

NORMS FOR DISCHARGING FUNCTIONS

ELECTRICAL & MECHANICAL DEPARTMENT

This Department's Main functions are Cargo Handling Equipment Operation and Maintenance, Power Supply, Lighting, Water Supply and Project Works. Following are the norms available for certain functions.

Equipment Availability percentage	-	90
Equipment Utilisation Percentage	-	60
Berthday Output for Iron Ore Vessels being handled at Bharathi Dock II	-	37000 MT (for Vessels of more than 35000 DWT)
	-	22400MT (For Vessels upto 35000 MT)

MARINE DEPARTMENT

With regard to Norms for discharge of functions, the Duties and Responsibilities of Deputy Conservator, Harbour Master, Dock Master I, Dock Master II, Dock Master III, Pilot, Administrative Officers of Establishment, General and Shipping Sections.

Rules, Regulations, Instructions, Manuals used for discharging functions.

SL.NO.	TITLE
01.	Indian Ports Act, 1908
02.	Major Port Trust Act, 1963
03.	Merchant Shipping Act, 1958
04.	MARPOL Regulations, 73/78
05.	Harbour Craft Rules, 1980
06.	Regulations for the Port of Madras, 1962
07.	Safety Regulations for Port of Madras, 1980
10.	International Maritime Dangerous Goods Code
11.	Service Regulations applicable to Officers/Employees of the Port.

STORES DEPARTMENT

The Department's Main functions are:

- a) Meeting the requirement of various departments of the Trust in the matter of purchase of materials except Special Plant and Equipment, Materials required for construction works viz, Sand, Stone metal, gravel, bricks etc., and medicines required by the Trust.
- b) Procuring, Clearing, Receiving, inspecting, Storage and issue of Materials.
- c) Arranging disposal through Sales (or) otherwise of surplus and unserviceable Stores including condemned plant and machinery.
- d) Applying tools and techniques of materials management to ensure economy on expenditure on materials.
- e) The Administration and control of the Stores Department of the Chennai Port Trust are managed under the supervision of the Controller of Stores and assisted by subordinate officers viz, Deputy Controller of Stores, Assistant Controller of Stores, Supervisors, Stores Assistants and others at staff level.

TRAFFIC DEPARTMENT

(iv) The norms set by it for the discharge of its functions:

The Traffic Department set norms for the handling of various types of cargoes. The Supervisors in co-ordination with the stevedores of the ship have to achieve **the set norms for the quick turn round of the ship. The reasons for failure to achieve the norms are to be recorded in the registers by the supervisors. Further norms for all functions / inputs may be accessed from Citizen Charter and RFD (Results Framework Document) of Ministry of Shipping.**

CIVIL ENGINEERING DEPARTMENT

- (i) Creating/Upgrading existing Civil Infrastructure including berths & warehouses for Development works.
- (ii) Maintaining existing structures such as berths, wharf accessories etc.,
- (iii) Cleaning of Port road for transport of coal & other cargo
- (iv) Capital and Maintenance Dredging along side berths, basins & channels after necessary hydrographic surveys.
- (v) Project & Maintenance lease of Fishing Harbour Lands and sheds.

SECRETARY'S DEPARTMENT

The functions of this Department are:

1. To maintain the Board matters
2. Prompt and proper disposal of all communications addressed to the Dy. Chairman and Chairman, from Government, outside parties or Heads of Departments, after obtaining the orders of the Dy. Chairman and Chairman wherever necessary.
3. To maintain Establishment matters, all rules and regulations, procedures etc. Development of Human Resources and Training.
4. To maintain Industrial Relations.
5. Legal matters
6. Security and Vigilance
7. Implementation of Official Language- Hindi.
8. Public Relations, Guest House Library and publication of House Journal
9. Welfare measures of the employees
10. Allotment of Quarters
11. In charge of Trust's P&T Telephones/ Cell Phones and its maintenance.
12. Recruitment and induction of new employees and promotions.

