


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

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



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TRAFFICDEPARTMENT
INTEGRATED MANAGEMENT SYSTEM (IMS)
GENERAL SECTION (GEN) MANUAL**

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LIST OF RECIPIENTS

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

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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	24.05.2019	Changes in Internal Work flow & Procedures

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

Sl. No.	Page No.	Section	Revision		Remarks
			No.	Date	
1					
2					
3					
4					

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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

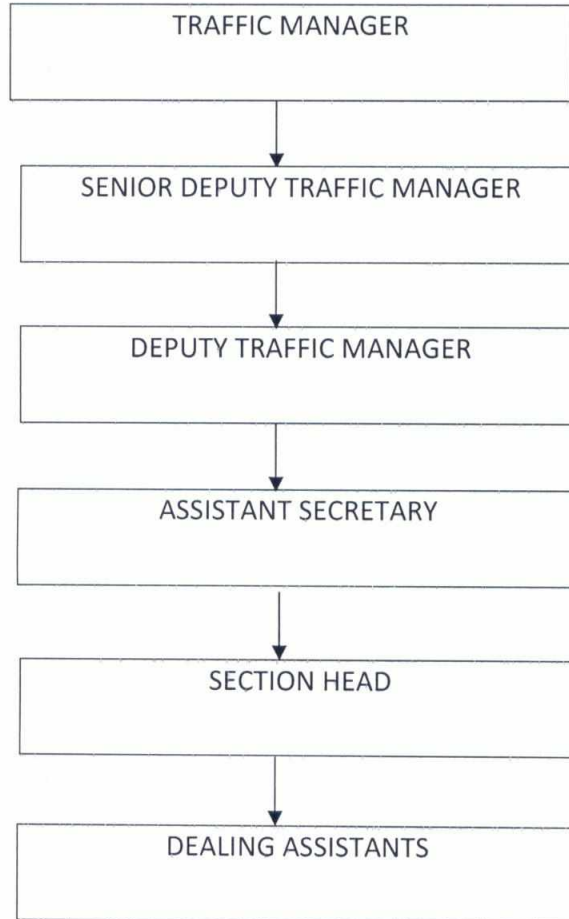
To ensure prevention of ill health and injury.


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ORGANISATION CHART




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GENERAL SECTION (GEN) MANUAL

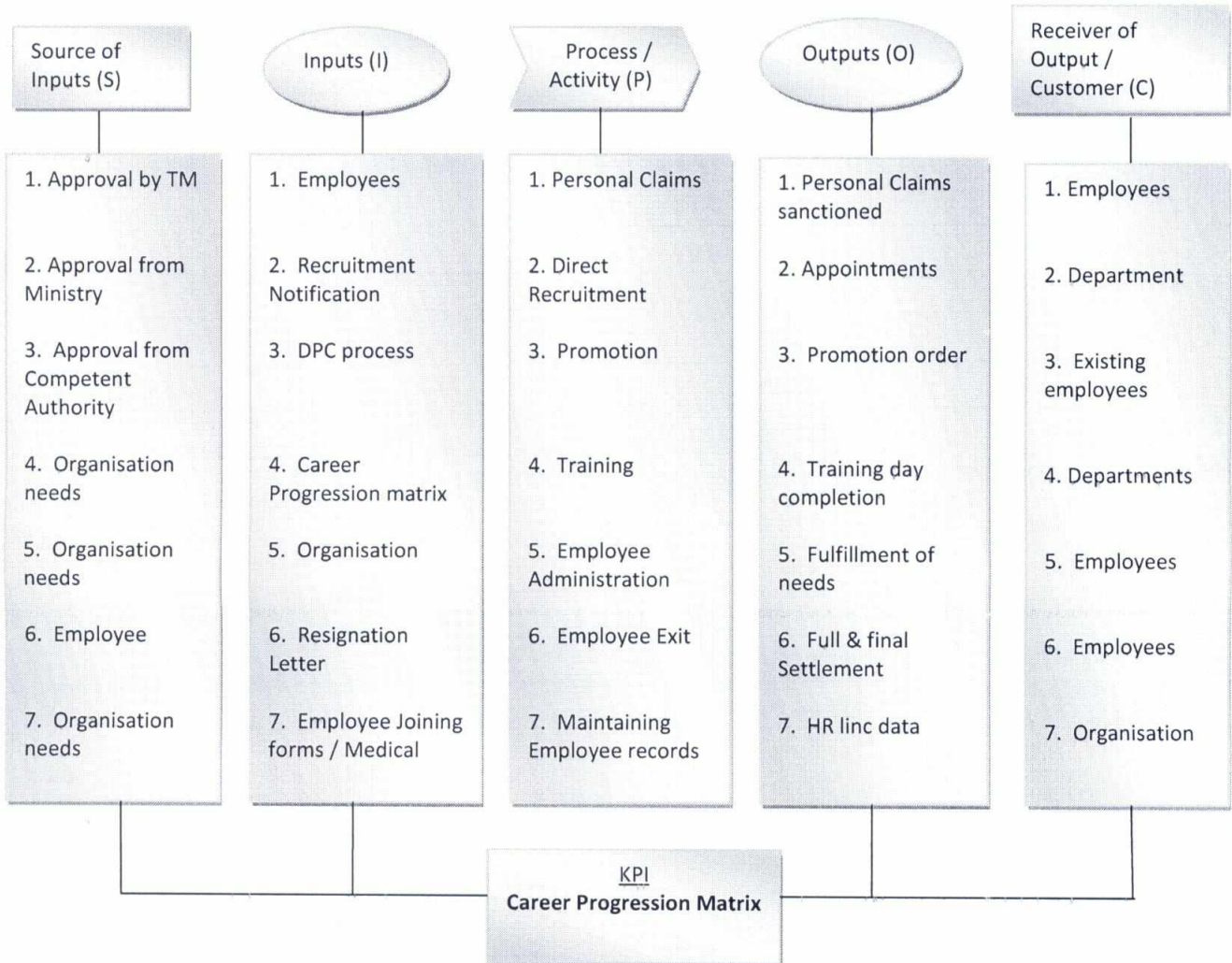
ABBREVIATIONS

VOCPT	V O Chidambaranar Port Trust
CPT	Chairman, Port Trust
DYCPT	Deputy Chairman, Port Trust
TM	Traffic Manager
SRDTM	Senior Deputy Traffic Manager
DTM	Deputy Traffic Manager (Operations)
CMO	Chief Medical Officer
AS	Assistant Secretary
Supdt.	Superintendent
HC	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
HTC	Home Town Concession
FSS	Family Security Scheme
TA	Travelling Allowance
TTA	Transfer Travelling Allowance
PC	Personal Computer
OT	Over Time
EL	Earned Leave
HPL	Half Pay Leave
Com.L	Commuted Leave
EOL	Extra-ordinary Leave

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Interested Parties

4.2 Understanding the requirements of the Interested parties


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

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TITLE: PROCEDURE FOR PURCHASE

