



**V.O.CHIDAMBARANAR PORT TRUST**

**INTEGRATED MANAGEMENT SYSTEM**

**E.D.P.CENTRE**

**DEPARTMENTAL HANDBOOK**

**PROCESSING WORKS IN PIS MODULE**

**(HAND BOOK NO : QEDP012)**

**ISO 9001:2015**

**Issue No.1**

**Date: 02.01.2018**



**V.O.CHIDAMBARANAR PORT TRUST  
EDP CENTRE  
DEPARTMENTAL MANUAL (QEDP)**

**PROCESSING WORKS IN PIS MODULE  
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<b>LIST OF RECIPIENTS OF THIS MANUAL</b>		
<b>Sl. No.</b>	<b>Recipients</b>	<b>Controlled Copy No.</b>
1.	Deputy Chairman	1
2.	Financial Adviser & Chief Accounts Officer	2
3.	Management Representative (ISO Cell)	3
4.	Sr.Deputy Director (EDP)	4
5.	Soft Copies of the manual accessible to All Assistant Directors All Data Processing Officers	

Originated by : Departmental Manual Committee	Issue No. : 1 Date : 02.01.2018
Approved by : Sr.Dy.Director	Page No. : 1 of 1 Revision No : 0 Date : 02.01.2018

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**REVISION SHEET**

**Document Name** : **Departmental Manual - Hand Book**  
**Code** : **QEDP012**

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Sl. No.	Issue No.	Date	Reasons for Re-issue
1	1	10.3.2004	Implementation of QMS in EDP ISO:9001:2000
2	2	15.2.2010	Due to changes from ISO:9001:2000 standard to the new version ISO:9001:2008
3	3	24.2.2012	Due to renaming of Tuticorin Port Trust as V.O.CHIDAMBARANAR Port Trust.
4	4	03.02.2016	Change of Manual after ERP implementation
5	1	02.01.2018	Change of Manual after IMS implementation

**II. Revision Status of Issue No.1 dated : 02.01.2018**

Sl.No.	Page No.	Section	Revision		Remarks
			No.	Date	

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**ABBREVIATIONS**

EPIS	:	Enterprise Port Information System
ERP	:	Enterprise Resource Planning
PCS	:	Port Community System
CHD	:	Cargo Handling Division
EDI	:	Electronic Data Interchange
VPN	:	Virtual Private Network
CFS	:	Container Freight System
SAP	:	Systems, Applications and Products

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**PROCESSING WORKS IN PIS MODULE**

Procedure	:	Month end processing works in Port Operation System
Authority	:	Financial Adviser & Chief Accounts Officer
Responsibility	:	DD(SR)

In EPIS module in ERP handles port operation activities with following sub modules.

- a. Vessel
- b. Cargo Operation
- c. Railway Operation
- d. Container Operation
- e. Equipment
- f. Risk Management
- g. Finance
- h. PCS
- i. CHD Operation

**Vessel Module**

Vessel Module handles all the vessel related activities like Vessel Movement, Vessel Landing or Loading of Cargo, Vessel Assessment, Endorsement & Billing Processes. Vessel Registration and Payments are being done by the Port Users through PCS website ([www.indianpcs.gov.in](http://www.indianpcs.gov.in)). All vessel related activities are fed in the system by Traffic and Marine Department.

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**PROCESSING WORKS IN PIS MODULE**

**Cargo Operation, Railway Operation & Equipment**

Cargo Operation Module handles all the Wharfage charges activities, Cargo Log sheet, Vehicle Movement in gate/berth, Gate Pass and Wharfage Billing Processes. Railway Module handles all the Wagon activities, Wagon Placement Loading/Landing, Railway siding charges assessment and Billing Processes. Equipment Module handles all the Private equipment handling activities, Equipment assessment, Pvt. Equipment License issue and Billing Processes.

Payments are being collected from the Port Users through PCS website ([www.indianpcs.gov.in](http://www.indianpcs.gov.in)) All cargo, railway and equipment related activities are fed in the system by Traffic Department.

**Risk Management System**

Risk management system handles all risk management activities like dangerous good arrival notification, incident reporting etc. The details are fed in the system by Marine Department.

**Finance**

Finance module handles the payment collection through PCS/EDI and refund payments. Assessment charges collections are being done through PCS and payment details are fed in the system by Revenue section. Refund payment is being made through EDI. EDP has provided VPN access to Banks for transferring EDI refund payment details and also to receive refund payment status from Banks.

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**PROCESSING WORKS IN PIS MODULE**

**Payment clearance is done through screen Finance -> Transaction -> Payment Clearance – Show/Edit**

The screenshot shows a web browser window with the URL 10.1.11.185/epis\_voc/index.jsp. The page header includes the V.O. Chidambaranar Port Trust logo and navigation links like 'Home', 'Refresh', and 'Logout'. Below the header, there is a search form with the following fields:

CFS/Refund No	CFS/Refund Date	Vessel No	Vessel Name	Agent Category
Agent Code	Agent	Amount	Payment Status	Payment Date
Payment Ref.No	Ref.Date	Payment Mode	Remarks	File

Buttons for 'Search' and 'Clear' are located below the form fields.