The rules and regulations framed under the Major Port Trusts Act, 1963 and the Indian Ports Act, 1908 are as under:

RULES/REGULATIONS FRAMED UNDER THE MAJOR PORT TRUSTS ACT, 1963

1.	Major Port Trusts (Procedure at Board Meeting) Rules, 1981.
2.	Major Port Trusts (Payment of Fees and Allowances to Trustees) Rules, 1981.
3.	Port of Madras (Responsibility for Goods) Regulations, 1975.

4.	Madras Port Trust (Issue and Management of Port Trust Securities) Regulations, 1978.
5.	Madras Port Trust (General Insurance Fund) Regulations, 1980.
6.	Madras Port Safety Regulations, 1981.
7	Madras Port Trust (Licensing of Persons for Handling Bulk Cargo or Performance of Chipping and Painting and Cleaning Parts of Ship) Regulations, 1987.
8	Madras Port Trust (Licensing of Stevedores) Regulations, 1987.
9	Madras Port Trust (Handling of Freight Containers Containing Dangerous/Hazardous Cargo) Regulations, 1987.
10	Madras Port Trust (Distraint or Arrest and Sale of Vessels) Regulations, 1988.

REGULATIONS ON SERVICE MATTERS

1	Madras Port Trust (Recruitment of Heads of Departments) Regulations, 1991.
2.	Madras Port Trust Employees" (Appointment, Promotion, etc.) Regulations, 1977.
3.	Madras Port Trust (Licensing of Pilots) Regulations, 1975
4.	Madras Port Trust Employees' (Conduct) Regulations, 1987.
5.	Madras Port Trust Employees' (Classification, Control and Appeal) Regulations, 1988.
6.	Madras Port Trust (Leave) Regulations, 1987
7.	Madras Port Trust (Pay and Allowances, etc.) Regulations, 2001.
8.	Madras Port Trust (General Provident Fund) Regulations, 1997
9.	Madras Port Trust (Contributory Provident Fund) Regulations, 1997.
10.	Madras Port Trust Employees' (Medical Attendance in the Trust's Hospital and Reimbursement of Hospital Charges) Regulations 1994
11.	Madras Port Trust Employees' (Grant of Conveyance Advance) Regulations, 1994.
12.	Madras Port Trust Employees' (Grant of Advances for Festival and Natural Calamities) Regulations, 1994.
13.	Madras Port Trust Employees' (Reimbursement of Tuition Fees) Regulations, 1993.
14.	Madras Port Trust (Contributory Loss in Wages Compensation) Regulations, 1989.
15.	Madras Port Trust Employees' (Family Security Fund) Regulations, 1977.

16.	Madras Port Trust (Welfare Fund) Regulations, 1978.
17.	Madras Port Trust (Centenary Commemoration Fund) Regulations, 1985.
18.	Madras Port Trust Employees' (Retirement) Regulations, 1976
19.	Madras Port Trust (Pension) Regulations, 1987.
20.	Madras Port Trust (Pension Fund) Regulations, 1974.
21.	Madras Port Trust Pensioners' (Payment of Arrears of Pension) (Nomination) Regulations, 1996.
22.	Madras Port Trust Employees' (Acceptance of Employment after Retirement) Regulations, 1976.
23.	Madras Port Trust Employees' (Contributory Outdoor and Indoor Medical Benefit after Retirement) Regulations, 1989.

RULES FRAMED UNDER THE INDIAN PORTS ACT, 1908

1.	Madras Port (Harbour Craft) Rules, 1980
2.	Major Ports (Regulation of entry, stay, movement and exit of vessels) Rules, 1988
3.	Major Ports (Prevention and Control of Pollution) Rules, 1991.

DEEMED REGULATIONS UNDER THE MAJOR PORT TRUSTS ACT, 1963

4.	Madras Port Trust General By-Laws.
5.	Standing Orders for the Port of Madras
6.	Madras Port Trust Board's Residences and Quarters Rules governing their occupation

MEDICAL DEPARTMENT

The work allotted to the category/ person as per the allocation is carried out.