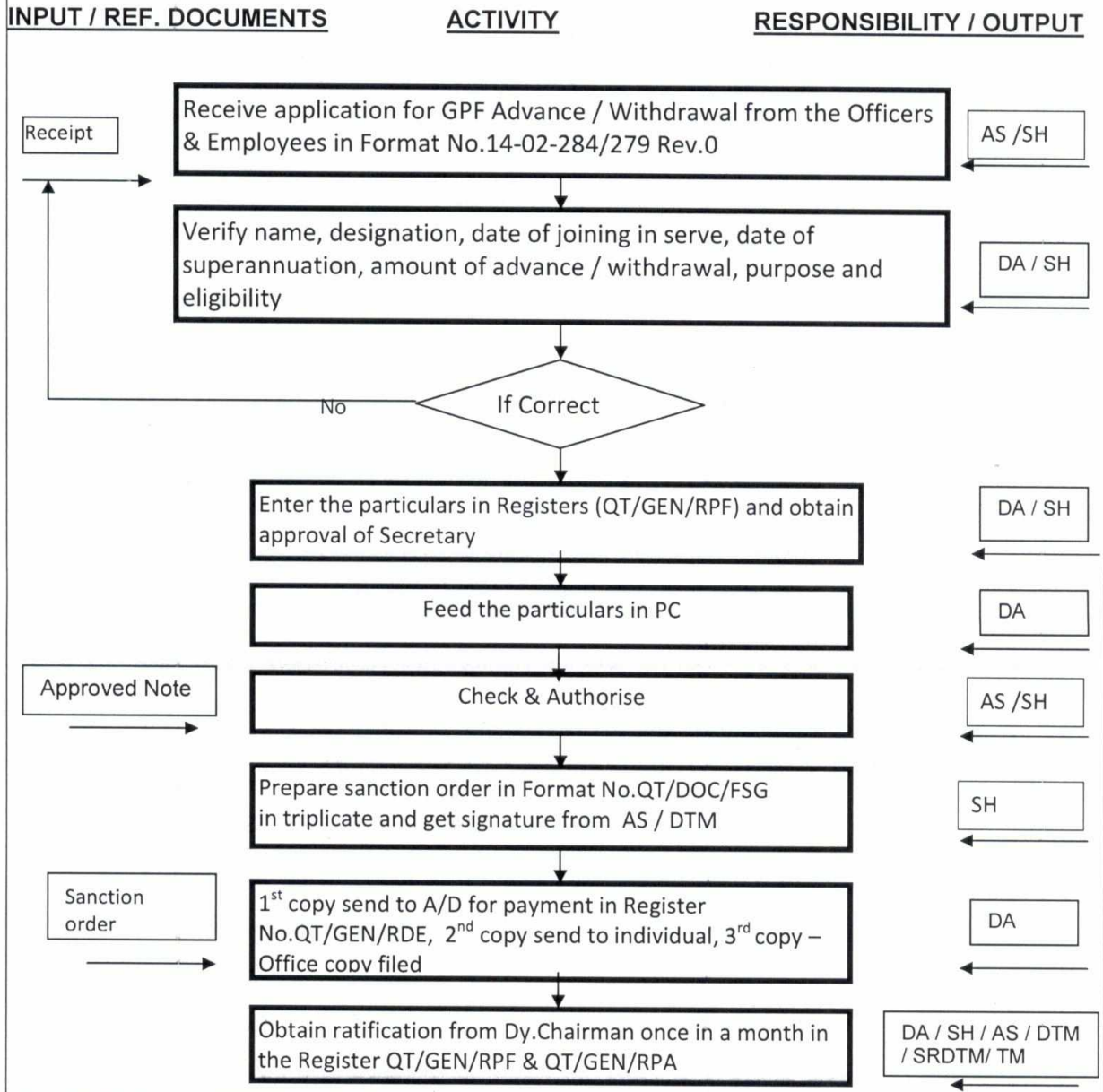
<u>INPUT / REF. DOCUMENTS</u>	<u>ACTIVITY</u>	<u>RESPONSIBILITY / OUTPUT</u>
Purchase requisition	Verify & consolidate the requisitions. Ensure the availability of budget provisions	SH / AS
	↓	
	Call for the quotations from the local enlisted suppliers with a cut off date	SH / AS
	↓	
Quotations	Receive & 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 has quoted lowest rate to supply the product	SH / AS
	↓	
Suppliers	Receive & verify the product supplied by the supplier with reference to the specification in the Supply Order	SH / AS
	↓	
	Receive bill from the supplier and sent to Accounts Department for payment after passing the Bill	SH / AS
	↓	
	All products received from the supplier should be taken in Receipt & Issue Register (QT/GEN/RI)	SH / AS
	↓	
	Distribute the products to the concerned section through Section Head as per actual requirement	SH / AS
	↓	
	In the case of emergencies the above procedure will be superseded with the approval of the competent authority	SH / AS

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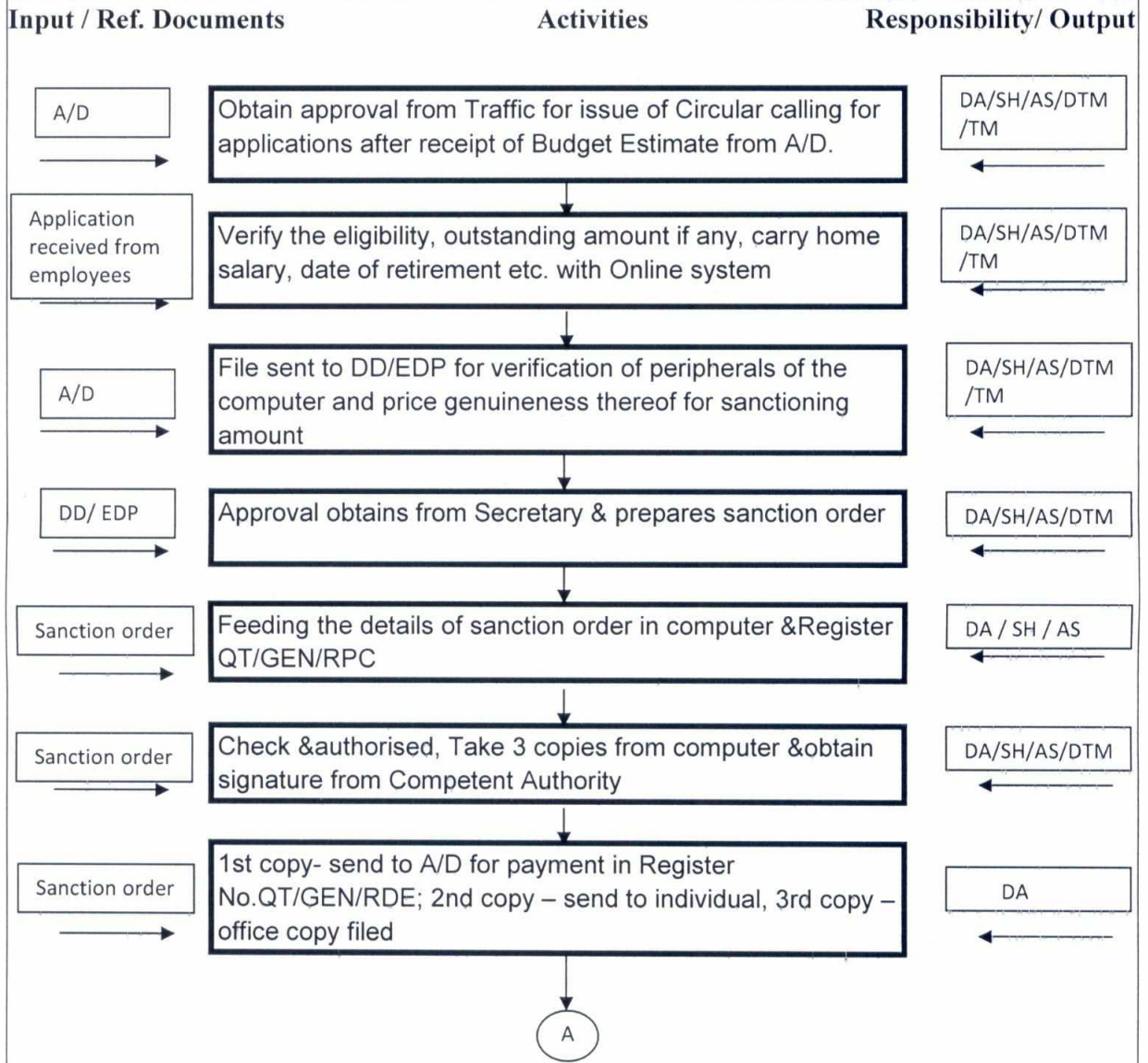
TITLE: GPF Advance / Withdrawal



