

SR.DY.CAO(REVENUE)

DUTIES & RESPONSIBILITIES

(I) Senior Deputy Chief Accounts Officer (Revenue) will monitor and supervise the works, as listed in **Annexures (I) to (VI)** of the following Accounts Officers:

- (1) Accounts Officer (Assessment) – **Annexure – I**;
- (2) Accounts Officer (Traffic Audit, Budget, Railway Audit and Despatch – **Annexure - II**;
- (3) Accounts Officer (MFA & CCTL) – **Annexure - III**;
- (4) Accounts Officer (Rent, Legal and Auction) – **Annexure - IV**;
- (5) Accounts Officer (BAO) – **Annexure V**; and
- (6) Asst. Accounts Officer (CHD, General, SA (P), Cheque Writing, CHD Wages and Piece Rate) – **Annexure -VI**;

(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-ordinating 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;
 - c) 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.
- (viii) **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.
- (ix) **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) 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.

(xiii) **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.

(xiv) **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.

Sr.Dy.CAO(MS)**DUTIES & RESPONSIBILITIES****I. Establishment:**

A. He shall supervise and dispose off the followings :-

1. The preparation of Pay Roll and remittance of Salary to the Bank by the schedule date.
2. Calculation and recovery of Tax at Source from all the employees and officers and its deposit in the Bank by the scheduled date.
3. Filing of Monthly and Annual Return relating to Deduction of Tax at Source with the Income Tax Authorities.
4. Attending correspondence of Income Tax Department relating to deduction of Tax at Source in consultation with Tax Auditor, if required.
5. Concurrence of Pay fixation on promotion, rectification of anomaly, upgradation etc.
6. Concurrence to Advance Increments in case of Sports and other activities as per the Rule.
7. Reply to the employees relating to their grievance on pay fixation recovery from Salary Bill and calculation of earnings and rectifications thereof.
8. Implementation of Court Attachment Order.
9. Preparation and forwarding of Affidavit/Counter of Court cases relating to Accounts Department and other departments, if any, sought for by other department or legal cell by the stipulated time.
10. Monthly review of the pending position of the Sections under his control to ensure that the Bills / proposals / correspondence are attended by the stipulated time and streamline the procedure in case of delay to overcome it in future.
11. Review and reply to the labour unions correspondence either to the Union or to the IR Section.
12. Ensure the filling up of vacant posts of Accounts Department by one month of its vacant.
13. Approval of reimbursement of CISF expenditure.
14. Placement of indent with the Stores Department

15. Co-ordinate the Meeting of FA&CAO with all officers of Establishment Unit.
- B. Reply to correspondence of Govt. and other Major Port Trust relating to Establishment issues by the stipulated time. Govt. reply shall be put up to the Chairman.
- C. Initiate disciplinary action against the employees for unauthorized absence and follow it up to frame charge sheet and appointment of Enquiry Officer and disposal of Enquiry.
- D. Any other work as assigned by Addl.CAO/FA&CAO.
- E. Supervision of works of all the Dy.CAO & Accounts Officers under his control.

II. Pension Section :-

1. Supervision of the works of the AO(Pension).
2. Preparation of Counter/Affidavit relating to Pension Cases and forward it to the Legal Unit.
3. Reply to the correspondence received from the Pensioners and take remedial / corrective action, if any.
4. Reply to the correspondence received from Govt. / other Major Port Trusts by the stipulated time. The Govt. reply shall only be put up to Chairman.
5. Payment of monthly Pension by the stipulated time.
6. Chalk out of programme and its implement for payment of Pension Arrear, if any, by the stipulated time.
7. Completion of reconciliation of Pension Bank Account of every month by the 15th of succeeding month.

III. Project & Bills:

1. Monitoring of forwarding Monthly and Quarterly information to the Board / Govt. / other departments.
2. Concurrence of Plan and Non-Plan expenditure upto Rs.30 Lakhs.
3. Review of Audit observation in the Annual Accounts on the functioning of Project Section and Bills Section, and take corrective action for its non-occurrence.