ACCOUNTS DEPARTMENT

DUTIES AND RESPONSIBILITIES OF FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER

General:

1. The Financial Adviser and Chief Accounts Officer in the officer of the Board of its Accounts Department and is responsible for it to the Chairman and the Board.
2. He must make himself conversant with all Acts and rules, regulations and bylaws issued thereunder and all orders issued by Government, the Board and the Chairman, that may be in force from time to time, in so far as they relate to the financial aspects of the Board's operations and must see that they are fully observed.

Principal duties:

3. He shall prepare in the prescribed form from the information furnished by other Heads of Departments of the Trust, the Budget Estimates of the receipts and Expenditure of the several funds administered by the Board and shall submit them to the Chairman on the due date.
4. He is responsible for the proper assessment of all dues, fees, charges or other sums payable to the Board on the date furnished by other Heads of Departments where necessary except such assessment as is made by the Deputy Conservator.
5. He is responsible for the prompt collection of all dues, fees, charges or other sums payable to the Board and must grant receipts for all moneys received on behalf of the Board.
6. He is responsible for meeting that all disbursements are made with the sanction of competent authority.
7. He is responsible for meeting that the budget grant is not exceeded, that applications for sanction to additional allotments are made at once when it is foreseen that the sanctioned grant is likely to be exceeded and that, in cases where the excess expenditure could not be foreseen in time, a report is made to Government soon after the excess expenditure is incurred or noticed.
8. In particular he will see that necessary arrangements are made for payments on due dates of sums due on account of interest, principal and sinking funds in respect of loans raised by the Board.

9. He is responsible for seeing that cash balances at credit of the various funds of the Board are invested in a manner most advantageous to the Board.
10. He is responsible for maintaining suitable ledgers and registers for the proper accounting of the Board's receipts and expenditure in the manner prescribed by Government and shall also submit such accounts returns as may be laid down from time to time.
11. He will see that the auditors appointed by Government from time to time for the audit of the accounts of the Board are given every facility and that objections raised by them are attended to expeditiously. He shall arrange for the audit of all harbour applications, labour bills, claims, refunds and other cognate matters relating to the shipping side and also for the audit of documents relating to the railway side of the Board's traffic operations.
12. He shall arrange for the compilation of the Board's Annual Administration Report from the information furnished by other Heads of Departments.
13. He shall examine all questions relating to service, pay, privileges, pension, provident fund, gratuities, passages, leave, acting traveling, personal and other allowances, promotion, reductions, suspensions, fines and other matters connected with the Board's establishment, having regard to the rules that may be in force from time to time and shall maintain such books or registers as may be necessary for the purpose.

**DUTIES AND RESPONSIBILITIES OF
ADDITIONAL CHIEF ACCOUNTS OFFICER**

1. To assist FA & CAO in preparation of Budget Estimates every year.
2. To check up whether the expenditure incurred are well within Budget Estimates and to provide necessary additional provision in Revised Estimates for any excess expenditure.
3. To check up whether monthly account of Project works is prepared on due dates.
4. To scrutinize the tenders and purchase proposals relating to the project, scrutinized and submitted by A.O. / Dy.C.A.O.
5. To see that periodical returns relating to project works are sent to Government on due dates.
6. To examine all files of establishment and pension matters before they are submitted to FA & CAO.