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TITLE: COMPUTER ADVANCE

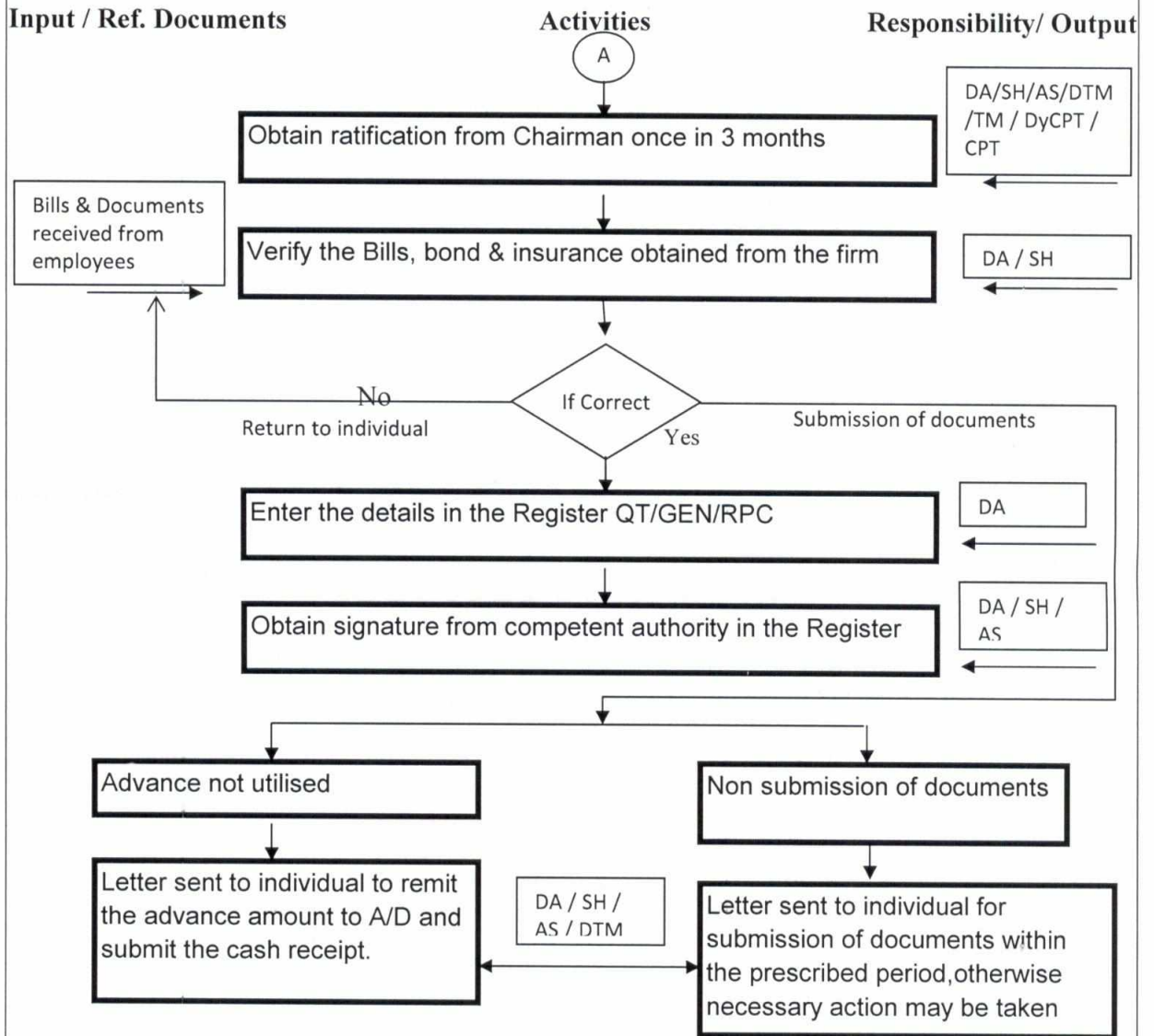


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TITLE: COMPUTER ADVANCE

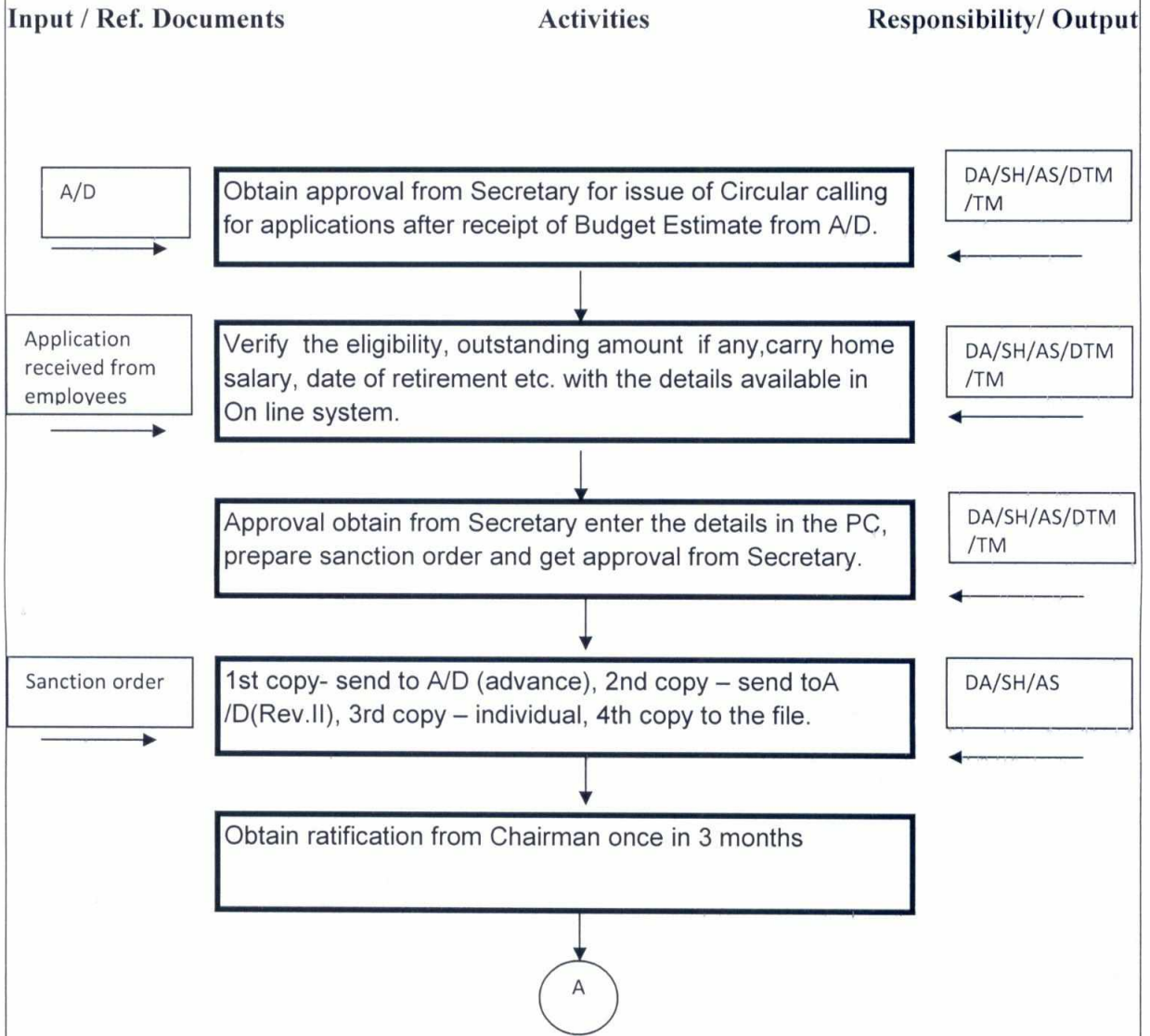


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TITLE: CONVEYANCE ADVANCE



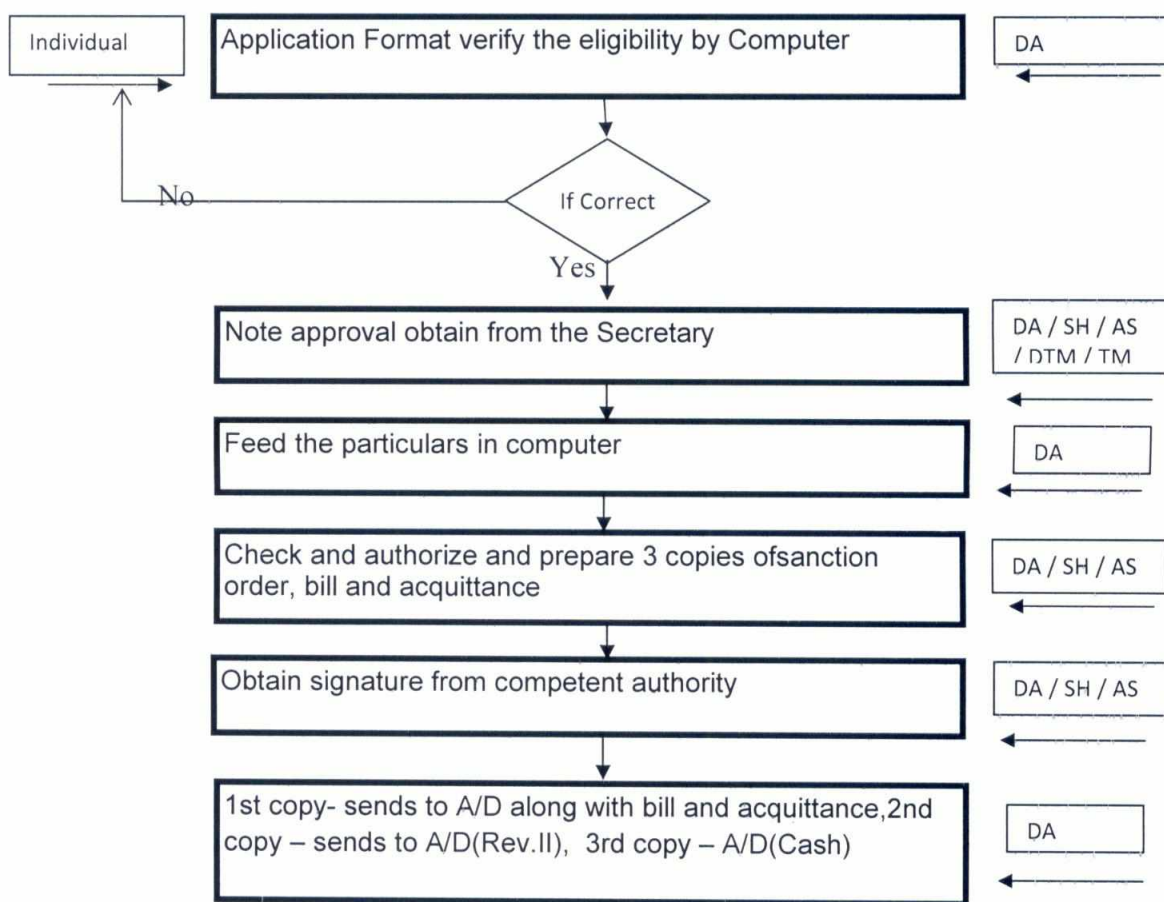
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TITLE: FESTIVAL ADVANCE

