

## **FINANCE DEPARTMENT**

### **FINANCIAL ADVISOR & CHIEF ACCOUNTS OFFICER – (FA & CAO)**

- 1) Implement QSP's for achieving quality objectives and targets.
- 2) Deals with non-conformances and takes appropriate corrective and preventive actions related to the QMS.
- 3) Identifying resource requirements meet the departmental needs for the QMS.
- 4) Identifying training needs of all the employees of FA&CAO Dept. and ensure they are suitably trained.
- 5) To control, supervise and superintend the functions of receipts, payments, disbursements, execution and planning of all financial functions of the Port for and on behalf of the Chairman and Board of Trustees of the Port of Mormugao.
- 6) Appointment of Class III & IV employees in the Finance Department and dealing in respect of establishment matters.

### **ESTABLISHMENT SECTION**

#### **DY.CHIEF ACCOUNT OFFICER**

- 1) To liaison with the Resident Audit Party for replying memoranda etc
- 2) Overall supervision and verification in respect of Final Settlement cases.
- 3) Work connected with Indian Port Association, Major Ports Commission, Financial Adviser & Chief Accounts Officer Conference and public accounts committee.
- 4) Pre-Audit and verification of House building Advance Applications.
- 5) Verification of pay fixation cases, request for stepping of pay, etc. referred to by the Establishment Section.
- 6) Verification of amendments to various regulations, proposed by the Establishment Section General Administration Department.
- 7) Follow up action on board resolutions and Head of the Departments meeting pertaining to the Finance Department.
- 8) Submission of periodical returns to the Chief Vigilance Officer, Secretary, etc. and all other works relating to establishment section and works assigned by Financial Adviser & Chief Accounts Officer from time to time.

#### **ACCOUNTS OFFICER**

- 1) Direct in-charge of establishment section of Finance Department.
- 2) Sign pay orders without any limit in respect of paybills relating to salaries & wages, Productivity Link Reward, Incentive, Festival advance and other personal claims such as Encashment of Earned Leave, Traveling Advance /Home Travel Concession /Leave Travel Concession Bills,

- Medical bills, Conveyance Advance, Unclaimed Wages, etc., Children Education Allowance, etc., subject to competent authorities sanction.
- 3) Process for approval of Management all proposals relating to establishment, personal and administrative matters including policy matters etc.
  - 4) Examination of proposal received from General Administration Department for amendments of various Rules & Regulations, interpretation thereof, etc., if involving Financial implications before submission to Chairman /Board / Central Govt. for approval.
  - 5) Ensure disciplinary matters in respect of employees of Accounts Department.
  - 6) Prompt disposal of Resident Audit / Internal Audit Mema/ reports relating to establishment matters.
  - 7) Issue of payslips on appointment / Promotion after pre-checks by Internal Audit.
  - 8) Attest service books of all employees, leave Accounts etc. of Accounts Department.
  - 9) Ensure timely submission of general vouchers.
  - 10) Ensure issue of recovery advices from paybills and watch recovery thereof.
  - 11) Ensure timely remittance of recoveries effected every month from payrolls to government agencies, Co-operative societies, Court attachments etc. after reconciling with General Ledger.
  - 12) Ensure timely compilation of schedule of staff for Budget meeting of the Board.
  - 13) Writing of Annual Confidential Reports in respect of all the staff members under his control and put up to Deputy Chief Accounts Officer /Financial Adviser & Chief Accounts officer. Maintenance of discipline in the office.
  - 14) All other related correspondence work and other work assigned by Deputy Chief Accounts Officer and the Financial Advisor and Chief Account Officer from time to time.

#### **P.A TO FA& CAO**

- 1) Responsible for handling of Confidential/ Secret/ important documents and to render stenographic assistance to FA& CAO as and when required.
- 2) The P.A is responsible to maintain ACR dossiers of class III and IV employees of the Finance Dept.
- 3) The P.A has to attend to any other work assigned by FA& CAO from time to time.

#### **ACCOUNTS SUPERINTENDENT**

- 1) Overall in-charge of establishment section and supervise the work entrusted to the Senior Accountant and the Accountants, exercise check on all the papers dealt by them, attend inter-departmental correspondence and Government of India, Major Ports, etc., and personally responsible for Resident Audit Parties' reply, sign the recovery advices, recommend and verify Leave Applied /Leave Accounts / Service Books / verify all pay orders in respect of personal claims such as Travelling Advance / Leave Travel Concession / Advances /Encashments / Medical bills etc.
- 2) Processing suitable proposals to the Board in respect of regulations, amendments, if any, to the Mormugao Port Regulations received from General Administrative Department. To check financial implication wherever involves and ensure timely action on Board Regulations and review cases accordingly.
- 3) To maintain schedule of returns and ensure that the same are received /filed sent on the prescribed dates.
- 4) To conduct a 100 % check of various ledgers/ registers maintained by the section, supervisory staff under him.
- 5) To ensure that the weekly reviews, monthly arrears reports are submitted after proper examination of the delays etc. as explained by the concerned supervisor and offer his comments and ensure that the outstanding items are cleared by the FA&CAO will be taken into account and dealt with before submission of the next weekly reviews.
- 6) To check and review the requirements of furniture and repairs to office equipment's / Inventory etc.
- 7) To ensure submission of papers to the Financial Advisor and Chief Accounts Officer strictly in accordance with circulars /Orders in force
- 8) To put up letters of appointments, promotion, transfer, suspension, etc., to ensure the punctuality in attendance, discipline by the staff under his control.
- 9) To ensure timely submission of vouchers, weekly reviews, monthly arrears reports etc., in terms of office orders, circulars, rules in force.
- 10) To ensure review of staff due to staff due to retire in every six months and arrange for the timely check of the records.
- 11) To attend to any other work that may be entrusted to him from time to time by supervisors.

## **SENIOR ACCOUNTANT**

- 1) Verification of pay orders/monthly pay bills (Both Cash and Bank), supplementary pay bill, festival advances pay bills in respect of the employees of all the departments.
- 2) To verify Earned Leave encashments and pay orders in respect of Officials of the entire department.
- 3) To verify different formats in respect of pay bill of Finance department to be sent to EDP every month.
- 4) To verify the formats claiming Electricity charges in respect of Port Officials to be sent to EDP.
- 5) Verification of pay bills pertaining to stitching charges of uniforms in respect of employees of all the departments.
- 6) Verification of the pay slips in respect of cases of promotion, stepping up of pay, wage revision etc.
- 7) To attend to all the matters and the correspondence concerned to Establishment Section (pay and allowances).
- 8) To verify claims of Children's Education Allowances/ Tuition fee/ Scholarships etc. in respect of Officials of all the departments.
- 9) Noting, drafting and putting up proposals for sanctions etc. pertaining to the matters related to pay and allowances in respect of employees of all the departments.
- 10) To attend to any other work assigned by Superiors

## **ACCOUNTANT (I)**

- 1) Checking of unclaimed wages pay orders.
- 2) Checking of Labour allocation statements and sending to EDP.
- 3) Forwarding reimbursement of professional charges of officers to Chairman's sanction and after receiving the sanction preparing pay order.
- 4) Maintenance of Union-membership files and forms.
- 5) Reply to Audit memo.
- 6) Calculation of Foreign service contribution in favour of Chairman & those employees who are on deputation to other organisations.
- 7) Remittance of recoveries done through pay bills to Cochin Port Trust in favour of Chairman.
- 8) Maintenance of General Ledger and Sub-Ledgers allocated abstracts etc.
- 9) Preparation of J.V. for adjustment and ratification of transaction of Estb. Section.
- 10) Arranging the local purchase of Stationery items.