7. To scrutinize tenders, purchase proposals and agreements relating to all stores purchases.
8. To check up all matters relating to the accounting of stores transactions.
9. To see that physical verification of stores items are carried out by Stock Verification Unit properly.
10. To ensure and arrange for the compilation of the Board's Annual Administration Report from the information furnished by all other HODs.
11. To see all the proposals for the amendments of Trust's Rules and Regulations.
12. To carry out the work as per the guidance of FA & CAO on all important proposals and matters involving policy decision.
13. To scrutinize all files with regard to sanction of House Building Loan to Trust employees.
14. To provide funds to the various accounts from the Revenue Account wherever necessary.
15. To ensure and see that all the statistical information regarding Traffic/financial are furnished to the authorities

SR.DY.CAO(REVENUE)

DUTIES & RESPONSIBILITIES

(I) Senior Deputy Chief Accounts Officer (Revenue) will monitor and supervise the works, of the following Accounts Officers:

- (1) Accounts Officer (Assessment);
- (2) Accounts Officer (Traffic Audit, Budget, Railway Audit and Despatch;
- (3) Accounts Officer (MFA & CCTL);
- (4)** Accounts Officer (Rent, Legal and Auction);
- (5) Accounts Officer (BAO) –; and

(6) Asst. Accounts Officer (CHD, General, SA (P), Cheque Writing, CHD Wages and Piece Rate) I;

(II) In addition to the above, Sr. Dy. CAO(R) is responsible for the following:

(i) **ASSESSMENT OF ALL REVENUES**: Assessment of all Revenues collected at the Revenue Branch of the Accounts Department, as per the Scale of Rates approved by the TAMP or as per any Agreement entered into with any firm. In case, there is any doubt or if any clarification is required or if there is any dispute in the Assessment, the same shall be put up to FA & CAO for his orders in this regard and shall abide by the decision taken by FA & CAO.

(ii) **COLLECTION OF ALL REVENUE**: Collection of all Revenues – wherever pre-payment is required, it shall be ensured by Sr. Dy. CAO(R) that such payments are made before rendering the service. If any amount is outstanding for more than 7 days, the matter shall be immediately brought to the notice of HOD concerned for necessary action. Sr. Dy. CAO(R) shall maintain a register, showing the outstanding amount firmwise and head of Income wise - the same shall be put up to FA & CAO on calendar monthly basis.

If no action is taken by the HOD concerned to recover the dues for more than 2 months, the same shall be put up through FA & CAO to the Chairman for his attention and further orders.

(iii) Any interest at the rates prescribed in the Scale of Rates/Agreement shall be collected for delayed payments made by the firms/Port Users.

(iv) Sr. Dy. CAO(R) shall ensure that the refunds are made to the firms/Port Users within the stipulated time limit. Any delay in refunding the amounts, the responsibility will be fixed on the staff concerned/Accounts Officer (concerned)/

Sr.

Dy.CAO(R), as applicable, taking into account, where the delay has occurred.

(v) **ACCOUNTING OF REVENUE RECEIVED:**

(a) Sr. Dy. CAO (R) shall ensure that the relevant accounting records, such as Cash Book, etc., are maintained for the Rev –I, Rev-II (BAO) etc., and other minor accounts are prepared in time.

(b) Ensure that all registers to be maintained are properly maintained. The same shall be seen and initialled by Sr. Dy. CAO(R) on calendar monthly basis.

(c) Sr. Dy. CAO(R) shall ensure that Bank Reconciliation Statement is prepared for Rev-I account, Welfare Fund and other Minor Accounts are prepared in time and there is any outstanding items, the same shall be cleared within 3 months.

(d) Sr. Dy. CAO(R) shall ensure that net receipt statement is prepared on daily basis on the same day and compare it with the Cashier Balance Sheet and ensure that the same are correct and there is no discrepancy for accounting the receipts.

d) Sr. Dy. CAO(R) shall ensure the monthly consolidated statement along with respective JVs sent to the Accounts Compilation Section in time.

(vi) **SERVICE TAX:**

a) Sr. Dy. CAO(R) shall ensure that the Service Tax is collected from the charges which are liable for Service Tax at the rates prescribed in this regard and shall remit the same to the Excise Authorities within the prescribed time limit.

b) It shall also be ensured that any Service Tax paid by the Trust which can be adjusted against the Service Tax

collected, is deducted and only the balance amount remitted to the Excise Authorities.

