



V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM

E.D.P.CENTRE

DEPARTMENTAL HANDBOOK

PROCESSING WORKS IN RE MODULE

(HAND BOOK NO. : QEDP008)

ISO 9001:2015

Issue No.1

Date: 02.01.2018



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

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I N D E X

Sl. No.	TITLE	No. of Pages
1.	Title Page	1
2.	Index	1
3.	List of Recipient	1
4.	Revision Sheet	1
5.	Abbreviations	1
6.	Procedure	1

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LIST OF RECIPIENTS OF THIS MANUAL		
Sl. No.	Recipients	Controlled Copy No.
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 : QEDP008**

I. Issue Status :

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	

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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ABBREVIATIONS

RE	:	Real Estate

INTEGRATED MANAGEMENT SYSTEM

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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PROCESSING WORKS IN RE MODULE

Procedure	:	Month end processing works generating demand note in Quarters and Estate Management System
Authority	:	Financial Adviser & Chief Accounts Officer
Responsibility	:	AD(CK) and DPO(JR)

Processing Procedure:

All the works relating to Real Estate module are carried out through user departments. Only monitoring work and Troubleshooting is performed by E.D.P.Centre