- 11) Maintaining of 850/002 and 693/002 accounts, posting of Cash receipts and pay orders and reconciliation of the above accounts
- 12) Verifying and processing medical advances and expenditure received from medical department to chairman's approval. Attending the work assigned by Superiors.

### **ACCOUNTANT**

- 1) To verify and process Medical advances/expenditure received from Medical department.
- 2) To compile data received from all the departments including Finance department, to attend to the work of cutting stencils, comparing, printing in respect of preparation of Schedule of Staff for the approval of the Board and to send copies of the same to all concerned every year.
- 3) To reconcile conveyance advances, to verify and check Ledger Cards of conveyance advances, Code 845 in respect of the Officials of the Port.
- 4) Verification of the pay orders of the conveyance advances.
- 5) To attend any other work assigned by the Superiors from time to time.

### **SR. CLERKS (PAY AND ALLOWANCES)**

1. Checking of Monthly payrolls of Class I & II and Class III & IV employees received from EDP at random, checking of Ex-gratia /PLB paybills, checking of salary bills in respect of Officials on contract basis/deputation/apprentices etc., checking supplementary paybills of retired, resigned, medically unfit cases etc. etc.
2. To sort out pay bills and arrange in department wise for binding/records, to attend correspondence relating to pay and allowances of all the departments.
3. Checking of Festival advances pay bills, posting of recoveries of festival advance on the recovery register every month in respect of the employees of all the departments
4. Checking/verifying/processing of claims of Earned leave encashment in respect of the employees of all the departments.
5. Checking of reimbursement of monthly electricity bills, feeding in EDP format in respect of the employees of all the departments.
6. Checking claims towards reimbursement of stitching charges for supply of uniform in respect of employees of all the departments.

7. Checking of Refund claims of transport charges, festival advances etc. in respect of employees of all the departments.
8. Filing correspondence pertaining to Festival advance recoveries, Quarter rent, Water charges, muster rolls, Over time statements and other related correspondence, office orders, circulars, recovery advises, etc. in respect of employees of all the departments.
9. Scrutinizing of honorarium claims of officials for conducting inquiry/trade test etc. in respect of employees of all the departments.
10. Issue of 'No Dues Certificate' to retired/resigned/terminated/medically unfit cases etc. as regards to Final Settlement dues in respect of employees of all the departments.
11. Watching of recoveries e.g. Port transport, Festival advances electricity charges, penalty fees towards loss of identity cards, etc. in respect of employees of all the departments.
12. Checking of arrears due on account of Wage Revision as and when implemented, as also assisting for the issue of revised pay slips for fixations etc. in respect of employees of all the departments.
13. Checking of Drawn and Due statements consequent upon stepping up of pay, anomaly, Promotion, revision of pay, etc. in respect of the employees of all the departments.
14. Checking of claims towards children Education Allowance/tuition fees in respect of employees of all the departments.
15. Disbursement of monthly salaries, festival advances incentive scheme, stitching charges, Ex-gratia/PLB etc.
16. Checking/verification of remittances etc. in respect of Port Officials who are on deputation's/transfer to other organisations.
17. To attend to any other work assigned by superiors

#### **SENIOR CLERKS (PAY AND ALLOWANCES-FINANCE)**

1. Preparation of monthly and other pay bills of Officials of finance department.
2. Preparation and maintaining Service Books of all the Officials of Finance department.

3. Preparation of Due and Drawn statements of arrears in respect of employees of Finance department.
4. To receive and process claims of reimbursement of Electricity charges of Officials of the Finance department.
5. To receive and process Provident Fund Loan applications, scholarship forms, Issue of Salary Certificates, processing of family declaration forms, issue of Medical Cards, to process cases for grant of permission for movable/immovable property in respect of Officials of the Finance department.
6. To receive and check claims towards Children's Education Allowances in respect of Officials of Finance department.
7. To receive and check claim forms of Earned Leave encashment in respect of Officials of Finance department.
8. To prepare pay bill of stitching charges of uniform in respect of Officials of finance department.
9. To receive and attend the work of filling up of all the monthly/quarterly/half yearly returns pertaining to various matters of Finance department.
10. To receive and process cases of final settlement for Final settlement section/Internal Audit section for pre audit in respect of Officials of Finance department.
11. To receive and to scrutinize the application for Port quarters in respect of Officials of Finance department.
12. To receive Hindi forms/claims for Hindi incentives scrutinize and prepare pay bill for incentives of Officials of all the departments.
13. To process the cases of promotions, appointments and to attend to all the correspondence relating to confirmation, transfers, staff matters, vacancy position, strength of staff, muster of peons and other correspondence of Establishment matters of officials of Finance department.

#### **SENIOR CLERK (FIXATION OF PAY)**

1. Appointments
2. Promotions
3. Reversions

4. Punishments
5. Wage Revision
6. Stepping up of pay of senior employees to bring on par with that of their juniors.

#### **SR.CLERK (TA / LTC/ HTC)**

1. To verify whether the claim is submitted within prescribed time limit.
2. To verify family members as per regulation while admitting the HTC/LTC claim.
3. To verify the evidence to support the LTC Claim.
4. To recover the excess amount drawn.
5. To change the penal utilised amount.
6. To verify whether the Appendix I is signed by the controlling officer.
7. To verify whether the appendix II submitted by the employee.
8. Re conciliation of TA advance every month.
9. Preparation of Journal voucher.

#### **SENIOR CLERK (INCOME TAX)**

1. To calculate the income tax of the officials of the administration.
2. To verify the savings, receipts etc submitted by the officials of all the departments.
3. To recover the income tax of the officials of the whole administration after assessment of the salaries is done and to remit the tax recovered to the Income Tax Department etc within the stipulated time limit.
4. To refund the income tax to the officials of the Administration refunded by the Income Tax Department.
5. To verify the Postal Life Insurance / Recurring Deposits recovered every month from the salary of the officials / members of the schemes and to remit to the Post Offices etc within the stipulated time limit.
6. To issue Tax Deduction at Source Certificates to all the officials of the Administration at
7. the end of the financial year.
8. To attend to any other work assigned by the superiors.

#### **Senior CLERK: (Conveyance Allowance/advance)**

1. Checking and processing claims of conveyance allowances in respect of officers.
2. Noting, drafting, of correspondence relating to car/scooter /motorcycle/moped allowance

3. Issue of certificate of availability of funds for scooter /motorcycle/moped motor car / Personal computers, etc.
4. Checking and verifying of application received from Class I & II officers and class III & IV employees for conveyance advance.
5. Processing of proposals for scooter /motorcycle/moped motor car / Personal computers of class I & II officers for approval of competent authority.
6. Posting the advance processed on registers, and send recovery advice to EDP Section.
7. Recovery advice to be sent to EDP Section
8. Preparation of payorders
9. Checking of documentary evidences received from employees, and posting on the ledger card (individual cards) and register.
10. Send letters for hypothecation of vehicle to insurance company.
11. Noting and drafting of correspondence relating to conveyance advance.

#### **A) MEDICAL BILLS**

1. Checking of medical bills received from medical departments for medical treatment availed of at the following hospitals:
  - a) Kasturba Hospital Manipal.,
  - b) Doctor TMA Pai Rotary Hospital, Bejai, Mangalore.,
  - c) KMC Hospital Attavar, Mangalore.,
  - d) University Medical Centre, Mangalore.,
  - e) Manipal – Goa –Cancer of General Hospital, Goa.,
  - f) Dr. TMA Pai Hospital, Udipi.,
  - g) KLE Hospital, Belgaum,
  - h) Wockhardt Heart and Research Institute, Bangalore.,
  - i) Manipal Hospital, Bangalore.,
  - j) Preparation of pay orders, posting on registers and forwarding payment by Demand Draft to concerned Hospital.
- 2) Noting and drafting of correspondence relating to medical bills.
- 3) Filling correspondence/ papers etc.