(vii) **M/s. CCTPL:**

- a) Sr. Dy. CAO(R) is the co-coordinating Officer for all matters relating to Finance for the Privatised Container Terminal handed over to M/s. CCTPL.
- b) Sr. Dy. CAO(R) shall ensure maintenance of necessary records, registers to ensure that the correct amount of revenue is received from M/s. CCTPL;

Any delay made in collection of dues shall be brought to the notice of FA & CAO immediately and interest on the same shall be claimed from the Terminal Operator/BRS operator as the case may be.

- (vii) **TRAFFIC AUDIT:** Sr. Dy. CAO (R) shall ensure that the Traffic Audit Section Audits all the Import/Export applications and takes further necessary action – either further recovery or passing of refund in time.

(viii) **AUDIT OBJECTIONS:**

- a) All Audit queries/objections /Audit Paras have to be immediately attended to and replied shall be made within 10 days to the RAO.
- b) If any clarification is required from other Departments, the same shall be forwarded to the Department concerned within 2 working days and it shall be ensured that necessary clarification is received within 10 days from the date of the note sent to the Department concerned. If the clarification is not received within 10 days, the same shall be brought to the notice of FA & CAO for further orders in this regard.

(x) **LICENCE FEE:**

- a) Sr. Dy. CAO(R) shall look after the collection of Licence fee /rent for annual/monthly and long term allotments.
- b) For any delay, necessary penalty may be recovered.

(xi) **LEGAL PROPOSALS:**

- a) All legal proposals/files shall be given TOP PRIORITY and the remarks/comments of accounts shall be forwarded within 5 working days.
- b) All proposals/files received from other Departments shall be disposed off within 7 working days. If files/proposals have to be put up to Addl. CAO/FA & CAO, it shall be ensured that the same are received back from Addl. CAO/FA & CAO and the comments/remarks are sent to the Department concerned within the stipulated time.

(xii) **BAO**

- (a) Monitoring of maintenance of relevant records for the BAO Section shall be ensured;
- b) Timely collection and remittance of telephone charges, Water Charges, electricity charges, etc.,
- c) Any outstanding amount to be received by the Trust shall be claimed immediately.
- d) An
Any delay made in collection of dues shall be brought to the notice of FA & CAO immediately.
- e) All
damage claims and hire charges shall be collected without any delay from the firms/Port Users.

(xii) RAILWAY TRANSACTIONS:

- a) Sr. Dy. CAO(R) shall co-ordinate with the Southern Railways and ensure timely collection of Terminal charges, etc., and also other dues payable to the Trust;

- b) All payments payable to the Southern Railways shall also be paid without delay.

(xiiv) **DESPATCH**

- a) All Tapals received in the Despatch Section shall be put up to Sr. Dy. CAO(R) and the same shall be marked to the Accounts Officer concerned and to be delivered within the same day, failing which the next working day to the Accounts Officer concerned.
- b) Sr. Dy. CAO(R) shall supervise the maintenance of registers in respect of imprest registers, outside tapal register, internal Tapal Register and other connected records relating to Despatch.
- c) Sr. Dy. CAO(R) shall ensure that the tapals are despatched within the same day of receipt or failing which the next working day. Wherever important communications are despatched, the same shall be sent by Speed Post/Courier/Registered Post. With Ack. Due.

DY.CAO (ESTABLISHMENT)

DUTIES & RESPONSIBILITIES

1. In charge of Establishment of Accounts Department, all Pay bill Units of Accounts, Traffic, Marine, Electrical & Mechanical, Engineering, Secretary's, Stores and Medical Departments and Pension assisted by 9 Accounts Officers of concerned sections under the guidance of FA&CAO.
2. Scrutinising all correspondence works relating to the proposals dealing departmental promotion committee, appointment, confirmation, promotion, declaration of probation, reversion, disciplinary action, departmental examination of Accounts Department every year
3. Scrutinising the correspondence relating to establishments such as pay fixation on promotion, reversion rectification of anomaly and other

