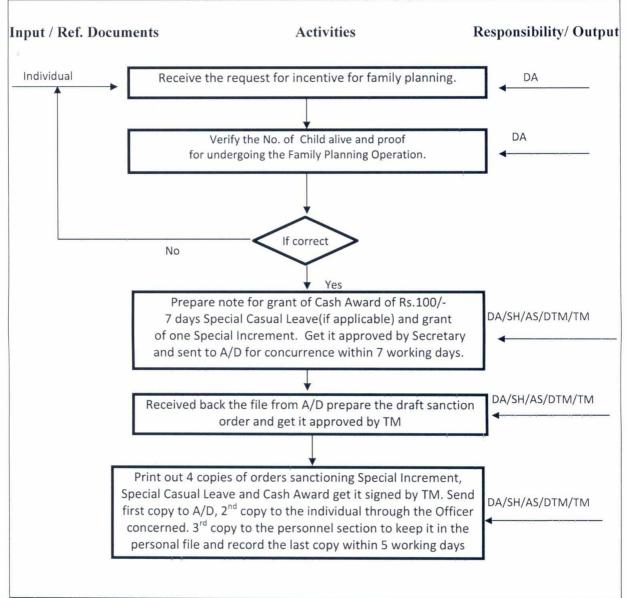
Responsibility/ Output



			Issue No.	:	2
Originated by	:	Document Controller	Date	:	24.05.2019
			Page No.	:	1 of 1
		lekafira	Revision No	:	0
Approved by	:	Traffic Manager	Date	:	24.05.2019

GENERAL SECTION (GEN) MANUAL

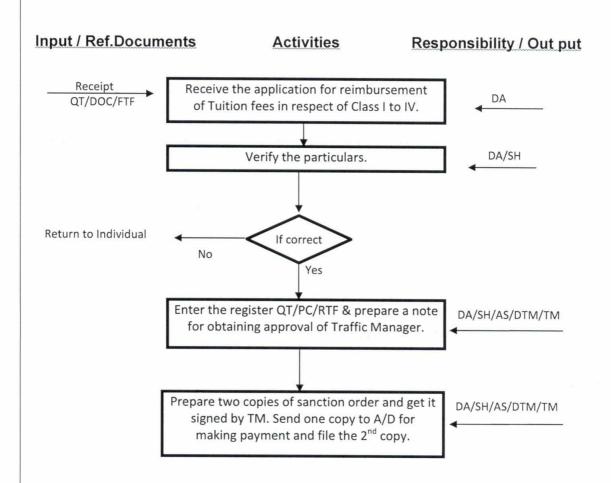
TITLE: Incentive for Family Planning



			Issue No.	:	2
Originated by	:	Document Controller	Date	<u>:</u>	24.05.2019
			Page No.	:	1 of 1
		. le Raflurle	Revision No	:	0
Approved by	:	Traffic Manager	Date	:	24.05.2019

GENERAL SECTION (GEN) MANUAL

TITLE: Reimbursement of Tuition Fees

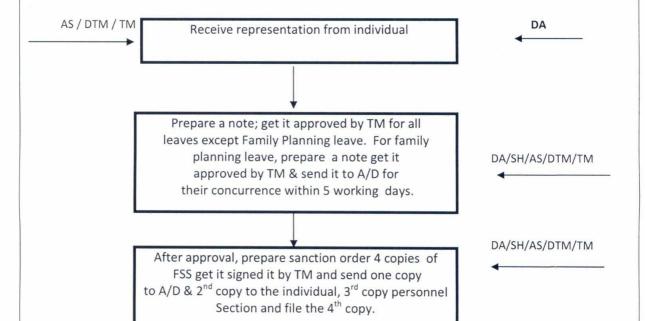


			Issue No.	:	2
Originated by	:	Document Controller	Date	:	24.05.2019
		1110 000 0	Page No.	:	1 of 1
		URafinde	Revision No	:	0
Approved by	:	Traffic Manager	Date	:	24.05.2019