4. Review of Bills and File position once in a month to ensure disposal by the stipulated time failing which take corrective action for strict compliance of the time schedule for disposal.
5. Supervise the on-line feeding of vouchers to the system.
6. Reply of Govt. correspondence and correspondence of other Ports relating to Project. The Govt. correspondence only shall be put up to Chairman.

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 follows 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).

III. **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.

IV. **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 liaisoning 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 (ESTABLISHMENT)**DUTIES & RESPONSIBILITIES**

- 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.
- 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
- 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
- Scrutinising the files relating to the sports, cultural events and pay fixation while on promotion, leave and increment.
- Scrutinising and signing the Computer Advance, Conveyance Advance, TA / DA , LTC, Medical Reimbursement, Scholarship, Tuition fees, Text Books, LIC, PLIP.
- Supervision of Income Tax, remittance to IT Office. Preparation of Form 16 and Form 24.
- Supervision of remittance of salary to Reserve Bank by way of ECS.
- Signing of cheques pertaining to Pension
- 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.
- Scrutinising the monthly pension statements before sending to the Head offices of Indian Bank and Indian Overseas Bank
- Writing of Confidential Reports of the Accounts Officers under his control and Review of Confidential Reports of Class III employees concerned.
- Attending to the work assigned by Addl. C.A.O. and F.A. & C.A.O. from time to time.

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

AO (BAO & Processing)**DUTIES & RESPONSIBILITIES****A. TELEPHONE CHARGES :-**

- Monitoring the preparation of monthly pay bill recovery towards water, electricity and Telephone charges, in respect of Officers/Employees who are occupant of Trust's Quarters and forward the same to EDP in the format prescribed.
- Ensuring the maintenance of Telephone Bill Register
- Ensuring the payment of charges in the respective Telephone Exchanges
- Monitoring the preparation of Bills for the RPG Cellular Phones and forwarding the cheque
- Ensuring timely Issue of 'B' Forms every month to recover lump sum amount of Rs.5,000/- in respect of Officers retired/death/VRS who are provided with telephone facilities
- Checking of vouchers for refunds in connection with the excess recovery of the telephone charges.

B. WATER CHARGES :-

- Checking of Bill Registers and Firm Registers in respect of water charges and payment to the Chennai Metro water
- Correspondence with the Port Users, who have not settled the amount
- Ensuring the Pay Bill Recoveries are effected in respect of Water charges for those employees/Officers, who have occupied the Trust's Quarters

C. ELECTRICITY BILLS PERMANENT/TEMPORARY :-

- Checking of Electricity Bills every month for the Coast Guard, Naval Authorities, Fisheries Harbour Bills, Coal Handling of Tamil Nadu Electricity Board, Chennai Container Terminal Bills and other Port Users
- Responsible for collection of Security Deposit from the Port Users for the temporary power supply
- Correspondence with the firms for recovery of electricity dues

- Intimating/effecting the pay bill recoveries of electricity charges for those who have occupied the Trust's Quarters, to refund the withheld deposit amounts in the final settlement, after recovering the actual electricity charges
- Ensuring timely issue of 'B' Forms and sending the same to the Pension Section to withhold the deposit amount for those who are occupying the Quarters and to give a Nil Statement to those who are not the occupant of the Trust's Quarters for the Officers/Employees who retire from Service/Death/Medical invalidation, etc.
- Ensuring preparation of Electricity Bills for those CISF, who have occupied the Trust's Quarters and forwarding the same to the EDP Unit for effecting recovery of electricity bills every month
- Monitoring the receipt of HT Bills from E & M Department – Entered in the HT Registers to prepare High Tension Bill Vouchers – Forwarding the same to the Cheque Writing Section – Forwarding the Cheques to the Tamil Nadu Electricity Board within the due date.
- Permanent Electricity Bills are prepared according to the rate of electricity tariff + meter rent, fixed service charges (Lighting Rs.10/-, Power 30/-) collected for more than 400 firms in the Fisheries Harbour, Contractors, Shops around Inner Harbour and Tondiarpet Housing Colony.