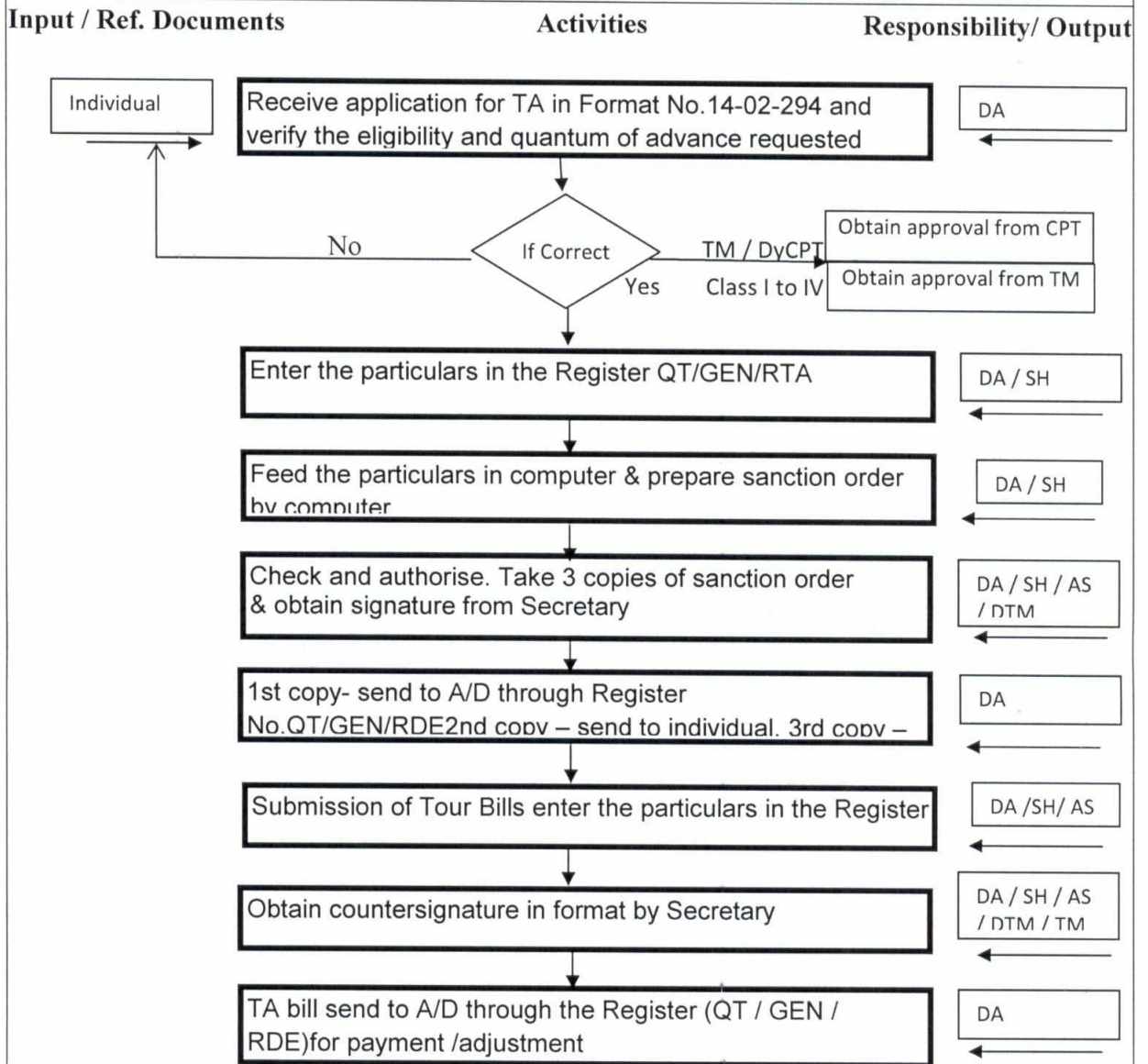
Input / Ref. Documents	Activities	Responsibility/ Output
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TITLE: TOUR ADVANCE

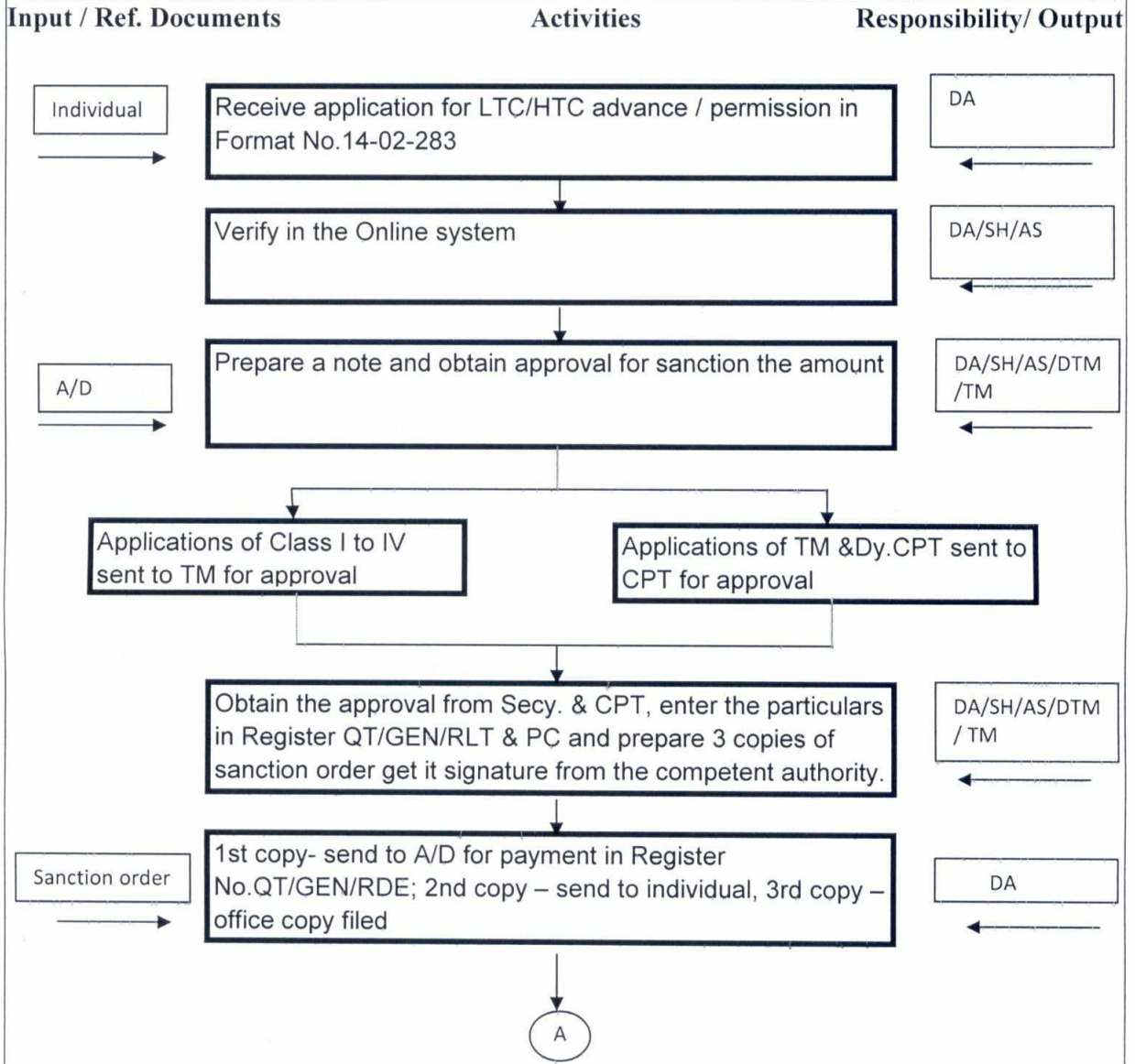


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TITLE: LTC/HTC- Permission/Advance & Settlement of Bills