#### **CLERK**

#### **B.) MEDICAL BILLS**

- 1) To receive and verify for reimbursement of medical bills/ claims / pertains to all official of the entire Department and prepare pay orders for A.O's signature and send to cash section for payment.

- 2) To receive and verify for reimbursement of medical bills/ claims / pertains to all official of the entire Department and prepare pay orders for A.O's signature and send to cash section for payment. And any other work assigned by superior.

### **CLERK (RECOVERY / REMITTANCES ETC.)**

- 1) To receive the recovery / stoppage statement from the Mormugao Port Institute, Mormugao Port Officers Club, Mormugao Port Officers Health Club, The Goa Urban Co-op. Bank Ltd., Port Employees Consumers Coop. Society I, Port Employees Consumers Coop. Society II, Goa Ports & Dock Employees Coop. Credit Society Ltd., Mormugao Port & Railway Workers Coop. Credit Society Ltd., Dr. B. R. Ambedkar Coop. Credit Society Ltd., The Sahakar Credit Coop Society Ltd., Mormugao Port Employees (Admn.) Welfare Association and to remit the recovered amount by preparing the pay order and send it to cash section.
- 2) To receive monthly electricity statements from the EDP section, to verify the same and to recover the amount of the defaulters by sending an advice to the EDP section.
- 3) To collect the registers of various sections of Accounts Department maintained to record the hours of over time worked and to calculate it so as to claim the over time allowance in the prescribed formats while drawing the pay of the employees.
- 4) To compile the data of over time worked and to forward it to all the departments.
- 5) To issue "No dues certificate" submitted by the final settlement section on account of outstanding loans in respect of the employees due to retire on superannuation, death, termination, resignation, medically unfit etc of all the departments.

### **CLERK (STATIONARY)**

- 1) To prepare requisition for issue of stationary and put up the same for A.O.'s signature for arranging stationary to establishment section.
- 2) To draw the Stationary as per requisition from the Store of Materials Department
- 3) To issue stationery as and when required by the staff and maintain the stationary register for keeping stationary account.

- 4) To arrange non-stock item from the local market as and when required by the section.
- 5) To update the Annual Schedule of Staff on the computer.
- 6) Data feeding and updating establishment formats/ Drafts/ letters on computer.
- 7) All other computer and other work assigned by superiors from time to time.

#### **CLERK (INCENTIVE, COURT ATTACHMENT, ETC.)**

- 1) When the attendance bills are received from the CME, CE & TM's Dept, feeding is done in the respective columns. In the same manner technical data regarding the loading of ore in the ships, unloading ore from the barges and so on. A counter check is carried to tally the particulars entered.
- 2) After all the checking is done, processing is done wherein the amount to be paid to the employees is calculated.
- 3) Printing of paybill (Cheque & Cash) is done to be sent to cash section for further disbursement. All the reports are also printed which are sent to CME. Incentive pay slips are also printed and issued to all the 3 departments for distribution to the employees.
- 4) Maintenance Factor is also paid to these employees one a year based on the expenditure incurred on repairs & maintenance.
- 5) After the calculation of the incentive the amount worked out for every person is sent to EDP section of income tax calculation.
- 6) One copy of all the reports printed are sorted out and kept ready for binding which are then bound and kept for further reference

#### **COURT ATTACHMENT**

- 1) Based on the Orders received from the Asst. Registrar of Co-op. Societies and the letters received from the Co-op. Banks, recovery advice is sent to EDP section to attach portion of the salary of the concerned person as indicated in the letter.
- 2) The recovered amount is then remitted to the Asst. Registrar or the respective Bank with a covering letter.

- 3) Correspondence with the Bank / Asst. Registrar as regards to furnishing salary details, clarifications etc.
- 4) Putting up a note for refund to the person in case excess recovery is effected due to late receiving of the vacation order.

### **Cable TV**

Every month the membership of all the cable TV subscribers is to be recovered and remitted to KASSONICS alongwith the arrears if only the authority is received late. The amount is remitted alongwith the recovery statement.

### **Donation of one day wages**

When an employee who is the member of the above society expired the other members contribute their one days wage towards this fund. The recovery is done based on the letter received from the MOHP Death Relief Fund Society. The amount collected is than disbursed to the nominee of the deceased employee. As per the agreement of the society 98% of the total amount collected is handed to the party by the society and the remaining 2% of the amount goes to the society. The process of refund is done by putting a note to FA&CAO.

If ever the amount of non-members is recovered than the same process is followed to refund the amount bank to the non-members.

### **MPT TM'S Department Death cum Retirement Benefit Association.**

The recovery of all the members of the society is done every month @ Rs. 15/- towards this fund. When an employee who is the member of the above society expired or retires the other members contribute Rs. 115/- towards this fund. The recovery is done based on the letter received from the MOHP Death Relief Fund Society. The amount collected is than disbursed to the nominee of the deceased employee.

If ever the amount of non-members is recovered than the same is refunded bank to the non-members by processing a note for refund.

### **Death Benevolent Scheme (FLOTILA) (DC's Scheme)**

The outdoor staff to DC's Department solely for monetary benefit to the family of the deceased established the scheme. The members are contributing Rs. 300/- toward the above fund. The recovery is effected based on intimation received from the society. The recovered amount is than remitted to the nominee of the deceased person.

If the amount of non-members is recovered than the same process is followed to refund the amount bank to the non-members.

### **Reimbursement of out of pocket expenses to MOHP Officers.**

Every month the Officers of MOHP are reimbursement the expenditure for the extra duties they have performed beyond their normal duties. This is known as REIMBURSEMENT OF OUT OF POCKET EXPENSES. The amount of Rs. 25/- is fixed per duty performed.

Chief Mechanical Engineering's Department sends the duty report of the officers who have performed extra duties. The numbers of duties is fed in the computer and the programme generated to work out the amount.

To issue "No dues certificate" submitted by the final settlement section on account of outstanding loans in respect of the employees due to retire on superannuation, death, termination, resignation, medically unfit etc of all the departments.

### **CLERK (PAY AND ALLOWANCES)**

- 1) To prepare monthly Muster Roll of all the Officials of Finance department.
- 2) To post all types of leave in the respective register and service books etc., of all the Officials of Finance department, to prepare monthly statement of all kinds of leave availed/sanctioned during the month by Class I and II Officers.
- 3) To prepare monthly late attendance report of the employees of Finance department.
- 4) To file the service documents/papers pertaining to the employees in their personal files.
- 5) To write the service particulars of Annual Confidential Report forms in respect of all the Officials of Finance department.
- 6) Any other work assigned by superiors from time to time

### **CWC SECTION**

### **DY. CHIEF ACCOUNTS OFFICER(CWC)**

- 1) General Supervision of the work and overall incharge of the CWC Section, reporting to Dy.FA&CAO/FA&CAO.
- 2) Preparation of Budget Estimate relating to Plan/Non Plan Schemes.
- 3) Examinations, signing of Pay Orders upto a net value of Rs. 10.00 lakhs.
- 4) Submission of periodical monitoring reports relating to Plan/Non Plan Schemes.
- 5) Monitoring of Weekly Report for ensuring timely disposal of proposals/bills.

### **ACCOUNTS OFFICER (CWC)**

- 1) General supervision of the work and overall incharge of the CWC Section reporting to Dy.CAO(CWC)/Dy.FA&CAO/FA&CAO.
- 2) Scrutiny of Estimates, tenders etc, relating to works, Maintenance of accounts relating to Civil & Mechanical Engineering works.
- 3) Examination and signing of Pay Orders regarding telephones, Electricity, Water, Government payments and or any time part payments without any limit. Other Pay Orders of CWC upto the net value of Rs. 10.00 lakhs.
- 4) Submission of periodical monitoring reports relating to Plan/Non Plan Schemes.
- 5) Process for lapproval of Management all proposals relating to minor works, legal fees of Advocates, Taxi hire charges, Advertisements etc.
- 6) Examination of monthly Journal Vouchers pertaining to CWC.
- 7) Writing of Annual Confidential Reports in respect of all the Staff members under his control and put up to Deputy Chief Accounts Officer/Financial Adviser and Chief Accounts Officer.
- 8) All other related correspondence work of the section pertaining to Capital Works Cell.