C. DAMAGES :-

- Initiate action for collecting the charges for the damages occurred to the Trust property by the Port Users according to the rates fixed for the property by the TM/CE/CME, etc., and ensure the preparation of bills depending upon the nature of damage
- Ensuring the maintenance of Bill Registers, as well as Personal Registers are complied with
- Correspondence with the Port Users for non-settlement of Bills

D. HIRE CHARGES :-

- Passing of bills prepared for the services rendered to the Port Users
- Filling up of challans for the prevention of fire fighting training given to the trainees inside the Port premises – every month, more than 20 bills are prepared according to the rates prescribed in the Scale of Rates for the Services

- 8% of Tax collected as Service Tax
- Correspondence with the Port Users, who have not settled their amounts
- Repayable for maintenance of Bill Registers and Service Tax Registers in respect of Hire Charges

E. PIECE RATE SECTION :-

- Ensuring the calculation of Incentive/Piece-rate and checking inputs and checklists for Electric Crane and Mobile Crane Drivers for handling bulk cargoes like Phosphate, Potash, Baxid, Sulphur, Urea, Iron Scrap, Logs, cokes and foodgrains
- Verifying the calculation of Earnings/Incentive for SS/SM/ASM/PRCC/SA/JA and Clerks inputs and checklist checking for berth throughput
- Random check of calculation of notional piece rate (attendance) for D.V. Drivers and Crane Drivers, inputs and checklist checking
- Ensuring the daily posting of above drivers' log sheets (wharf posting) received from Control Workshop, Gate Time Office and comparing with eligibility piece rate staff
- Checking of inputs and checklists for Bulk Ore Bartyes involved DVD/Crane Drivers and Payloaders
- Checking of delivery piecerate inputs and checklists for DV Drivers/Shore Gang
- Checking of inputs and check lists for hooks import/export OBC involved for Crane Driver, DV Drivers/Shore Gang/Tally Clerks
- Forwarding the details in respect of piece rate employee's individual statement and abstracts checking and despatching the same to various sections
- Replies to the Audit Queries, as and when arises
- Any other works as and when allotted.
- Attending official meetings as ordered.

AO (Rent, Legal & Auction)**DUTIES & RESPONSIBILITIES****A. RENT**

- Scrutinizing approximately 500 Annual and Monthly bills with relevant codes raised by the Department concerned, collection of rent and accounting the same code wise
- Checking Bills on Water Supply to Vessels to recover the same from Steamer Agents and Govt. Organisations
- Checking Bills and working out charges/arrears on Way Leave Licence approximately about 25 for annual collection based on the advice received from CME's Department and with related correspondences
- Preparing the list of unpaid/arrears of licence fee to be collected on annual and monthly basis by the Port Trust and furnishing the same to the concerned Department, viz., CE, CME , TM & Secretary
- Initiate action for preparing and collection of Passenger Toll Tax from Steamer Agents and Govt. Organisations
- Raising bills and working out charges/arrears on Long Term/Annual Licence System, Maintenance of Abstract and also on DLB allotments and on certain DLB Quarters Rent, allotted to other than Trust's employees and recovery of outstanding dues
- Collection of rent for the shops at T.H. Colony II, Chennai Petroleum Stevedores Association, Indian Bank and Quarters allotted to MDLB School Teachers.
- Offering remarks parawise in the Affidavits filed by the Port Users/Officers on the Lands and Buildings licenced by the Port.
- Arranging the refunds of all monthly/annual licence systems and other correspondence in monthly/annual licence systems, in addition to DLB allotment and on Quarters
- Correspondence work with Traffic, CE/CME and Secretary's Departments, in the allotments, vacation, recovery of arrears of licence fee, refunds of Security Deposit and scrutiny of proposals received from the above Departments
- Verifying the Security Deposit registers for monthly and annual licence systems periodically

- Monitoring of accounts on Tax Deducted at Source from the licence fee collected from the parties
- Scrutiny of proposals received from the CME's Department on the allotment of Iron Ore Common Plots and recovery of demurrage charges on common plots allotted.
- Replying audit notes.