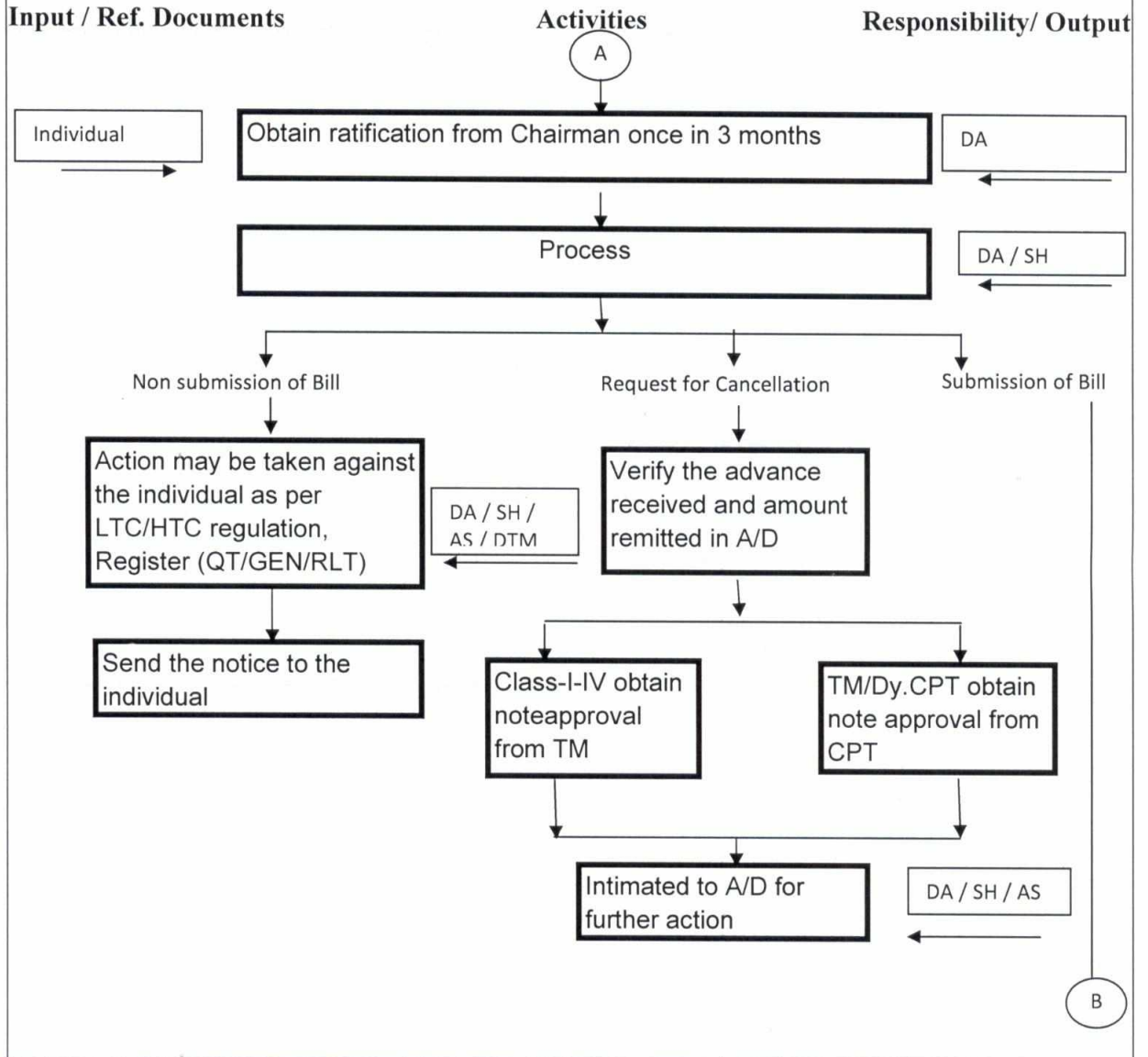


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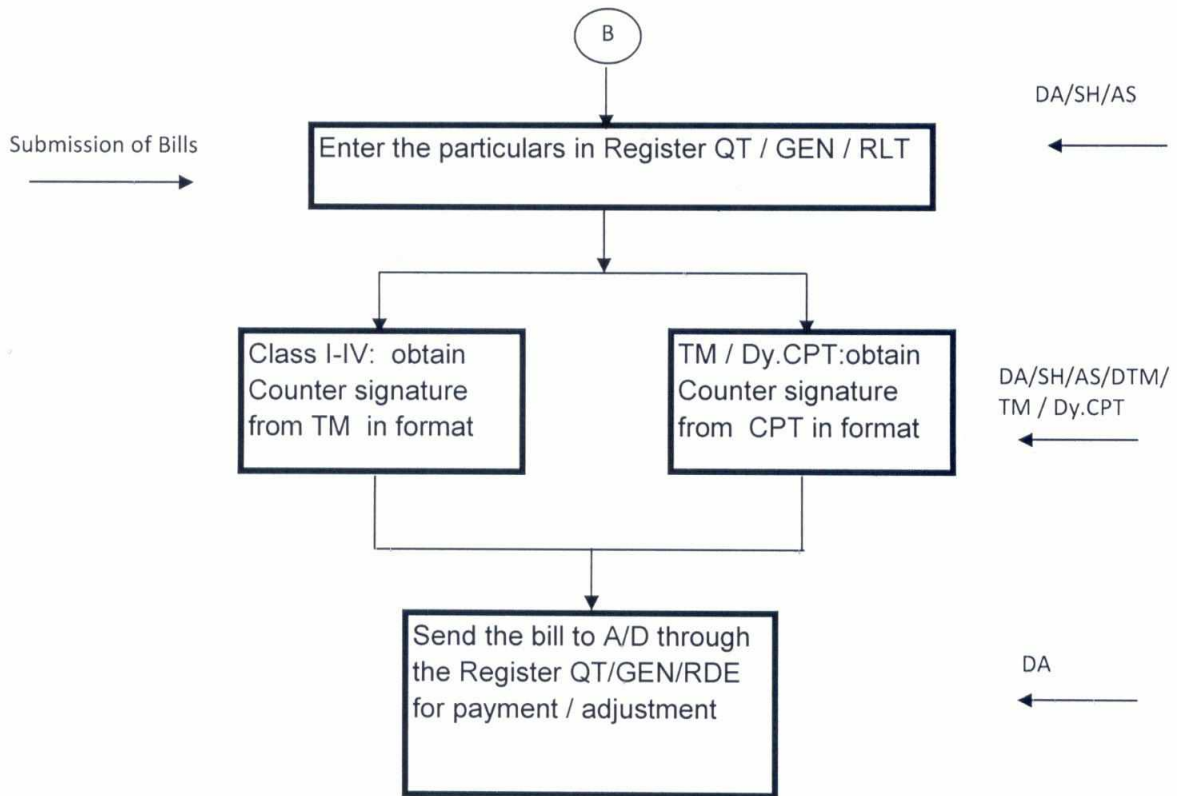
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TITLE: LTC/HTC- Permission/Advance & Settlement of Bills

Input / Ref. Documents	Activities	Responsibility/ Output
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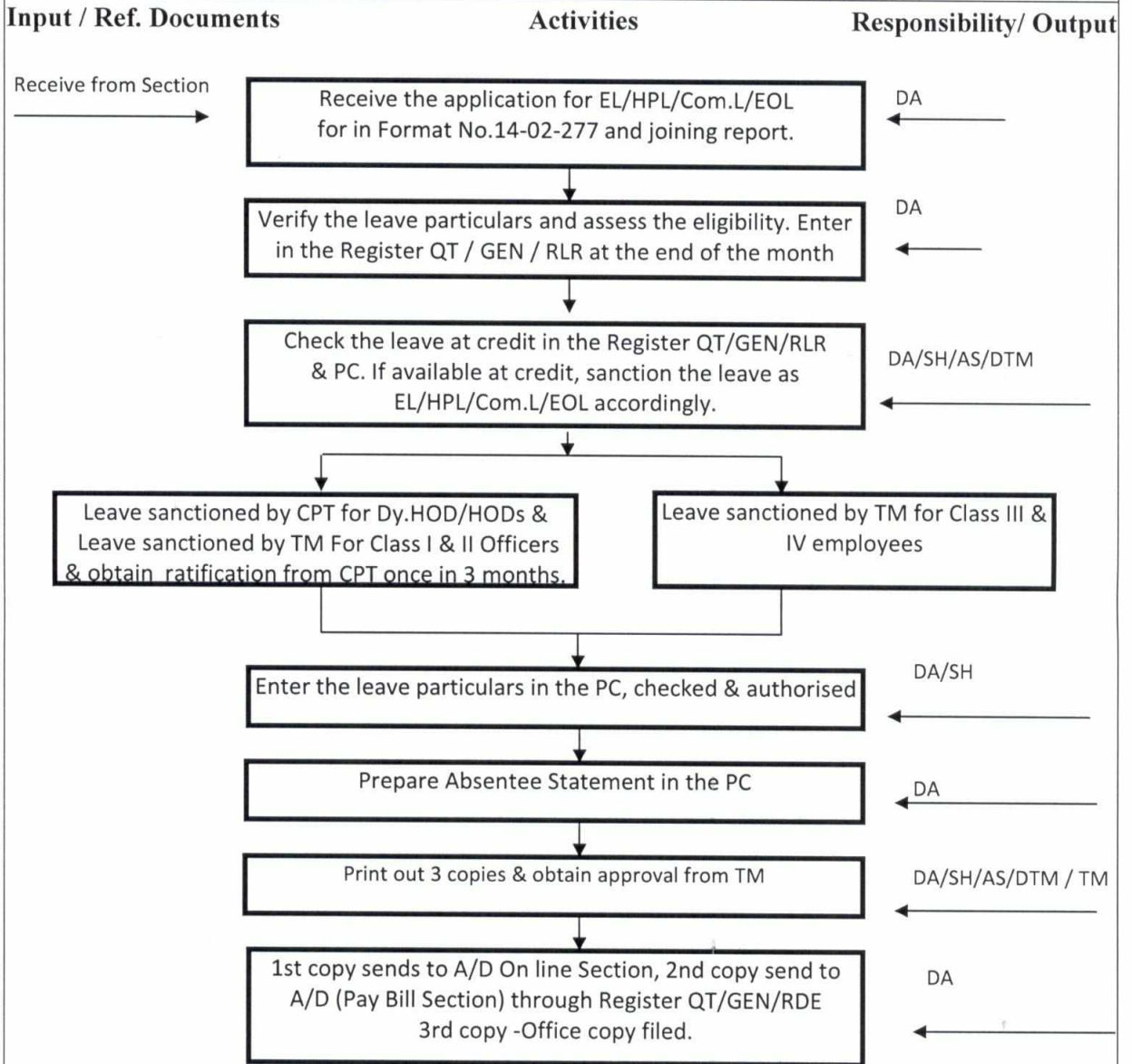



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GENERAL SECTION (GEN) MANUAL

TITLE: Leave Sanction (EL/HPL/Com.L/EOL)