### **ACCOUNTS SUPERINTENDENT (CWC)**

- 1) Close supervision of the work and incharge of the CWC Section reporting to AO(CWC)/Dy.CAO(CWC).
- 2) Overall incharge of Capital Works Cell Section and supervise the work entrusted to the Senior Accountants and the Accountants, exercise check on all papers dealt by them.
- 3) Marking of papers to concerned sub section/dealing hands.
- 4) Checking of Civil and Mechanical works bills and other miscellaneous bills.
- 5) Scrutiny of miscellaneous proposals received from other departments, for Chairman's approval.
- 6) Attends to general correspondence of the section.
- 7) Co-ordinates work relating to Bank Guarantees.
- 8) Masintenance of tools & Plants Register attached to CWC.

- 9) Conduct check of various Ledgers/registers maintained by the section, supervisory staff under him.

### **ACCOUNTS SUPERINTENDENT (CWC) (CONTD.)**

- 1) To check and review the requirements of furniture and repairs to office equipments/ inventory etc.
- 2) To attend to any other work that may be entrusted to him from time to time by supervisors.
- 3) Maintenance of Muster roll and Movement Register of Capital Works Cell Section.
- 4) Reconciliation of Account No. 849(Secured Advances) to Contractors.
- 5) Scrutiny of proposals for discharge, encashment or extension etc., as the case may be, of Bank Guarantees.
- 6) Scrutiny of Solvency Certificates in respect of contractors.
- 7) Writing of Annual Confidential Reports in respect of all the staff of CWC under his control and put up to A.O.(CWC).
- 8) Any other work assigned by A.O.(CWC), Dy. CAO(CWC).

### **SENIOR ACCOUNTANT**

- 1) Supervision of subordinate staff reporting to AO(CWC)/Dy.CAO(CWC) through AS(CWC).
- 2) Scrutiny of all pay orders for payment of contractors bills for capital and revenue works, advances to HODs etc.
- 3) Reconciliation of Contractors Suspense Account.
- 4) Scrutiny of periodical reports (Monitoring system) to be sent to Ministry/IPA.
- 5) Preparation of Annual Plan, Budget Estimate for Plan and Non Plan Schemes.
- 6) Miscellaneous correspondence
- 7) Remittance of T.D.S., recovered from Contractors to Income Tax Authorities.
- 8) Supervision of the work of Reconciliation of Various accounts 694/002(I.T), 693/003(S. Creditors), 850/003(S. Debtors), 844/002(Advances to HODs) 844/001(other advances), 835(Cases under litigation), 857(Contractor's suspense), 867/001(E.M.D), 687/004(Security Deposit, 687/007(Retention money) 779(Capital Plan Works) 778 (Capital Non Plan Works).
- 9) Any other work assigned by Dy. FA&CAO, Dy. CAO(CWC) & AO(CWC).

## **SENIOR ACCOUNTANT (ESTIMATE) (2)**

- 1) Responsible for general supervision of work of Estimate(CWC) and staff reporting to AO(CWC)/Dy. CAO(CWC) through AS(CWC).
- 2) Scrutiny of proposals received from the various departments.
- 3) Issue of sanctions.
- 4) Verification of Journal Vouchers.
- 5) Preparation of statement of Plan and Non-Plan Capital Works.
- 6) Verification of Completion Reports.
- 7) Verification of Budget Provisions.
- 8) Attending to the work of Monitoring cell checking of estimates of the Work.
- 9) Scrutiny of Pay Orders or refund of Earnest Money Deposit.
- 10) Replies to RAP/Annual Audit Memos.
- 11) Any other work entrusted by superiors.

## **ACCOUNTANT (2)**

- 1) Marking correspondence received in the section to the concerned dealing hands.
- 2) Verification of Pay Order regarding Telephone Bills, AT&T, Electricity, Water, Advocate bills and payment of contract employees, CISF, Entertainment bills,Advances, Advertisement bills and Welfare Fund.
- 3) Reimbursement of cost of spectacles to employees of all the departments.
- 4) Checking of Journal Vouchers.
- 5) Clearing the proposals.
- 6) Correspondence and other related matters with RSPCL.
- 7) Reconciliation of various accounts 694/002(I.T.), 693/003 (S. Creditors), 850/003(S. Debtors), 844/002(Advances to HODs), 844/001(other advances), 835(Cases under litigation) 857(Contractors suspense), 867/001(E.M.D.), 687/004(Security Deposit), 687/007(Retention Money), 779(Capital Plan Works), 778(Capital Non-Plan Works).
- 8) Advances to Head of Departments and adjustments thereof.
- 9) Monthly statement of advances to HODs.
- 10) Reconciliation of accounts No. 687/001(Earnest Money Deposit)687/004(Security Deposit) and 687/007(Retention Money).
- 11) Advances in respect of spillage contract and connected correspondence thereon.
- 12) Preparation of Journal Vouchers.
- 13) Any other work assigned from time to time by AS(CWC).

## **SENIOR CLERK**

- 1) Responsible for the work relating to Payment of bills including deduction of T.D.S. reporting to AO(CWC)/Dy. CAO(CWC) through SA/AS. Receipt of bills
  - a) towards execution of various works alongwith Measurement books from CME/CE.DC & MM.
  - b) Electricity bills from CME/Secy.
  - c) P&T telephone bills from concerned dept.
  - d) Mobile telephone bills from AT&T
  - e) bills for hired cars, repairs to cars from CME.
  - f) Catering (diet) bills remuneration/stipend of trainees of Sports Academy, House Keeping bills of Sport Academy from MPSC,
  - g) bills for hired flats, watch & ward services, advertisement bills, bills towards hired buses, bills towards professional fees of advocates, bill towards supply of flowers to Chairman/Dy.Chairman's office, gas subsidy to various canteens, bills towards newspapers/magazine to CISF, bills towards transport provided to visiting dignatories from Secy.
  - h) Water bills from CE
  - i) Training fees including TA from Dir.P&MS.
  - j) Royalty/Licence fees of Port Crafts, VHF/Walkie Talkies from CME, CE, DC, CISF, recommending payment.
- 2) Scrutiny of bills and preparation of P.O. alongwith TDS deductions and putting to officers for signature as per powers delegated vide O.O. No. FA/P.12/2000/1305 dated 13/10/2000 after posting particulars of bills on concerned register.
- 3) Posting of P.O. particulars in common cash commitment Register.
- 4) Receipt of completion certificate in respect of works completed from CME/CE/DC and posting on the Assets Register.
- 5) Payment of Salary/remuneration to employees appointed on contract.
- 6) Receipt of claims towards Salary/remuneration to Technical Adviser, Doctors, Sports Coaches to Football Players from concerned department, recommending payment.
- 7) Scrutiny of bills and preparation of P.O. alongwith TDS deductions and putting to officers for signature as per powers delegated vide O.O. No. FA/P-12/2000/1305 dt. 13/10/2000 after posting particulars of bills on concerned register.
- 8) Posting of P.O. particulars in common cash commitment Register.
- 9) Work relating to and responsible for payment of fees including T.A. to visiting Specialist Doctors, reporting to AO(CWC)/Dy.CAO(CWC) through SA, AS(CWC).
- 10) Receipt of claims towards fees and Travelling Allowance of visiting Specialist Doctors from CME recommending payment.
- 11) Scrutiny of bills and preparation of P.O. alongwith TDS deductions and putting to officers for signature as per powers delegated vide O.O. No.