Payment Clearance:												
CFS/Refund No	CFS/Refund Date	Vessel No	Vessel Name	Agent Category	Agent	Amount	Payment Status	Payment Date	Payment Ref.No	Ref.Date	Payment Mode	RemarksFile

1. Enter CFS No or Vessel No and search
2. Click the details and enter Payment clearance number.

**PCS**

Vessel Registration and Berth Request is being done through PCS by Port users. The MHX Hub client system supports to receive data from PCS to Port. EDP will monitor the file transfer from PCS to Port. Also, EDP will approve the stake holder registration made by the Users for getting user Id and password to access PCS website ([www.indianpcs.gov.in](http://www.indianpcs.gov.in))

**CHD Operation**

CHD Operation Module handles all the Cargo Handling division activities like gang booking, Levy charges collection, Roster preparation and Gang allocation along with Piece rate calculation. Levy charges Payments are being collected by the CHD from Port Users through EDI from banks. All CHD Operation related activities are fed in the system by L&T staff as per contract.

EDP & L&T is preparing the piece rate on month basis. It involves activities like Data sheet entering, Incentive Processing & Incentive report and Annexure format report printing.



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**PROCESSING WORKS IN PIS MODULE**

**Steps for entering Data sheet-**

1. Data sheet are collected from CHD and fed in the system through following screen  
CHD Operation -> Transaction-> CHD Data Sheet -> Show/EDI

The screenshot shows a web browser window with the URL 10.1.11.185/epis\_voc/index.jsp. The page header includes the V.O. Chidambaranar Port Trust logo and text: "ISO 9001:2008, ISO 14001:2004 & ISPS Compliant Port". The user is logged in as "ADMIN Tester (DCI)" in "Zone: ZONE A". The page title is "CHD Data Sheet >> Show". The form contains the following fields:

- Date\* (text input)
- Vessel No\* (text input with dropdown arrow)
- Location\* (text input with dropdown arrow)
- Shift (dropdown menu with "I-SHIFT" selected)
- Vessel Name (text input)

There is a link for "C&F Data Sheet Report" and a large light blue rectangular area below the form.

2. Enter Date and choose Shift
3. Select Vessel No & Location from the list
4. The gang wise details will be shown as per indent
5. The tonnage and datum will be entered as provided in Data sheet hard copy

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**PROCESSING WORKS IN PIS MODULE**

**Steps for generating Incentive –**

From Date\*  To Date\*

[Check List For Stevedore Wages](#)

[Check List For Shore Wages](#)

Incentive Details:											
Incentive Date	VCN	Cargo	Stevedor Agent	Employee Roll	Actual Designation	Operation Designation	Shift	Tons handled	Incentive Amount	Dust Allow	Crance Allow

1. Incentive generating is through following screen  
CHD Operation -> Transaction-> Incentive Generation -> Add
2. Enter From Date and End date (For eg. 01/01/2016 and 31/01/2016 for generating incentive for the month of January 2016)
3. Press **Generate Incentive** Button
4. It will take some time to generate. After generating the incentive, respective reports can be printed by clicking Check list for Stevedore Wages or Check list for Shore Wages
5. Once the report is verified, **Send to SAP** button is used to post the incentive to HR module in SAP for making salary payment to the CHD labours.

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**Steps for generating Incentive –**

The screenshot shows a web browser window with the URL `10.1.11.185/epis_voc/index.jsp`. The page header includes the V.O. Chidambaranar Port Trust logo and navigation links: [Home](#), [Refresh](#), and [Logout](#). The user is logged in as ADMIN Tester (DCI) in Zone: ZONE A. The main heading is "Incentive Generation >> Add". Below this, there are two date input fields labeled "From Date\*" and "To Date\*", each with a calendar icon. A "Generate Incentive" button is positioned between the date fields. Below the date fields are two links: [Check List For Stevedore Wages](#) and [Check List For Shore Wages](#). A table titled "Incentive Details:" is shown, with columns: Incentive Date, VCN, Cargo, Stevedor Agent, Employee Roll, Actual Designation, Operation Designation, Shift, Tons handled, Incentive Amount, Dust Allow, and Crance Allow. The table body is currently empty. At the bottom of the page, there are two buttons: "Send To SAP" and "Reject".

1. Incentive generating is through following screen  
CHD Operation -> Transaction-> Incentive Generation -> Add
2. Enter From Date and End date (For eg. 01/01/2016 and 31/01/2016 for generating incentive for the month of January 2016

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3. Press **Generate Incentive** Button
4. It will take some time to generate. After generating the incentive, respective reports can be printed by clicking Check list for Stevedore Wages or Check list for Shore Wages
5. Once the report is verified, **Send to SAP** button is used to post the incentive to HR module in SAP for making salary payment to the CHD labours.
6. EDP has also the role of monitoring and troubleshooting any discrepancies and coordinating with L&T in making any changes/improvements in the system for all modules.