B. LEGAL

- Customs Duty on Sale Proceeds, scrutiny of customs claims, related correspondences and making payment;
- Gazetted Bill Payment
- Correspondence in respect of Auction, Legal Fees
- Maintenance of Legal/Auction Bills Register
- Passing of the Auctioneer Service Charges (Commission payment)
- Correspondence on Unclaimed goods auctioned
- Scrutinising of Cash Payment Register and Auction Sale Register, TDS Tax Register, Cheque Payment Register and Sales Tax Register (on auction Goods)
- Arranging the payment of Legal fees to Trust's LAs and others in other States i.e., Resident Advocates.
- Furnishing of parawise remarks for the affidavit filed by the Port User and furnishing of details as and when required by the Legal Section.
- To make arrangements for preparation of Form 21, sent to the Bank
- Preparation of original bills to the Customs on pre- and post confiscation charges
- Passing bill for payment of Advertisement Bill
- Attending the auction-cum-Tender sales conducted by the Traffic Department along with Sr. Dy.CAO(R)/AO(Auction) in the hall at the Chennai Port Trust Staff Institute.
- Attending official meeting as and when ordered by Sr. Dy. C.A.O. (R)

(C) Writing of CR for the staff concerned.

Accounts Officer (Traffic Audit, Railway Audit, Budget, Deposit & Bills)**DUTIES & RESPONSIBILITIES****A. BUDGET**

- Ensuring the maintenance of Cash Books in respect of DB Fund, MPT Employees Loss in Wages Compensation Fund, Rev-I, Welfare Fund, HDA, RFA and Deposit Account
- Ensuring the periodical preparation of Bank Reconciliation Statement of DB Fund, Minor Account (Had, RFA, Deposit, Welfare Fund)
- Ensuring the preparation of receipts and charges statement for Loss in Wages Fund for submitting the same to the Local Fund Audit and Board respectively; Preparation of Rev-I Account – Bank Reconciliation Statement and submitting the same to Government Audit
- Correspondence in connection with arranging Payment of interest and repayment of Govt. loan with the Ministry
- Monitoring BRS for Minor Account and Rev-I Account
- Scrutinizing the proposals for payments from the Welfare Fund Account, arranging payment
- Replying/correspondence with the Audit Objections
- Ensuring periodical transfer of amount from Rev-I (690 code) to Rev-II
- Ensuring prompt feeding and arranging BPVs/CPVs/JVs and forwarding the same to the Computer Section on daily basis
- Checking of Fumigation charges recovered and arranging payment of Govt. share
- Checking, arranging and tallying of cheque and Cash Receipt Challans in respect of Rev-I and other accounts
- Any other works as and when allotted

B. Railway Audit

- Ensuring prompt disposal of correspondences relating to Railway Claims, refunds on account of over charges on freight, etc.,
- Responsible for arranging payment to Southern Railways in respect of damages, deficiencies caused to Railway wagons

- Ensuring timely preparation of Terminal Charges Bill, checking the time bills received from the Southern Railways, Monitoring the payment of Terminal Charges, receiving the cheque from the Southern Railways and forwarding to the Cash Section
- Responsible for checking the fortnightly statements of RFA account and despatching the same to the Railway Operators
- Responsible for monitoring daily the Railway Cash Book, Haulage and SPSC register and remittance register with Railway Receipts forwarding notes, gate pass and money receipt book for both inward and outward movements, maintenance of haulage and SPSC register for General Cargo and checking RFA Account balance daily and posting the same in current account balance sheet
- Ensuring maintenance of diary of RFA Account, maintenance of service tax register and furnishing details to Current Account Section and preparation of wagon demurrage bills on receipt of data from Traffic Department
- Responsible for opening/closing of RFA, Receiving of cheque and cash deposit and intimation of remittances to DTM(R)
- Scrutinising thoroughly the cashier chitta book, maintenance of surplus demurrage register
- Ensuring periodical reconciliation of RFA account
- Responsible for furnishing details relating to revenue accrued and realized on Railway working in connection with the preparation of Annual Accounts, at the time of preparation of Balance Sheet to the Budget Section
- Ensuring and signing of daily JVs, BPVs and Cheque forwarding Challans are prepared
- Facilitate to audit TC Bill claimed/freight charges paid by the Southern Railway officials.