- FA/P-12/2000/1305 dated 13/10/2000 after posting particulars of bills on concerned Register.
- 12) Posting of P.O. particulars in common cash commitment Register.
  - 13) Reimbursement of telephone bills to Officers.
  - 14) Receipt of Telephone bills claims from concerned departments recommending payment.
  - 15) Scrutiny of claims and preparations of Pay Orders and putting up for signature, after posting particulars of bill on concerned Register.
  - 16) Reimbursement/payment through Welfare Fund.
  - 17) Receipt of (1) Claims towards reimbursement of cost of spectacle frames, grants to MP TES/Officers Club/AVC, Donations to Social Clubs/institutions from Secy., (2) Claims towards reimbursement of Medical expenses, not covered under Medical Attendance Regulations from CMO/Secy. (3) subsidy towards tuition fee of Mentally retarded children of Port Employees from Various dept./Secy.
  - 18) Scrutiny of bills and preparation of P.O. and putting upto officers for signature as per powers delegated vide O.O. No. FA/P-12/2000/1305 dt. 13/10/2000 after posting particulars of bills on concerned register.
  - 19) Posting of P.O. particulars in common cash commitment Register.
  - 20) CISF payment, audit fees, IPA, IIPM, NIPM's expenditure share, Port trade promotion centers.
  - 21) Receipt of claims towards CISF payment, audit fees, IPA, IIPM, NIPM's from Secretary recommending payment.
  - 22) Scrutiny of bills and preparations of Pay Orders and putting to Officers for signature as per powers delegated vide O.O. No. FA/P.12/2000/1305 dt. 13/10/2000 after posting particulars of bills on concerned register.
  - 23) Remittance of T.D.S. recoveries to Income Tax authorities.
  - 24) Completion of T.D.S. recoveries from Contractors bills etc. and preparation of Pay Orders for remittance and putting up for signature.
  - 25) Posting of P.O. particulars in common cash commitment Register.
  - 26) Payment of AMC bills.
  - 27) Receipt of bills towards AMC in respect of Acs, Water coolers, Xerox machines, Computers, Railway Locomotives and Pest Control Public

Utility Services Sulabh Souchalayas, Weigh bridge, MOHP Belt chores, CBU(Hydraulic) Telephone Exchange from concerned department recommending payment.

- 28) Scrutiny of bills and preparation of P.O. alongwith TDS deductions and putting to officers for signature as per powers delegated vide O.O. No. FA/P.12/2000/1305 dt. 13/10/2000 after posting particulars of bills on concerned register.
- 29) Administrative approval and expenditure sanctions for various works.
- 30) Receipt of proposals for Administrative approval and expenditure sanctions for (1) various works, (2) award of sanctioned works to contractors from CME/CE/DC/TM/CMO and MM.
- 31) Verifications of estimates, availability of Budget provision and submission to Dy. Chairman/Chairman with recommendations.
- 32) Receipt of B.G. from concerned department, towards Security deposit, posting in the register and keeping in safe custody, discharging encashment/extension of B.G. on the advice of concerned department on fulfillment of its purpose.
- 33) Receipt of advice for refund of EMD from concerned department, scrutiny and preparation of P.O. for refund and putting up for signature after posting on the EMD register and common cash commitment Register.
- 34) Posting of P.O. particulars in common cash commitment Register.
- 35) Issue of sanction No. to sanction works.
- 36) Receipt of proposals duly sanctioned from various departments, posting on relevant register with sanction no. and conveying the sanction No. to the concerned department.
- 37) Deposits for damages, caused tyo Port property and adjustment thereof through Private repairs works.
- 38) Receipt of communications from CDC for deposits in respect of damages caused to Port property, entering in the relevant register for deposit works, adjustment of advance deposit with cost of repair work through contractor and advising CDC to raise bill, refund excess/over deposits if any.
- 39) Preparation of Journal Vouchers, relating to Advances, Building Material, transfer of Completed Works, adjustments/Rectification JVs, Adjustment

- of Labour and Material, Contractors Suspense and forwarding to Books Section.
- 40) Receipt of information relating to works to be under taken under Plan and Non Plan Capital from concerned departments.
  - 41) Receipt of periodical reports from CME/CE/DC, incorporating the data received into prescribed formats and forwarding to MOST/IPA/PMS department and Costing section.
  - 42) Preparation of Annual Plan, Budget Estimates for Plan and Non Plan Schemes.
  - 43) Compilation of the Plan/Non Plan reports.
  - 44) Submission to Book Section for incorporating in the Budget.

### **CLERK (2)**

To attend to dispatch work and to P.C. work and to assist A.S., Sr. Accountant, Accountant and Sr. Clerk.

### **CASH SECTION**

#### **ACCOUNTS OFFICER: (Cash)**

Overall in charge of Cash Section.

#### **CHIEF CASHIER:**

- 1) Managing Bank transactions/transfers including cash deposits/withdrawals, adjustments.
- 2) To maintain adequate cash reserves to meet cash payments.
- 3) To make arrangements for payment to employees and pensioners.
- 4) To arrange security and insurance, whenever huge amount of cash is kept in the safe
- 5) To Vouch for adjustment entries.
- 6) To check entries in the Cash Book with the respective Pay Orders.
- 7) Signing of Cash receipts as and when required.
- 8) Reconciliation of General Accounts operated at SBI/MRH and Corporation Bank/Vasco
- 9) Preparation of daily Fund position.
- 10) Inviting quotations for investments.
- 11) To assist A O in monitoring maturity of Deposits/Bonds
- 12) To assist A O in monetaring timely receival of interests/dividends on deposits/Bonds

- 13) To attend to the duties of A.O.(Cash) in his absence.

### **CASHIER:1**

- 1) Drawal of all General Cheques and sending it for signature.
- 2) Posting of General Cash Book and balancing the same daily.
- 3) To receive Pay orders from different Sections and acknowledge for the same.
- 4) To assist Chief Cashier for making preparing scroll and daily cash position.
- 5) To attend Reconciliation of GPF Accounts at SBI/Vasco and SBI/MRH if required.
- 6) To attend to the duties of Cashier –1 or Cashier –2 in their absence.
- 7) Any other duties assigned by the A O

### **CASHIER – 2 (Payments)**

- 1) To attend to payments counter.
- 2) Submission of unclaimed statement and tally the unclaimed amount and amount paid with the -Pay Order Amount.
- 3) Preparation of Journal Voucher.
- 4) Posting of Cash Book in the absence of Cashier-1
- 5) To attend to the duties of Chief Cashier in his absence.

### **CASHIER – 3 (Receipts)**

- 1) To collect Cash/DD/Cheques at the receipt Counter towards sale of Tenders and sale of other -Forms and to issue receipts
- 2) Refund made by employees toward PF, Conveyance Advance etc.
- 3) Writing of Receipt Books.
- 4) To tally receipts books with the Cash Books.
- 5) Checking of EDP Receipt statement with receipt register
- 6) To attend to the duties Cashier – 1 in his absence.
- 7) Return of Unsold Tenders.
- 8) Posting of CDC Receipts in the Register

### **SENIOR CLERK – 1**

- 1) Posting of General Cash Book
- 2) Reconciliation of balances of all Bank Accounts of the Port with the Cash Book balances.
- 3) To assist AO(Cash) and Chief Cashier.
- 4) To assist A.O in passing Adjustment entries.
- 5) To attend to the work of Cashier -1 in his absence.