GENERAL SECTION (GEN) MANUAL

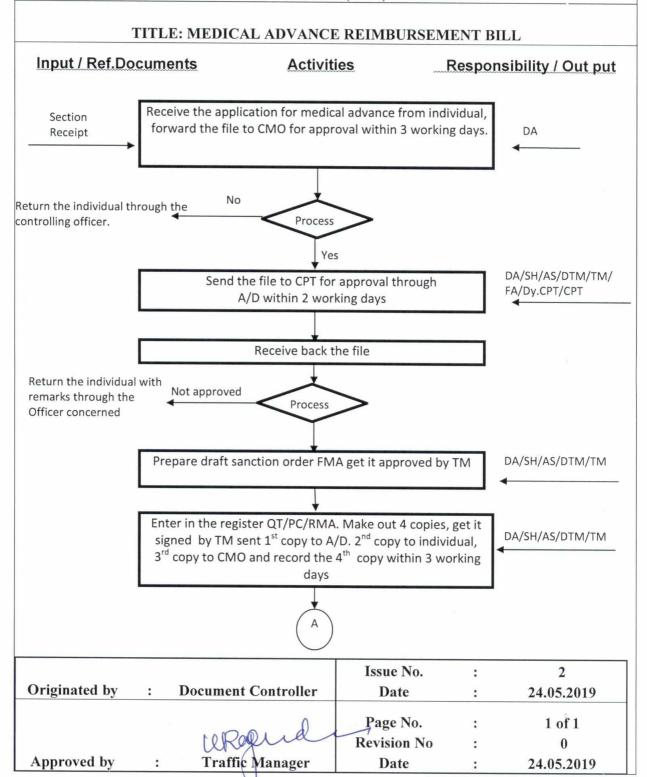
TITLE: SPECIAL LEAVES

Input / Ref.Documents Activities Responsibility / Out put



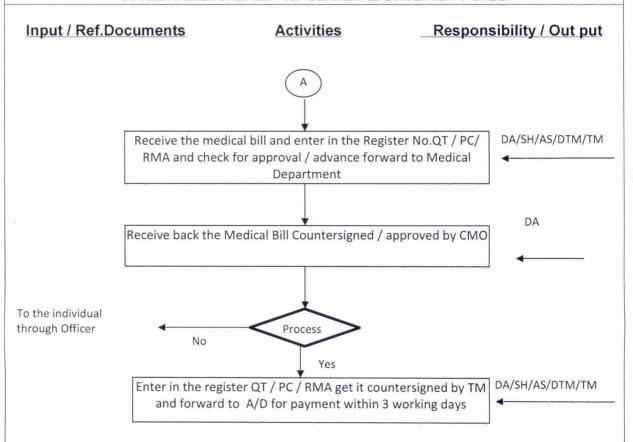
			Issue No.	:	2
Originated by	<u>:</u>	Document Controller	Date	:	24.05.2019
		100-1100	Page No.	:	1 of 1
		Wregendi	Revision No	:	0
Approved by	:	Traffic Manager	Date		24.05.2019

GENERAL SECTION (GEN) MANUAL



GENERAL SECTION (GEN) MANUAL

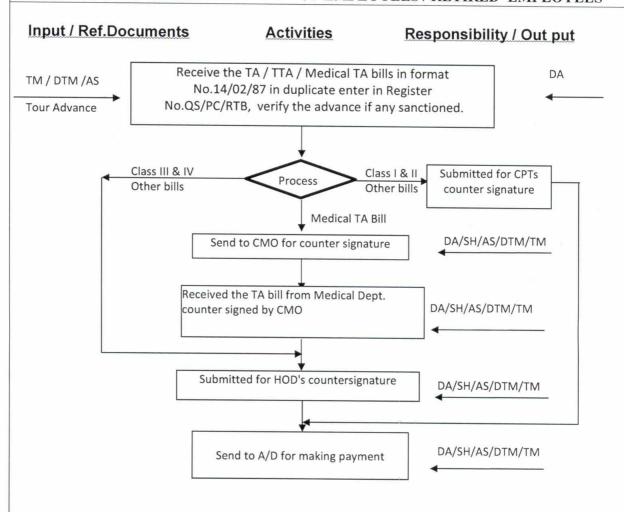
TITLE: MEDICAL ADVANCE REIMBURSEMENT BILL