- correspondence relating to the employees / officers of all other departments
4. Scrutinising the files relating to the sports, cultural events and pay fixation while on promotion, leave and increment.
 5. Scrutinising and signing the Computer Advance, Conveyance Advance, TA / DA , LTC, Medical Reimbursement, Scholarship, Tuition fees, Text Books, LIC, PLIP.
 6. Supervision of Income Tax, remittance to IT Office. Preparation of Form 16 and Form 24.
 7. Supervision of remittance of salary to Reserve Bank by way of ECS.
 8. Signing of cheques pertaining to Pension
 9. Scrutinise and signing the files relating to settlement of accounts of the employees / officers retiring under superannuation, Voluntary retirement, medical invalidation, death while in service and death after retirement.
 10. Scrutinising the monthly pension statements before sending to the Head offices of Indian Bank and Indian Overseas Bank
 11. Writing of Confidential Reports of the Accounts Officers under his control and Review of Confidential Reports of Class III employees concerned.
 12. Attending to the work assigned by Addl. C.A.O. and F.A. & C.A.O. from time to time.

Dy.CAO(A&T)

DUTIES & RESPONSIBILITIES

I. Financial Accounting :-

- Finalization of Monthly Accounts for the month by 15th of the succeeding month along with Monthly MIS Reports and submit to Chairman through FA&CAO.
- Analyze the monthly accounts and MIS Reports and identify the adverse variations, if any, and recommend the necessary steps to overcome/control it.

- To send the General Ledger copy and other Monthly Accounts copies to the respective section for review and reconciliation with their manual ledger, if any and receive the Report by 30th of subsequent month and pass rectification entries, if any after detailed discussion with concerned Dy.CAO/Sr.Dy.CAO.
- Monthly administration of Bank Reconciliation of GIF and FSS Fund and ensure that the reconciliation is completed by 10th of succeeding month. He shall also make monthly liaison with other Dy.CAOs/Sr.Dy.CAOs to know the status of Bank Reconciliation under their control and in case of non-completion of the Bank Reconciliation by the stipulated date, report to the Addl.CAO/FA&CAO.
- Fixation of time schedule, discussion with the Computer Cell to complete the Monthly Accounts, Reports thereto, Annual Accounts and its schedule by the stipulated time.
 - i. Initiation of action by 1st February every year issuing circular to all sections of Accounts Department and other Departments indicating the action to be taken by them for closing of Annual Accounts.
 - ii. Follow up with other sections and departments to get required information for closing of Annual Accounts.
 - iii. Creation of / reversal of Accrued Income, Accrued Expenditure, pre-paid expenses and other adjustments in consonance with the Accounting Standards for closing of the Annual Accounts.
 - iv. To call a meeting of Departmental Accounts Officers and advise them / guide them about the procedures to be followed for closing of Annual Accounts. Also, he shall clarify the doubts, if any, as regards Accounting entries and treatment of Expenditure etc.
 - v. Completion of Annual Accounts with all schedules with notes to Accounts, enclosures and Board Notes by 10th May of every year.
 - vi. To ensure that the commitment made to the previous year Annual Accounts has been taken care of by passing necessary entries/adjustment in the account of the current year.

- vii. Special attention shall be given to the observations made by the Audit in the Annual Accounts of the preceding three years while closing accounts for the current year to eliminate the occurrence of similar error/mistake.