C. TRAFFIC AUDIT

- Ensuring that the filed import and Export Applications in respect of Iron Ore, oil, break bulk, minerals, oil etc. are promptly audited
- Monitoring the preparation and passing of Refund/further recovery vouchers
- Responsible for collection of wharfage and Service Tax to the Naval Ships and Embarkation application (Import and Export) as furnished by the Embarkation, Commandant, Headquarters Chennai-9

- Ensuring the replies to Government Audit Queries are promptly disposed off
- Ensuring that further recovery/refunds in respect of granite stones from the Export Applications are prepared
- Ensuring prompt redressal of Claim letters received from the firms for refund of Harbour dues like wharfage, cranage, demurrage charges, etc.
- Claiming of short credit/disallowed items in the Terminal Charges Bill and maintaining the relevant registers

D. BILLS SECTION

- Raising of bills for services rendered to the Port Users in respect of Cranes/FLT's/Floating Cranes and Payloaders, Grab, Floating Crafts, such as Barges and other traffic appliances
- Responsible for collection of data advance payment from the Port Users
- Ensuring adjustment of advance payment at the time of final bill and also the collection of balance amount if any or refunds will be effected
- Ensuring that necessary details to the Traffic for availing the services, after debiting the advance payment in the Current Account Section are sent periodically.

E. DEPOSITS

- Responsible for receipt of bills from the Bills Section, after final payment is made by the parties and after availing the services of the Trust
- Ensuring that the bills accounted to the service code-wise and statement prepared and sent to Budget Section
- Monitoring of 690 code
- Ensuring that Lapsed Deposit from the Budget Section is thoroughly checked.
- Attending official meetings as ordered by sr. Dy. C.A.O. (R)

F. Writing of CR for the staff concerned.

AO (MFA & CCTPL)**DUTIES & RESPONSIBILITIES****A. Marine Fund**

- MFA Section – Auditing of Marine Service Bills (Both main & supplementary) prepared by Marine Department through On-Line/Off-Line
- Passing of Refunds online – apportioning the amount to the relevant income codes on the same day
- Verifying the Bill Register and Refund Register
- Scrutinising and passing final bills for despatching the same to respective Steamer Agents
- Auditing and Passing of Marine Service Bills pertaining to Naval & Coast Guard Authorities and watching payments
- Maintenance of Security Register for registering the steamer agent's name, cancellation of steamer agents, issue of No Objection Certificate, etc.
- Reconciliation of manually maintained registers with the General Ledger
- Raising Bills for Berth Hire Charges, Berth reservation charges etc., against BRS operations and forwarding to Privatisation Cell in respect of – M/s. ACT India Ltd.
- Attending to correspondence relating to TAMP matters and Ministry's letter and maintaining files in respect of MFA
- Replying Audit queries, regular/legal/old disputed cases
- Liaison with legal cell of Secretary's Department and Legal Advisers relating to court cases for obtaining legal opinion.
- Furnishing of remarks for the affidavit filed by the Steamer Agents
- Co-ordination with Coast Guard & Naval Officials regarding pending bills & follow-up for recovery of dues.
- Checking of Service Tax Register and furnishing the amount of Service Tax collected to JA (Cash) Section.
- Arranging payment of survey fees collected for the Boats and Crafts to SE(Marine) and attending related correspondence
- Issuance of duplicate Marine Service Bills after collecting necessary fees
- Collecting Berth Hire Charges for Boats/Crafts

- Any interest in the rates prescribed in the Scale of Rates/Agreement shall be collected for delayed payments made by the firms/Port Users related to MFA.
- Attending official meetings as and when ordered.
- Any other works as and when allotted by Sr. Dy. C.A.O. (R)