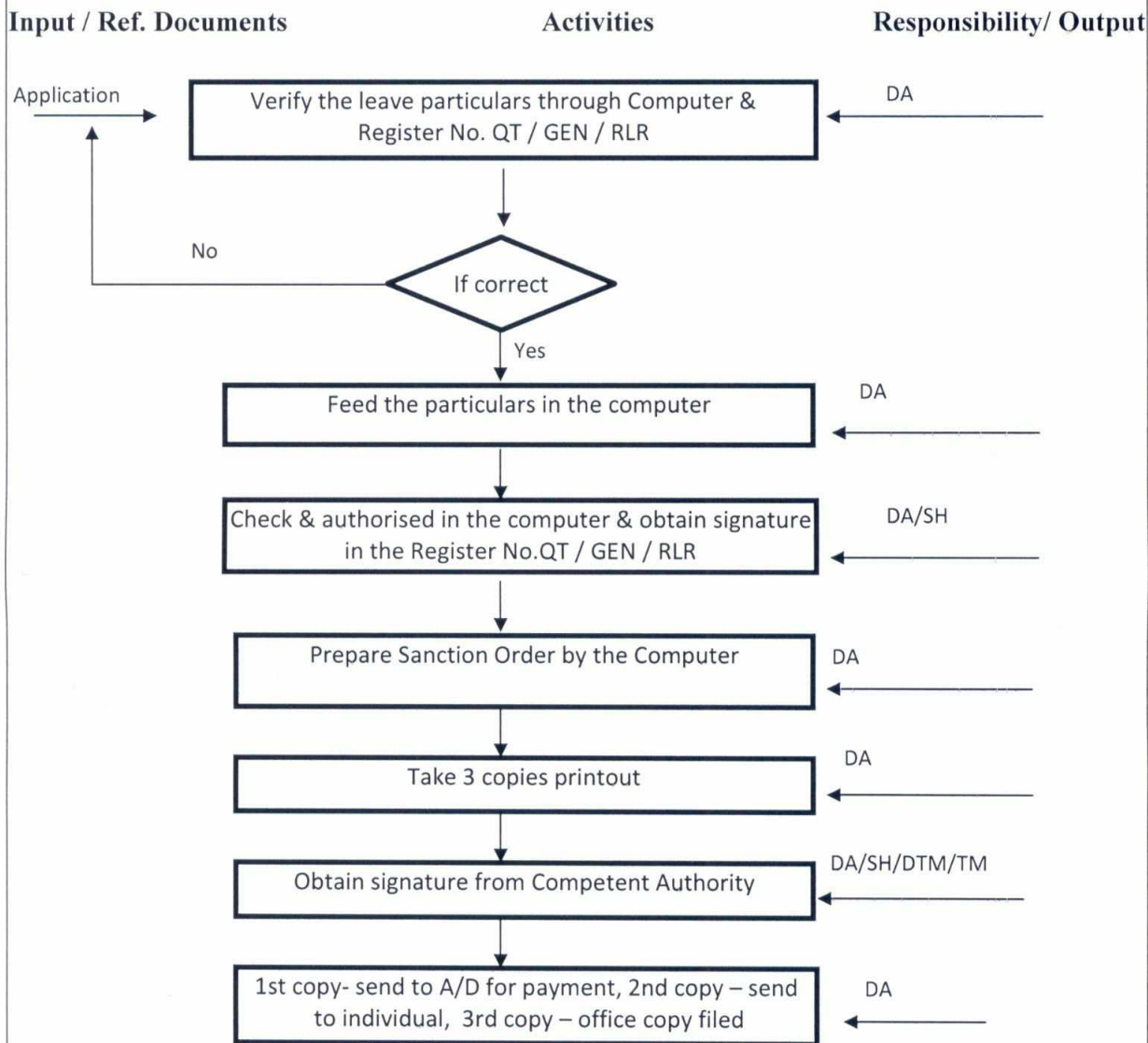


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TITLE: Encashment of EL



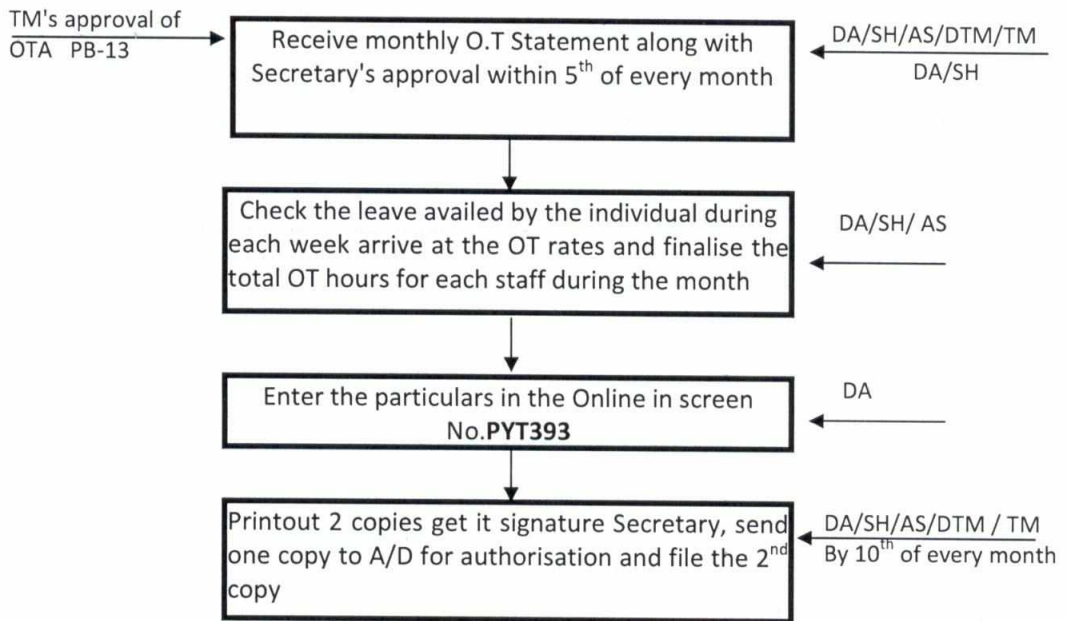
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TITLE: OVERTIME ALLOWANCE

Input / Ref. Documents	Activities	Responsibility/ Output
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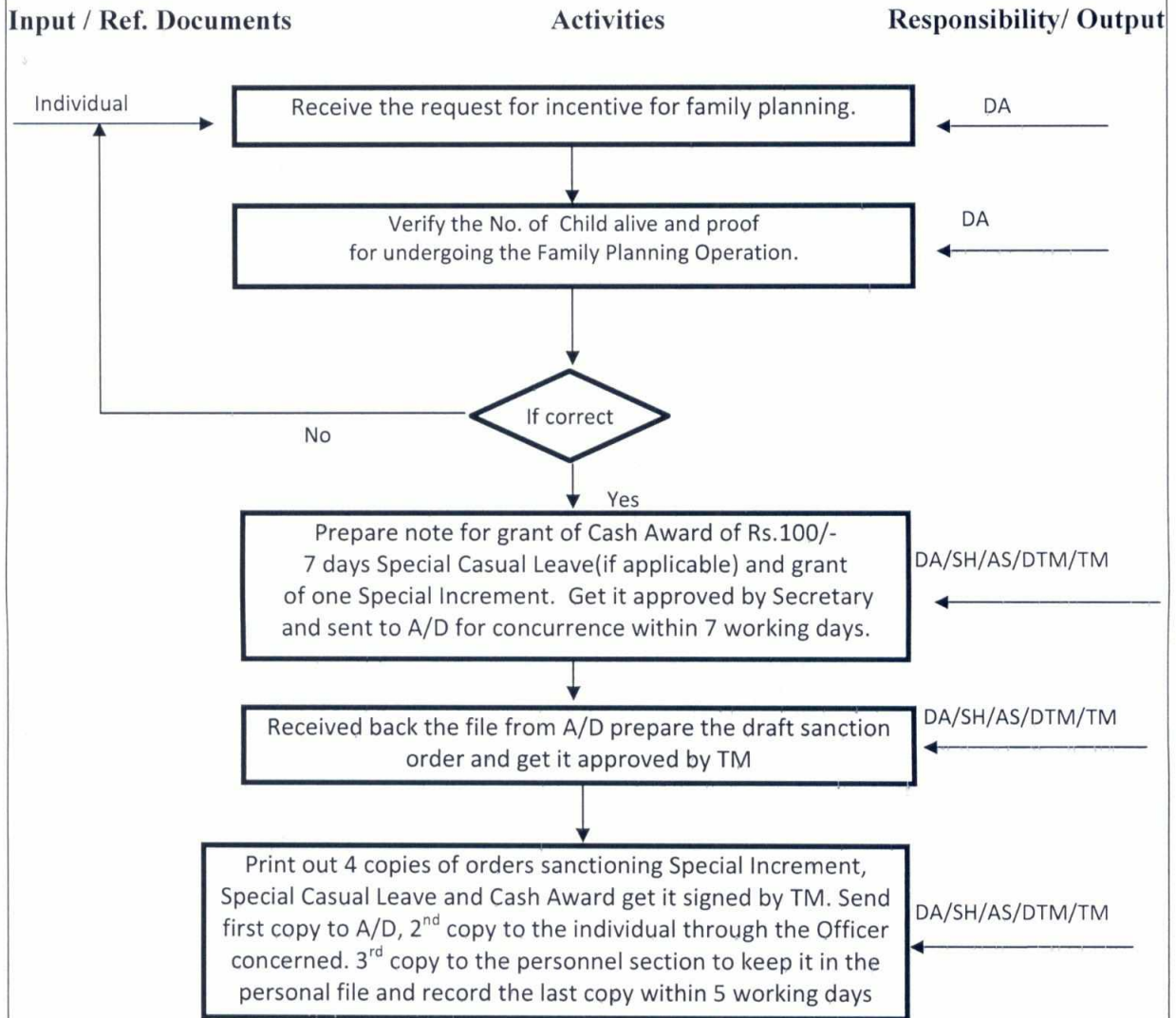