			Issue No.	:	2
Originated by	:	Document Controller	Date	:	24.05.2019
		0	Page No.	:	1 of 1
		argenel	Revision No	:	0
Approved by	:	Traffic Manager	Date	:	24.05.2019

GENERAL SECTION (GEN) MANUAL

TITLE: TA/TTA/MEDICAL TA BILL OF EMPLOYEES / RETIRED EMPLOYEES



Originated by		Dogument Controller	Issue No.	:	2
Originated by	•	Document Controller	Date	-:	24.05.2019
		m.n. a	Page No.	:	1 of 1
		Placere	Revision No	:	0
Approved by	:	Traffic Manager	Date	:	24.05.2019

GENERAL SECTION (GEN) MANUAL

IMS RISK MANAGEMENT

RISK ASSESSMENT & RISK TREATMENT:

RISK	Control Method / Process
Heavy Paper Work	Email Communication should be improved

Reference Standard Requirement : ISO 9001:2015

KEY PERFORMANCE INDICATOR:

SI.NO	OBJECTIVES	DESCRIPTION	TARGET	
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,

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
3.	Spreading of dust in air	Air Pollution	OCP/12

Reference Standard Requirement: ISO 14001:2015.

Originated by	:	Document Controller	Issue No. Date	:	2 24.05.2019	
		urgeliele	Page No.	:	1 of 2	
Approved by		Tratfic Manager	Revision No Date	:	0 24.05.2019	

GENERAL SECTION (GEN) MANUAL

TITLE: IMS RISK MANAGEMENT

Hazard Identification, Risk Assessment and Controls:

SI.No.	HAZARD	RISK	Control Method
1	RADIATION	EYE strain	SOP-03
2	Electrocution	Human Injury	SOP-01
3	Leakage of cartridge	Health Hazard	SOP-01
4	Tin Tag Puncturing	Human Injury	SOP-01
5	Dust	Health Hazard	SOP-03
6	Body joint pain	Human Injury	SOP-03
7	Slippery	Human Injury	SOP-03
8	Dust Emission	Respiratory Disorder	SOP-4

Reference Standard Requirement: BS OHSAS 18001:2007, Clause: 4.3.1.

			Issue No.	:	2
Originated by	:	Document Controller	Date	:	24.05.2019
		NOP-OIL D	Page No.	:	2 of 2
		Wage	Revision No	:	0
Approved by	:	Traffic Manager	Date	:	24.05.2019

GENERAL SECTION (GEN) MANUAL

TITLE: LIST OF REGISTERS & FORMATS

List of Registers

SI.No.	Name of the register	Code No.	Retention Period
1	Receipt & Issue Register	QT / GEN / RRI	3 Years
2	Despatch Register for Personal Claims	QT / GEN / RDE	3 Years
3	GPF Advance	QT / GEN / RPF	3 Years
4	GPF Withdrawal	QT / GEN / RPA	3 Years
5	Computer Advance	QT / GEN / RPC	3 Years
6	Conveyance Advance	QT / GEN / RCA	3 Years
7	Tour Advance	QT / GEN / RTA	3 Years
8	LTC Advance	QT / GEN / RLT	3 Years
9	Leave Sanction - EL/HPL/Com.L/EOL	QT / GEN / RLR	3 Years
10	Reimbursement of Tuition Fees	QT / GEN / RTF	3 Years
11	Medical Advance & Reimbursement of Bill	QT/ GEN / RMA	3 Years
12	TA / TTA / Medical TA Bill	QT / GEN / RTB	3 Years