B. CCTL Section

- Maintenance of records, such as Agreements, Bank Guarantees, remittance of advance registers, in connection with Privatisation of Container Terminal;
- Attending to correspondences relating to dollar rate court case, SCI abandoned container, fire accident containers, etc., and with TAMP & Ministry regarding CCTPL matters.
- Monitoring, collection of outstanding dues from Container operators, after the handing over of Container Terminal to M/s. CCTL
- Maintenance of Security Deposit and container A/c. balance register
- Replying Audit queries, regular/legal/old disputed cases
- Issue of Certificate showing the confirmation of closing Balance/Security Deposit available for the year ending to the container operators
- Monitoring collection of advance royalty payment, lease rentals etc., payable each month by the due dates as per Concession Agreement.
- Correspondence with Traffic Department for production of actual billing particulars by CCTL to ensure the actual royalty payment by CCTL and also for reconciliation purposes
- Reconciliation of Manually Maintained Register with General Ledger
- Arranging payment of fees to Arbitrators and Legal Counsel for Arbitration Meetings in connection with M/s. CCTL
- Any other works as and when allotted by Sr. Dy. C.A.O. (R)

C. Writing of CR for the staff concerned

AO(COMPILED)**DUTIES & RESPONSIBILITIES****COMPILATION OF ACCOUNTS :-**

- Reconciliation of Control Codes
- Reconciliation of Minor Accounts every month
- Reconciliation of Bank Codes 993 and 997 every month
- Completion of Bank Reconciliation of every Account every month by monitoring the same by coordinating with respective section
- Monitoring of Assets & Liabilities Codes
- Initiating steps for on-line accounting and dispensing with control codes and Batch Processing
- Monitoring of funds position on daily basis to avoid transfer of funds from one account to another especially transfer from earmarked funds to Revenue Account vice versa
- Identifying investments separately for Pension/ Gratuity/CPF/GPF including CHD
- Calculation of accrued interest on monthly basis in respect of each amount
- Computerizing of Investment function
- Opening of Bank Account for Gratuity Fund
- Actuarial valuation of Pension Fund Consequent to Merger of DLB
- Expenditure on Pension/Gratuity shall be met from the Fund only and making of necessary adjustments
- Preparing separate Balance Sheets for Fund balances as on 31.03.2002 as opening balance
- Identifying the Current Assets and Liabilities of DLB and clubbing the same with ChPT Current Assets and Current Liabilities
- Shall study the Billimoria Report and prepare comparative statement showing the changes required in presentation as well as compilation in respect of the existing Accounting Policy
- Shall study the Accounting Standard and compile the Accounts as per Accounting Standard and take necessary action for change in presentation and compilation accordingly

- Shall review the Staff strength of the Section and allocation shall be given so as to have proper checks and balances in compiling the Accounts. The revised work allocation for staff shall be put up.
- Shall watch the progress of Accounting of CHD Transactions and co-ordinate with DyCAO(Stores) and DyCAO(CHD) to ensure its correctness

ASSET MANAGEMENT AND DEPRECIATION :-

- Implementing the Accounting Standards/Audit Observation on calculation of depreciation and classification of Assets.
- Designing format and establishing a system of getting the reports of Fixed Assets acquisition and completion
- Initiate action for Physical verification of Assets and its reconciliation thereon
- Initiating steps for computerization of calculation of depreciation

STORE MANAGEMENT AND RECONCILIATION :-

- Disposal of assets/spares and adjusting for Profit or Loss in the Books
- Distinction between Capital Spare/Revenue Spares
- Valuation of Stocks as per Accounting Standards.
- Reconciliation of Stores Ledger with PSL & PSL vs GL.
- Spares purchased for Capital equipments.
- Disclosure of imported Spares

AUDIT AND AUDIT CO-ORDINATION :-

- Separate Register shall be maintained for Audit Note on :-
 - a. Accounts Compilation
 - b. Factual Notes
 - c. Draft Para and Para
- Statement showing the position of Draft Paras and Paras shall be prepared and submitted by every Monday
- Separate PR shall be maintained for Govt/Audit reference and watch for the reply.

MIS REPORTS :-

- Reports shall be compiled as per the Recommendation of Billimoria Report
- Fund Flow statement monthly.