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TITLE: Incentive for Family Planning

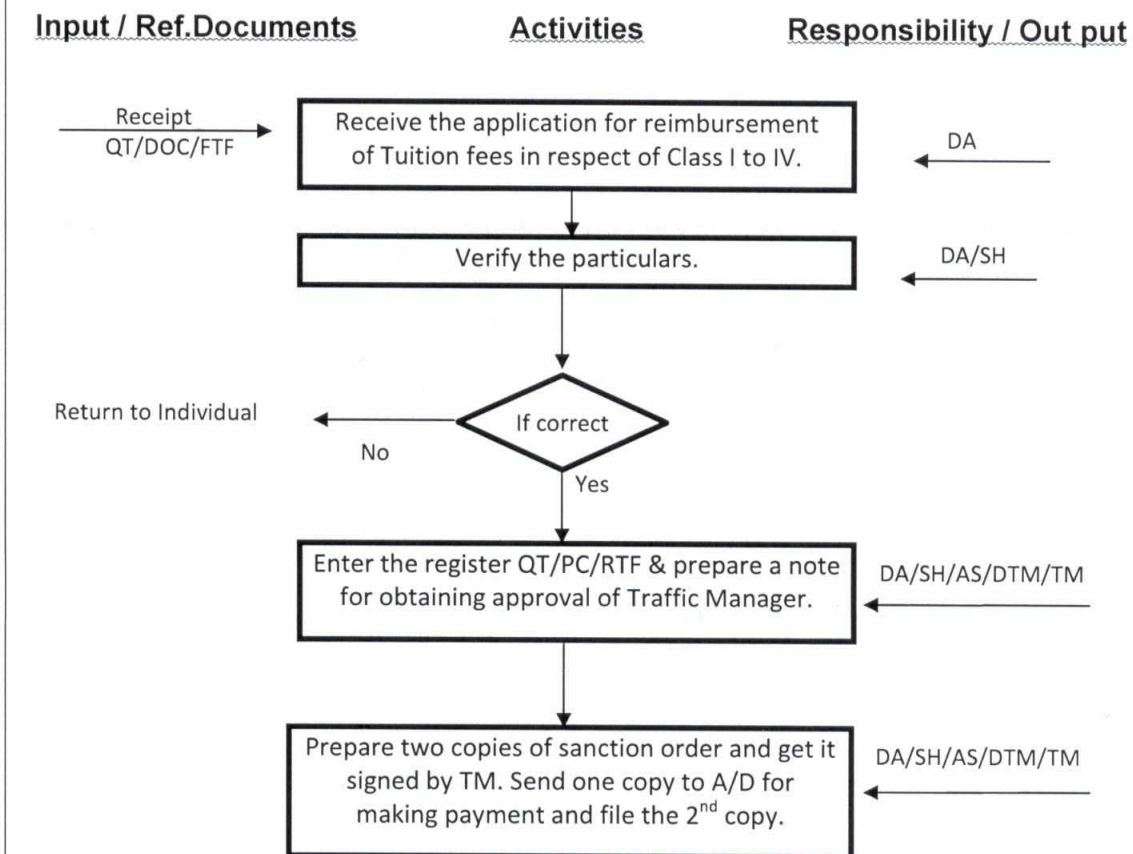


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GENERAL SECTION (GEN) MANUAL

TITLE: Reimbursement of Tuition Fees



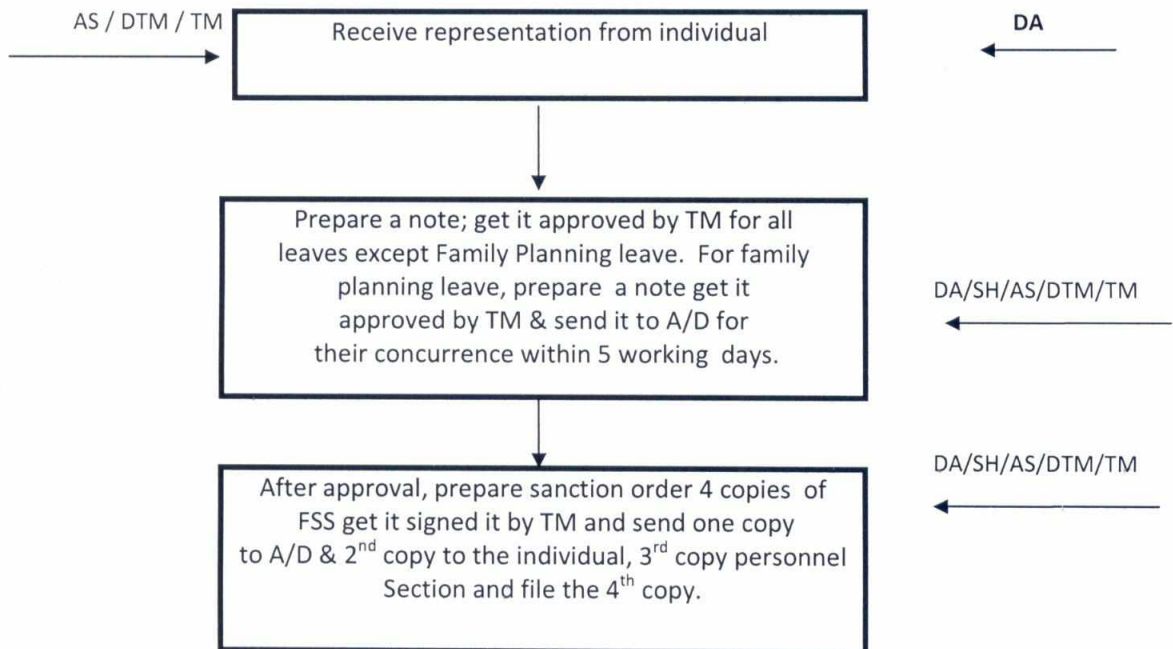
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<p>Approved by : <i>W. Raju</i> Traffic Manager</p>	<p>Page No. : 1 of 1 Revision No : 0 Date : 24.05.2019</p>

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TITLE: SPECIAL LEAVES

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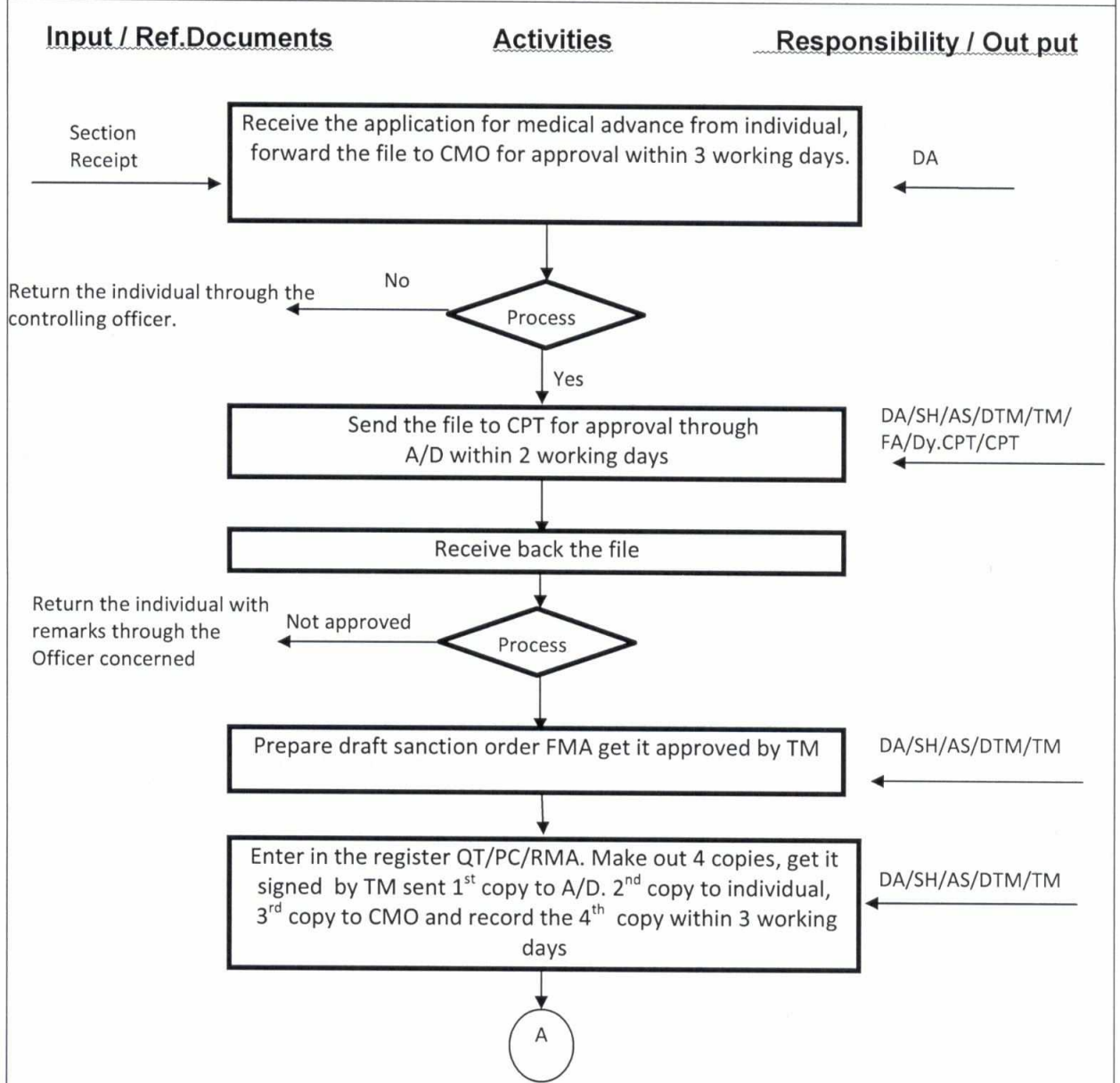