## **SENIOR CLERK – 2**

- 1) Drawal of GPF and Pension Cheques
- 2) Posting of GPF and Pension Cash Book.
- 3) To assist Senior Clerk in preparing Bank reconciliation statements
- 4) To assist Cashier 3 (Receipts) in checking Receipt prelists
- 5) To keep leave records of the Section.
- 6) To make arrangements for Audits
- 7) To ensure that the ISO requirements for the Section are complied with
- 8) To attend the receipt Counter in the absence of Cashier 2 & 3.

## **CLERK-I:**

- 1) Checking of EDP statement with Pay orders.
- 2) Preparing dummy pay orders at cash counter
- 3) Preparing adjustment pay orders for transfer of funds/withdrawal of cash from Bank.
- 4) To put up daily Pay orders to A.O.(Cash) for verification on day-to-day basis. Sending the duplicate copies of pay orders to EDP Section.
- 5) To obtain adjustment pay orders on investments etc. from the concerned Sections.
- 6) To Check the payment pre-list sent by EDP Section.
- 7) To attend to any other work assigned by A.O.(Cash)/Chief Cashier.

## **CLERK-II:**

- 1) Despatch of Cheques and letters on day-to-day basis.
- 2) Posting Inward Register & distribution of papers in absence of Clerk III. Entering the Voucher numbers, date and cash allocations on pay orders after payment.
- 3) To maintain Imprest Cash Account
- 4) To maintain Inventory Account of Cash Section.
- 5) To attend to any other work assigned by A.O/Chief Cashier.
- 6) To carry out all typing work.
- 7) To look after the duties of Clerk I and Clerk II during their absence.

## **ATTENDER:**

- 1) To attend to all outdoor work in connection with Banking.
- 2) To file all pay order and other papers in the concerned file.
- 3) Collection of Stationery.
- 4) Attend to despatch work.
- 5) Any other work assigned by the superiors.

## **COSTING SECTION**

## **COST ACCOUNTS OFFICER**

- 1) Developing & operating an effective Cost Accounting System in the Port and periodical review thereof.
2. Preparation of Cost Statements - Activity-wise, Sub-Activity wise and ensuring effective reporting to the Management on viability of various Port service, When called for.
3. Preparing of economic viability, statements based on the cost of operation vis-à-vis Revenue earned from the Port services.
4. Formulation and operation of account codes for Income & Expenditure accounting of the Port and rendering suggestions thereon to other sections/depts. When called for.
- 5 Comparison of rates with other Ports and putting up proposals for periodical revision of Port charges for obtaining competent sanction of Management / Govt.
5. Fixation of miscellaneous rates & charges and periodical review thereof for Port machinery & equipments.
6. Preparation and operation of Cost Centre-wise Budgets, implementing Budgetary Control and effective reporting thereon as also review of accounts periodically.
7. Ensuring implementation of revision of scale of Rates and charges based on Govt. directives and Management Control.
8. Co-ordination & preparation of periodical reports to Govt. and other agencies with regard to the Port-finances and accounts.
9. Attending to Audit queries in general and with particular regard to the cost of operation and Port finances.
10. Preparation of Budget Estimates / Revised Estimates of the Port for Revenue Income and Revenue Expenditure and preparation of Performance Budget of the Port and co-ordination of the same work from other departments as also necessary liaison with other Sections / Depts. In this regard and obtaining approval of the Board and sanction from the Govt.
11. Any other work(s) as assigned by FA&CAO.

### **COST ANALYST - I**

1. Finalisation of Cost Statements.
2. Fixation of rates for the services rendered by the Port.
3. Carrying out special exercise according to the need of the Management.
4. Coordinating in finalisation of condensed Financial Review.
5. Comparative study of rates at other other Ports.
6. Attending to correspondence from Government and other Agencies.
7. Co-ordinating compilation of RE/BE
8. Formulation and operation of accounts codes.
9. Attending to Audit Queries.
10. Attending to provide management information.
11. Co-ordinating in revision of Scale of Rates.
12. Any other work that may be assigned by CAO/FA&CAO.

### **COST ANALYST - II**

1. Finalisation of Cost Statements.
  - a) Fixation of rates for the services rendered by the Port.
  - b) Carrying out special exercise according to the need of the Management.
  - c) Coordinating in finalisation of condensed Financial Review.
  - d) Comparative study of rates at other other Ports.
  - e) Attending to correspondence from Government and other Agencies.
  - f) Co-ordinating compilation of RE/BE
  - g) Formulation and operation of accounts codes.
  - h) Attending to Audit Queries.
  - i) Attending to provide management information.
  - j) Co-ordinating in revision of Scale of Rates.
  - k) Any other work that may be assigned by CAO/FA&CAO.

### **COST ANALYST - II**

2. Finalisation of Cost Statements.
  - l) Fixation of rates for the services rendered by the Port.
  - m) Carrying out special exercise according to the need of the Management.
  - n) Coordinating in finalisation of condensed Financial Review.
  - o) Comparative study of rates at other other Ports.
  - p) Attending to correspondence from Government and other Agencies.
  - q) Co-ordinating compilation of RE/BE
  - r) Formulation and operation of accounts codes.
  - s) Attending to Audit Queries.
  - t) Attending to provide management information.
  - u) Co-ordinating in revision of Scale of Rates.

- v) Any other work that may be assigned by CAO/FA&CAO.

### **SR.CLERK**

1. All work related to compilation of Job cards accounting J.V.
2. Maintenance of Inward/Outward Registers.
3. Distribution of letters.
4. Filing of letters/correspondence.
5. Preparation of weekly & monthly reports of letter received/disposed.
6. Writing of Muster Roll.
7. Posting of leave applications.
8. Indenting/collection/stocking of stationery.
9. Issue of stationery/Maintenance of records.
10. Attending to the other jobs being assigned by CAO, CA-I & CA-II.
11. Knowledge of section files & their movements.

### **CLERK**

1. Checking/verification of details/contents of job cards after receiving from CME/workshop and forwarding to EDP for entry.
2. Verification of Job Cards listing after receiving from EDP, and sending to EDP for processing.
3. Preparation of J.V. 6 and forwarding to EDP for final accounting.
4. Typing of Proposals, Letter, Statements etc.
5. Collecting monthly information from PMS regarding Import & Exports of Cargo Handled and preparation of statement.
6. Any other duties as assigned by superiors.
7. Knowledge of section files & their movements.

### **BOOK KEEPING SECTION**

#### **ASST. COST ACCOUNTS OFFICER**

1. General supervision of the Book-Keeping section, reporting to FA&CAO through Dy. FA&CAO. Preparation of Budget Estimates / Revised Estimates of the Port for Revenue Income and Revenue Expenditure and preparation of Performance Budget of the Port and co-ordination of the same work from other departments as also necessary liaison with other Sections / Depts. In this regard and obtaining approval of the Board and sanction from the Govt.
2. Preparation of Annual Accounts, Statement of Income & Expenditure, Revenue Account and Balance Sheet for the Port in compliance of Management Control and Govt. directives in this regard.
3. Preparation of various accounting statements for reporting to the Management / Govt. when called for.

4. Periodical payments of loan & interest thereon to the Govt. of India.
5. Review and rectification and reconciliation of Ledger Balances at periodical intervals so as to keep and maintain proper books of accounts.
6. Preparation of accounting statements as may be required by the Management for submission to Govt./ other agencies.
7. Implementation of the Budget Control.
8. Co-ordination with sections/departments for purpose of effective accounting procedures and maintenance of proper accounting system.
9. Attending to Audit Queries on Annual Accounts.
10. Undertaking of any accounting function as may be assigned and allotted by the Dy. FA&CAO / FA & CAO from time to time.