II. Audit and Audit Co-ordination:

- Submission of Monthly Accounts and Annual Accounts to Audit by the due date as may be fixed from time to time.
- Attending to all Audit queries related to Monthly Accounts and Annual Accounts by the stipulated time as may be fixed from time to time.
- Passing of rectification entries, if any, in the Monthly Accounts as recommended by Audit and accepted by the Port Management.
- Reply to all Audit queries related to Annual Accounts with the approval of FA&CAO by the due date.
- To make liaison with Audit to get the Draft Audit Report.
- To prepare reply to Draft Audit Report by the stipulated time given by the Audit and send it to Audit with the approval of Chairman.
- To co-ordinate with Audit to get the Audit Report and prepare the Action Taken Note thereon to place before the Board by the stipulated time.
- To take advance action to print the Annual Accounts before receipt of Audit Report and include the Audit Report thereto after approval of the Board and send to Govt. to place before the Parliament.
- To endorse the Factual Note / Draft Audit Para / Audit Para / Action Taken Note to the concerned Department/concerned Section of the Accounts Department and follow-up to get the reply before the stipulated time given by Audit and put the draft reply for approval of Chairman minimum 10 days before the last date given by the Audit.
- To prepare the materials for the Public Accounts Committee minimum 5 working days before the scheduled date of Meeting and distribute to Chairman, Deputy Chairman and concerned HODs

- To inspect the work of Audit Section once in a Quarter to review the pending position, maintenance and upkeep of the file in addition to supervision of the work of AO(Audit).

Compilation of Budget:-

- To take advance action for compilation of Revenue Budget, Capital Budget and Performance Budget to submit to the Board and send it to Govt. before the stipulated time fixed by the Govt. from time to time.
- To reply to the information sought for by Govt. / other Major Ports / any other Agencies relating to Port Financial Performance.
- To review Monthly, the actual expenditure with the Budget and in case of any variance, report to the concerned Department to contain the expenditure and recommend to FA&CAO, the steps to be taken to contain the expenditure.
- Preparation of Cost Statement of each Cost Centre and Commodity handled once in a year in the approved format and submit it to Chairman within 30 days after approval of Annual Accounts by the Board.
- Prepare the Cost Statement of new Appliances / Equipment.
- Preparation of Cost Statement for Tariff Revision in the format prescribed by the TAMP from time to time.
- To prepare the IEBR Statement and send it to Govt. with the approval of Chairman before the due date.
- Preparation of Annual Condensed Financial Statement.

Income Tax:

- To finalise the Advance Tax payable as per the due dates and remit the Advance Tax if any, before the due date.
- To facilitate Tax Audit at the end of every Financial Year and get the Tax Audit Report before filing the Annual return.
- To file the Annual return of the Port as per the due date and any Revised return also as per the due date prescribed in the Income Tax Act.

- To clarify any doubts regarding the Income Tax matters required by any other Division / Departments.
- To bring to the notice of concerned Departments / Divisions, any changes in the Income Tax Law.
- To co-ordinate with the Tax Auditor's for effective liasoning with the Income Tax Department to arrange for the early assessment and receipt of refund, if any.
- To attend to the correspondences relating to Income Tax to the Tax Auditors and the Departments within a week or within the time stipulated in the Notices.
- To submit to the Higher Authorities, any demand notice received from the Income Tax Dept. with the recommendation of the Tax Adviser for taking necessary further course of action.
- To assist other Sections / Divisions to apply the provisions of TDS strictly and remit the amount to the Income Tax Department as per the due date.
- To ensure the receipt of TDS Certificates on the Port income and include it in the Annual return.
- To arrange for the Non-deduction / reduced rate, certificate from the Income Tax Authorities, wherever it is possible.

DY.CAO(PROJECT & BILLS)

DUTIES & RESPONSIBILITIES

- Monitoring of Compilation of Capital Expenditure (Capital I & II) and Bank Reconciliation, Assets & Liabilities of Capital & Rev.II A/c., Account Current, Suspense A/c., and Work Schedule of Cap.I, II & FH A/c., Evaluation of Projects based on IRR, ERR, etc.