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GENERAL SECTION (GEN) MANUAL

TITLE: MEDICAL ADVANCE REIMBURSEMENT BILL

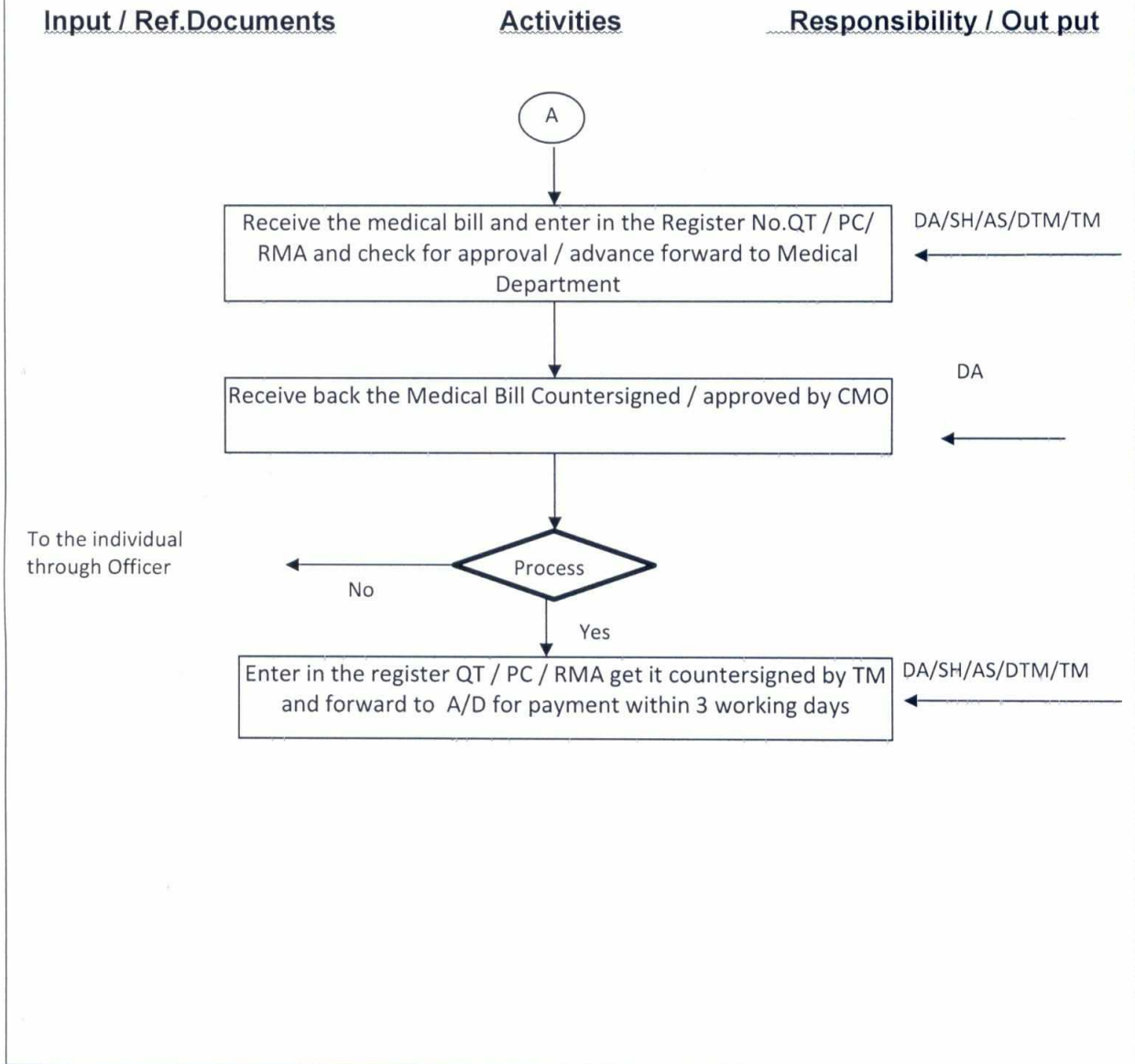


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GENERAL SECTION (GEN) MANUAL

TITLE: MEDICAL ADVANCE REIMBURSEMENT BILL



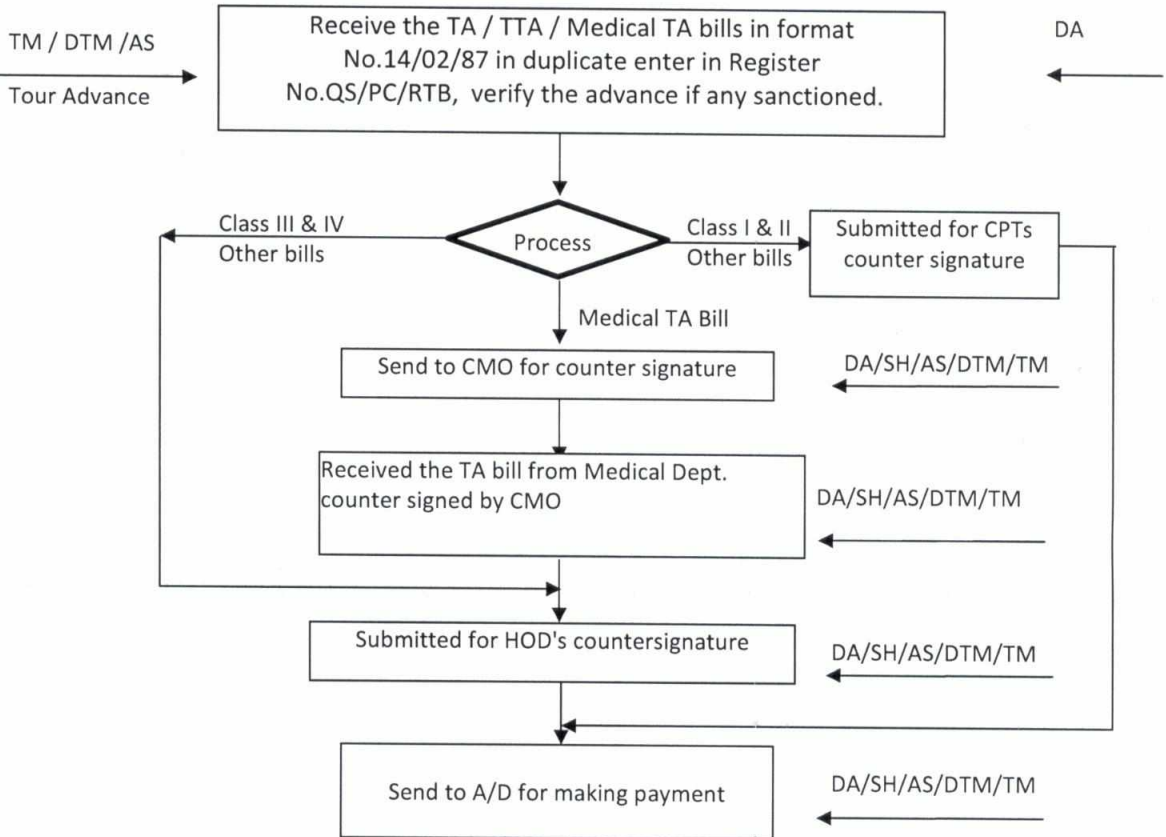
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GENERAL SECTION (GEN) MANUAL

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

<u>Input / Ref.Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
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IMS RISK MANAGEMENT

RISK ASSESSMENT & RISK TREATMENT :

RISK	Control Method / Process
<ul style="list-style-type: none"> • Heavy Paper Work 	<ul style="list-style-type: none"> • Email Communication should be improved

Reference Standard Requirement : ISO 9001:2015

KEY PERFORMANCE INDICATOR:

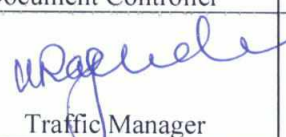
SI.NO	OBJECTIVES	DESCRIPTION	TARGET
1	--		

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.

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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.

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GENERAL SECTION (GEN) MANUAL

TITLE : LIST OF REGISTERS & FORMATS

List of Registers

Sl.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

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GENERAL SECTION (GEN) MANUAL

TITLE : LIST OF REGISTERS & FORMATS

List of Formats


Sl.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

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**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	<u>Conveyance Advance</u> 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	<u>Computer Advance</u> 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	<u>Reimbursement of Medical Bill</u> i. Sent to Medical Department ii. Received from Medical Dept. & send to A/D	3 Working days 2 Working days
15	<u>Medical Advance & Adjustment of Bills:</u> i. Send to Medical Department ii. Send to A/D for payment	3 Working days 2 Working days
16	Reimbursement of Tuition Fees	3 Working days

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