### **ACCOUNTANT**

1. Work pertaining to Capital Asset Register Activity wise Asset Register.
2. Preparation of group wise statements of new Asset received from CWC section.
3. Preparation of Depreciation statements for new Asset required for Annual Accounts.
4. Preparation of additions/deletion statements of Assets.
5. Preparation of Schedule 3 for Annual Accounts.
6. To prepare adj. J.Vs upon disposal of assets of Capital Assets.
7. Maintaining Repayments of Govt. loans and interest Register.
8. Monthly Returns of Repayment of Govt. loans and interest.
9. Quarterly Returns of Repayment of loans and interest.
10. Reply to Audit query pertaining to Capital Assets.
11. Action regarding Disposal of old Assets.
12. Any other work assigned by ACAO.
13. Knowledge of section files & their movements.

### **SR. CLERK –1**

1. To check and verify the Journal Vouchers received from different sections.
2. To send all the monthly J.V to EDP section after verification & registration of the same.
3. To check J.V listing of Adjustment Vouchers of the Section
4. To prepare monthly Revenue A/c & send the related information to Ministry.

5. To maintain ledgers received from EDP.
6. Work relating to Compilation of Monthly Revenue Accounts.
7. Work relating to Compilation of Revised Budget Estimates
8. Any other work allotted by superiors from time to time.
9. Knowledge of section files & their movements.
10. Maintenance of Inward/Outward Registers Distribution of letters.
11. Posting of leaves applications.
12. Preparation of weekly & monthly reports of letter received/disposed.

### **SR.CLERK – 2**

1. Maintenance of Register on outstanding Loans from Central Govt.
2. Monthly/Quarterly Report of Employees Grievance redressal scheme.
3. Monthly returns of Repayment of Loans & Interest payment to Govt.
4. Loan & Interest payments by the various Public sector undertakings.
5. Works related to Reconciliation of Gen/Sub-Ledger Balances.
6. Preparing JV's and Pay Orders on Interest on Govt. loan
7. Work relating to Compilation of Annual A/cs.
8. Work relating to Compilation of Revised Budget Estimates.
9. Any other work entrusted by the superiors.
10. Knowledge of subject files & their movements.

### **CLERK - 1**

1. Indenting/collection/stocking of stationery.
2. Issue of stationery/Maintenance of records.
3. Writing of Muster Roll.
4. Filing of letters/corresp.
5. Attending to the other jobs being assigned by ACAO / Accountant / Sr.Clerk.
6. Knowledge of section files & their movements.

### **CDC SECTION**

#### **DY.CHIEF ACCOUNTS OFFICER**

1. Collection, compilation and accounting transaction of the proceeds in respect of revenue, which comes under the purview of CDC under, close supervision and control of FA&CAO.
2. Examination, signing of shipping/lease and miscellaneous bills including Pay Orders and do the correspondence with other departments of Port Trust and with outside agencies. Issuance of Acquittance Certificate.
3. Submission of Revenue Budget as far as it relates to CDC for each financial year to FA&CAO.
4. Overall in charge of CDC.

## **ESTABLISHMENT OFFICER**

1. Reconciliation and maintenance of Security Deposit Accounts against deposits made by Shipping Agents against Shipping Agencies, Stevedoring Deposits, Miscellaneous Deposits and submission of accounts to Trade maintained under general ledger account numbers 821, 823 and 674.
2. Approval to shipping/lease and miscellaneous bills including Pay Order including issuance of Acquittance Certificate in the absence of Officer-in-charge of CDC.
3. Undertake general correspondence of CDC.

## **ACCOUNTS SUPERINTENDENT**

1. Checking of lease, miscellaneous bills attend general correspondence, watch for recovery of outstanding amounts from the various parties including shipping agents and checking of Bank Guarantees and maintain the Register.
2. To prepare Revenue Budget as far as it related to CDC for each financial year
3. Overall supervision of CDC

## **SR.ACCOUNTANT (SHIPPING)**

1. Checking of shipping bills (Vessels/Cargo Related statements). Preparation of Acquittance Certificate requested by Shipping Agents after ensuring that adequate deposits are made. Thereafter obtain the approval of the Officer-in-charge of CDC and issue to the concerned shipping agents.
2. Checking of miscellaneous bills, Pay Orders and attend to other related correspondence of shipping section.
3. To prepare Revenue Budget as far as it relates to CDC for each financial year.

## **ACCOUNTANT (LEASE)**

1. Checking of lease, water, electricity bills and maintenance of Party wise Register.
2. Checking of Bank Guarantee and maintenance of Register, checking of draft lease agreements and undertake the correspondence connected with lease Section, monitor the recovery of outstanding amount from the parties.
3. Counter signing against the bills posted in the appropriate columns provided for in the Party's Register

#### **SR. CLERK (CASH)**

1. To accept payment from the Port Users based on self-assessment in respect of Vessels/Cargo Related charges.
2. To accept other miscellaneous charges towards Estate Rentals, Foreshore Land occupation, Truck Entry, acceptance of medical treatment deposits and collect charges towards Dock Entry Permits issued to Port Users, various licences issued by the Port, etc.
3. To accept 50% of handling charges towards unloading of ore on plots allotted to Shippers at Berth No.9 (MOHP).
4. Posting of Cash Receipts in Cash Receipt Book and strike the balance and keep the collection in the Safe provided for after verified by the Accounts Superintendent (CDC) or Establishment Officer(CDC) or Officer-in-charge of CDC.
5. Prepare remittance advice of cash collected and remit the same to main Cash Section after having verified by the Supervisors and signed by the Officer-in-charge (CDC) or Establishment Officer(CDC).

#### **SR.CLERKS (SHIPPING)**

1. To receive Vessel/Cargo Related forms from Marine/Traffic wings of CDC and raise bills accordingly based on respective Register/Document, Scale of Rates and Statement of Conditions and other Office Orders/Circulars issued from time to time.
2. Preparation of summary in the D form and Pay Order where applicable.
3. Preparation of Credit Note in case of ore loaded through Berth No.9, etc.
4. Preparation of miscellaneous bills and submit the same to Supervisors for their verification and thereafter for approval of Officer-in-charge of CDC or in his absence to Establishment Officer (CDC). Once approved the bills are posted in the Shipping Day Book or Miscellaneous Day Book as the case may be for giving Bill number and date and writing of bill amount in the Register with Party Name, etc. Pay Order after approval are posted in the Pay Order Register for giving number and date, etc.

### **SR.CLERKS (LEASE)**

1. Preparation of lease bills in respect of building, shops, foreshore lands, lands occupied by private agencies/ Government departments.
2. Preparation of lease bills for shed, open plots in respect of Import/Export cargoes and container cargoes.
3. Preparation of bills of electricity and water on private parties/Government Undertakings.
4. Posting of bills preferred on parties as well as posting of receipts against payments received in respect of each bill on the Registers maintained for the purpose.
5. Writing of Lease Day Book.

### **SR.CLERK (LEDGER)**

1. Preparation of monthly vouchers as far as they relate to CDC. Checking of General Ledger Accounts pertaining to CDC and submission of monthly statement of accounts to Port users under Account numbers 821, 823 and 674.
2. Issue Certificates to parties when requested by them with reference to their account/balances with CDC.
3. Submission of statement of balances of each party under Account number 821 and 823 Accounts after close of each financial year to Books Section of Accounts Department for onward transmission to Audit.
4. Reconciliation of the above accounts party wise and undertake correspondence with the Trade, etc. as and when required.

### **CLERKS**

Miscellaneous duties like typing, etc. as allotted from time to time.

### **SR.CLERKS (MARINE)**

1. Acceptance of Vessel Related forms (VRS) from Port users duly filled in and verify the correctness including GRT/DWT of the vessel and pass it to Cashier for acceptance of self assessed amount after registering the VRS form in the DUMMY REGISTER and allotment of Dummy number. Similarly accept the Cargo Related Forms (CRS) from Port Users and register it in the said Register and allot same Dummy number allotted to VRS form and maintain the respective records.
2. To record the pilotage particulars based on the information furnished by Signal Station in respect of Transhipper vessels in Port, Navy vessels,

Coast Guard vessels, Fishing Trawlers of Fisheries Survey of India calling at this Port.