Originated by	;	Document Controller	Issue No. Date	:	2 24.05.2019
		1000000 A	Page No.	:	1 of 2
		Ukajtu	Revision No	:	0
Approved by	:	Traffic Manager	Date	:	24.05.2019

GENERAL SECTION (GEN) MANUAL

TITLE: LIST OF REGISTERS & FORMATS

List of Formats

SI.No.	Name of the format	Code No.
1	GPF Withdrawal application	14-02-284 Rev.0
2	GPF Advance application	14-2-284 Rev.0
3	Computer / Conveyance Advance application	14-2-296 Rev.0
4	Festival Advance	14-2-286 Rev.0
5	LTC application	14-2-283 Rev.0
6	EL/HPL/Com.L/EOL application	14-2-277 Rev.0
7	Encashment of EL application	14-2-298 Rev.0
8	Tour Advance application	14-2-294 Rev.0
9	TA Bill application	14-2-287 Rev.0
10	Tuition Fees Reimbursement Application	QT / DOC / FTF Rev.0
11	Sanction order for GPF Advance / Withdrawal	QT / DOC / FSG Rev.0
12	Sanction order for Conveyance Advance	QT / DOC / FSM Rev.0
13	Sanction order for Computer Advance	QT / DOC / FSC Rev.0
14	Sanction order for Festival Advance	QT / DOC / FSF Rev.0
15	Sanction order for LTC Advance	QT / DOC / FSL Rev.0
16	Sanction order for Tour Advance	QT / DOC / FSA Rev.0
17	Sanction order for Encashment Advance	QT / DOC / FSE Rev.0
18	Sanction order for Reimbursement of Tuition Fees	QT / DOC / FST Rev.0
19	Sanction order for Medical Advance	QT / DOC / FSM Rev.0
20	Format for Pay Bill Input - Overtime	PB - 13 Rev.0

			Issue No.	:	2
Originated by	:	Document Controller	Date	:	24.05.2019
		11 Rak in	Page No.	:	2 of 2
		Mag	Revision No	:	0
Approved by	:	Traffic Manager	Date	:	24.05.2019

V.O. CHIDAMBARANAR PORT TRUST TRAFFIC DEPARTMENT INTEGRATED MANAGEMENT SYSTEM (IMS) GENERAL SECTION (GEN) MANUAL

BENCHMARK

SL No	Activity	Benchmark
1	G.P.F	3 Working days
2	LTC / Home Town Permission / Advance	4 Working days
3	Tour Advance	4 Working days
4	Encashment of E.L. for officers & staff	4 Working days
5	EL / Com.L / HPL / EOL	5 Working days
6	Conveyance Advance a) Send to Accounts Department for Verification b) Prepare & put up to Competent authority for approval c) Issue Sanction order.	6 Working days 1 Working day 1 Working day
7	Computer Advance i. For sending to A/D for verification ii. Prepare & put up to DD/EDP & Accounts for verification iii. Issue Sanction order.	6 Working days 3 Working days 2 Working days
8	T.A. Bill of Employees	3 Working days
9	T.T.A. Bill for Retired Employees	5 Working days
10	O.T. / N.W. Statement	10 th of every month
11	Festival Advance of Class I to IV	4 working days
12	Incentive for Family Planning	4 Working days
13	Special Leave (Paternity Leave, Maternity Leave, Special Disability leave and Family Planning Leave)	4 Working days
14	Reimbursement of Medical Bill i. Sent to Medical Department ii. Received from Medical Dept. & send to A/D	3 Working days 2 Working days
15	Medical Advance & Adjustment of Bills: i. Send to Medical Department ii. Send to A/D for payment	3 Working days 2 Working days
16	Reimbursement of Tuition Fees	3Working days
	· · · · · · · · · · · · · · · · · · ·	

		Issue No.	: 2
Originated by	: Document Controller	Date	: 24.05.2019
	ORgende	Page No. Revision No	: 1 of 1 : 0
Approved by	: Traffic Manager	Date	: 24.05.2019