- In-charge of Capital Budget, Annual Plan, Admin., Report and finalization of Annual Accounts.
- Control & Monitoring of all Contractor Bills related to Cap.I, II and Rev.II and all files of Policy issue in nature.
- Scale of Rates - Fixation of Tariff by TAMP & clarification and interpretation of Scale of Rates.
- All files and working analysis pertaining to approval for House Building Advance.
- Writing of ACRs of Staff concerned
- Expected Results (by Performance indicators) :- Effective & efficient working system in compilation of Annual Accounts - Capital & Revenue (Plan, Non-Plan & Rev.II) Estimate Sanction Proposals, Bills, Award of Contract processed as targetted as per time schedule and also works related to House Building Advance and Scale of Rates.
- Measurable Output : Reports, Documents, Settlements
 - a. Annual Plan
 - b. Capital Budget
 - c. Performance Budget
 - d. Periodical returns to Govt. every month in respect of Plan & Non-Plan expenditure
 - e. Passing of Bills : Rev.II - Above Rs.10 Lakhs, Cap.I & II - Above Rs.10 Lakhs

DY.CAO (STORES)

DUTIES & RESPONSIBILITIES

STORES SECTION: -

- Shall scrutinize and concur all the Purchase proposals relating to revenue emanating from all the Heads of Department, coming under Stock and Non-

Stock items, within the time limit fixed by FA&CAO from time to time and as per the delegation of power.

- Shall also scrutinize and concur the proposals relating to disposal of scrap, condemnation and disposal of old equipment and spares connected with that equipment.
- Shall attend the Tender Committee Meeting representing the Accounts Department as and when required by the Controller of Stores as per the delegation of powers.
- Shall make advance payment to the suppliers wherever required as per terms of purchase orders and will follow up at periodical intervals with COS for proper adjustment of those advances made to the suppliers
- He shall make Remittance of the Income Tax and Sales Tax received from the bidders for the disposal of material to the concerned Tax authorities.
- He shall pass necessary monthly journal entries for the consumption of various stores items from the stores as per the details received from COS after verification of the accounting codes.
- He shall make necessary Reconciliation of Accounting heads concerning the Stores Accounting for the purpose of compilation of accounts in the General Ledger.
- He shall maintain and issue the required stationery items to the different sections of Accounts Department for usage as and when required.
- He shall attend to the work related to the Auctioning of the condemned stores at the Returned Stores Department (RSD).
- Responsible for passing of the Purchase Bills received from the suppliers for payment after due verification of all the enclosures and as per the terms and conditions of the respective Purchase Orders by preparing the Bank Payment Vouchers and Journal Vouchers, recording and ensuring proper accounting code in the vouchers. He shall pass the bills and send for payment within the stipulated time as fixed by FA&CAO from time to time.
- He shall also be responsible for opening the Letters of Credit for the Imported items of spares.

- He shall be responsible for correct valuation of the material received in the Stores as per the SRB enclosed to the bill for accounting purpose.

STOCK VERIFICATION: -

- He is responsible for verification of stores and correspondences with COS for its reconciliation and passing of necessary journal entries. If the discrepancy is not reconciled within 3 months of its identification, a copy of the report shall be sent to the Vigilance Wing.

PF SECTION: -

- He shall maintain proper books of Account indicating the individual subscription received from the employees under GPF/CPF separately, recoverable loan taken by them, Final withdrawal availed by them periodically and also the Daily Balance Register showing the Bank transactions.
- He shall be responsible for maintaining the Provident Funds Accounts of all the employees of the Port, whether GPF or CPF.
- He is responsible for processing of the Loan applications received from the employees every month including arranging payment to them through their individual Bank Account under Electronic Clearing System.
- He shall be responsible for arranging investment of any surplus money available under GPF/CPF Account from time to time after getting due sanction from FA&CAO and Chairman.
- He shall be responsible for preparing the monthly Bank Reconciliation for the GPF/CPF Accounts.
- He shall be responsible for preparing the Income & Expenditure Account and Balance Sheet of the respective Funds as on 31st March of the year for finalization of Annual Accounts.
- He shall be responsible for declaring suitable rate of interest to the subscribers depending upon the interest earned on account of investments of surplus funds after getting due sanction from FA&CAO and Chairman and distribute the GPF slip by 30th June every year.
- Writing of ACRs of Staff concerned.