3. Preparation of pilotage particulars based on information received from Signal Station, Office, towards arrival, sailing, movement of vessels, use of flotilla, supply of water, etc. and pass it on to CDC(Accounts) along with the Vessel Related forms, etc. for billing purpose.

### **SR.CLERKS (TRAFFIC) IMPORT/EXPORT**

1. Acceptance of Cargo Related forms (CRS) from Port Users duly filled in by them and verified the correctness of rates made applicable, etc. and then passed on to the Cashier for acceptance of self assessed amount after allotment of Dummy number by CDC(Marine) for the same. The CRS forms received from Cashier are retained till billing particulars are received from ATM(C) and ATM (S), which are entered in these forms and submitted to CDC (Accounts) for billing.
2. Receiving particulars of Import Cargo tonnage Register, Import Container Cargo Register towards Cargo discharge, Open plot/shed occupation rental/storage in forms, Register of ABG Reach Stacker, Mobile cranes and forklifts utilisation, Register of containerised cargo exported, bunkering billing Register Port Dues and Berth Hire charges Register, statements towards ore loaded at Berth No.9 (MOHP). Particulars from these Registers/statements/Advices are thereafter entered in the CRS forms and then submitted to CDC(Accounts) for billing.
3. Submission of particulars of deposits made by the Trade to ATM(C). Maintenance of a register showing all type of cargo exported, etc.
4. To receive and maintain Traffic copy of Final bill from CDC(Accounts) and file the same in the respective file importwise and exportwise according to number of the vessels.

### **IT CELL**

#### **DY.MANAGER (IT)**

1. Planning of overall computerization for our Port. Identify requirement of computerization from various departments.
2. Arrange for procurement of Hardware and Software for the Port.
3. Supervise over computerization which takes place in the Port.
4. Supervise over the maintenance of Hardware and Software.
5. Interact with various external parties and user departments of Port for this purpose.

## **SENIOR ASSISTANT MANAGER (IT)**

1. Carry out System study and analysis of various applications in consultation with Dy.Manager (IT).
2. Develop and assist Assistant Manager(IT)/Jr.Programmers in developing application software.
3. Maintain the existing programs by carrying out necessary changes as and when required.
4. Generate necessary outputs required by user departments after developing/maintaining the programs.
5. Keep back-ups of applications developed / maintained by him/her and also keep hard copies of program developed / maintained b them.
6. Interact with various users for this purpose.

## **ASSISTANT MANAGER (IT)**

1. Develop and maintain programs in consultation with Senior Assistant Manager. Responsible for data entry, data processing, report generation and back-ups of applications which he/she handles.
2. Keep backups of applications developed / maintained by him / her and also keep hard copies of program developed / maintained by them.
3. Interact with various users for this purpose.
4. Responsible for house-keeping in EDP room.

## **JUNIOR PROGRAMMERS**

1. Develop and maintain programs in consultation with Senior Assistant Manager and Assistant Manager.
2. Responsible for data entry, data processing, report generation and back-ups of applications which he/she handles.
3. Keep backups of applications developed / maintained by him/her and also keep hard copies of programs developed / mainatined by them.
4. Interact with various users for this purpose.
5. Responsible for house-kepping in EDP room.

## **IT-ASSISTANT**

Receive data sent by various departments, enter the data in the computer, generate pre-lists after entering data and send them to concerned departments for correction, receive the pre-lists after necessary correction have been carried out by the departments, carryout the corrections in the data entered with the help of corrected pre-lits, process the data, generate reports, send them to various departments and take back-ups of the applications which he/she handles. Incase of payroll, correct the data entered, by viewing the same on the screen and verifying it with original formats received from various departments for the purpose of data entry. Receving of data, sending and receiving of pre-list and

sending of reports to various departments is to be carried out in the absence of clerk, who is supposed to maintain records of documents received and reports sent to various department. Interact with various users for this purpose. Responsible for house-keeping in EDP room.

## **CLERK**

Maintain records of documents received from various departments and reports sent to various departments. Also maintain record of pre-lists sent to and received from various departments. Any other clerical work as and when assigned by Dy.Manager (IT)

## **MATERIALS SECTION**

### **DY.CAO(M)**

1. Over all in Charge of the Materials Wing of the Finance Dept.
2. He will attend TAC Meetings, sign Pay Orders upto a limit of Rs. 10.00 lakhs. Authorised Signatory for operation of the Bank Account, of Mormugao Port Trust. Ex- Officio member of the Disposal Committee.

### **A.O(M)**

1. Responsible for supervision and maintenance of discipline of the Section.
2. Thorough examination of all procurement proposals received from MM.
3. 100% verification of all Pay Orders. Signing of Pay Orders upto a limit of Rs. 1.00 lakh and all Pay Orders of Oil Companies, without any limit.
4. Attending of Tender Opening as well as TAC Meetings in the absence of DY.CAO(M).
5. Close monitoring of physical verification of stock. Budget Control Officer of the Finance Dept.

### **ACCOUNTS SUPTD.**

1. General supervision and maintenance of discipline in the Section.
2. 100% verification of all Pay Orders.
3. General correspondence.

### **ACCOUNTANT**

1. Verification and adjustment of disposals of unserviceable materials.
2. Payment of Sales Tax to the Sales Tax Office at Vasco, maintenance of refund records and filing of sales tax returns thereof.

3. Attending to the Sales Tax Officer, alongwith Dy.CAO (M) for assessment of Sales Tax Returns.
4. Verification and accountal of Receipts & Issues received from MM.

### **SR. CLERKS**

1. Verification of the suppliers' bills recommended by MM and passing them for payment and preparation of Pay Orders thereof.
2. Verification and costing of receipt & issue of various stock items – verification of the pre-list sent by EDP Section.
3. Retirement of Bank Documents, opening of LCs, payment tot the Customs Dept. towards import consignment.
4. Insurance of Port properties and watching their renewal and payment of premia thereof.
5. Recoupment of Imprest Cash of Depts. and Trade Promotion Centres at Mumbai and Bangalore.
6. Custody and monitoring of BGs towards Security Deposit, Performance Guarantee, EMD etc.
7. Posting of Supply Orders, Pay Orders on Cash Commitment Register.
8. Attending to the requirement of the stationery, Uniform assessories and monsoon wear.
9. 100% verification of the recoupment demands received from HODs and TPCs of the Finance Dept.
10. Preparation of various JVs to be sent to EDP, for accounting purpose.
11. Issue of Budget Control Slip in respect of the expenditure incurred for the Finance Dept.
12. To maintain upto date Accounts of Account Nos.687/002, 687/005 and to pass rectification JVs, in case if any error is noticed.
13. Adjustment of endorsements received from MM with reference to Bills, GRN, Supply Orders and advance payments made etc. and reconcile A/c No. 811. Checking and verifying of sundry creditors A/c with reference to Cash commitments and sub-ledger and updating of 811 A/c with reference to final payments made.
14. Preparation of 802 A/c statement.

### **SR. STENO**

Providing stenographic and Secretarial assistance to Dy.CAO(M) and A.O(M).

### **STOCK VERIFIERS**

Physical verification of all the stock items with MM on a continuous basis and pointing out discrepancies thereof to the MM Dept.

### **CLERKS**

1. Preparation of Pay Orders towards payment of Bills.
2. Diarising and distribution of all correspondence - inward & outward, originating from the Section.
3. Carry out general typing work.

### **FINAL SETTLEMENT**