- Progress of Income & Expenditure monthly compared with Budget for the particular month and upto the month comparison with representative month of the previous year.
- Accrued Interest Statement monthly for each Account.
- IEBR Statement to be updated regularly
- Writing of ACRs of Staff concerned
- Expected results (by Performance indicators) : Systematic, smooth & efficient working system in the section.
- Measurable output - Ensuring sending prompt replies to all Audit slips/paras, Parliamentary Starred/Unstarred questions etc
- Compilation and submission of Monthly Accounts on the due date of every month.
- Compilation and submission of Annual Accounts on the due date
- For any delay in replying to the Audit Slips/Paras, Parliamentary Starred/Unstarred Questions.
- For forwarding Audit's Draft Para/Para/Factual Note/ATN to the HOD concerned for their remarks within two days of receipt of the same.
- For sending the draft reply to the Govt. within three working days of receipt of reply for Factual Note from the Department concerned.
- For ensuring that the Audit's Draft Para/Para/Factual Note/ATN are attended within 30 days of its receipt including 15 days time for the HOD concerned to reply the same.
- In case of non-receipt of reply from the HOD concerned within 15 days. shall follow the reply by sending a D.O. Reminder on 17th day and thereafter send a D.O. Reminder along with a copy of the Draft Para/Para/Factual Note/ATN to the Chairman on 25th day.
- For adherence to the stipulated dates.
- Maintenance and preservation of Accounts Records and subsidiary ledgers as per the statutory tenure fixed by the Income Tax Department for each category.
- For any delay in attending the Tax related matter by not adhering to the Notice period given in Tax matters.
- For failure to make remittance of Income Tax, Service Tax recoveries on or before the scheduled dates.

- For failure to file Income Tax, Service Tax Returns on or before the scheduled dates.
- Clearance of Files/Bills/Reply correspondences within six working days of its receipt.
- For returning the Files/Bills within 4 working days of its receipt, which requires clarification from the department concerned,

AO (BUDGET)**DUTIES & RESPONSIBILITIES****1. Co-ordination with Tax Auditor :-**

- Shall co-ordinate with the Tax Auditor to study the existing accounting practices, internal control system existing in the Accounts Department and propose necessary changes to bring more co-ordination and internal control system for the compilation of Accounts to suit the Tax requirements.
- The staff of the section may also be involved so as to get adequate experience to continue the work.

2. Modification of the codification system to provide for :-

- Shall identify expenditures exceeding Rs.10,000/-.
- Shall account for the income cargo-wise in respect of the cargo related income and vessel-wise in respect of vessel related charges
- Shall provide more information for managerial decision making to attract more cargo and also to facilitate tax planning measures.
- Shall take care of the requirements of Tariff Authority which are at present compiled manually.
- Shall design the codification to suit the requirements of Revised Accounts System as per Billimoria Report. Shall coordinate with AO(Compilation) in this regard.
- Shall facilitate preparation of monthly and Annual cost statements and MIS Reports.

3. Asset Management and Depreciation :-

- Shall design proper formats for identifying the Capital Assets as per Income Tax Law and establish the system whereby the Assets purchased/constructed are properly accounted and the codification shall also be given to identify such transactions clearly in the General Ledger itself.
- Shall study the expenditures incurred under new minor works and other T&P items, Furniture etc., as at present it is charged under Revenue Account.
- Shall undertake computerisation of the Assets management and calculation of depreciation both for Financial Accounting and Income Tax Purposes.
- Shall coordinate with AO(Project) in this regard.

- The proposals relating to Capital Work and New Minor Works, Furniture etc., shall be routed through AO(Budget) to examine the Accounting classification. The New Minor Works which at present handled by SSA Section shall be brought under Project Section.

4. Scrutiny of Accounts :-

- Shall examine the G.L. and Trial Balance of every month and check whether the transactions are as per the codification identified.
- Shall prepare monthly MIS reports to compare the Income & Expenditure of the month, upto the month and the transactions pertaining to the month of previous year.
- The trend of the booking of Income & Expenditure are to be analysed with respect to the transactions pertaining to the previous year so as to estimate the taxable income for the payment of advance tax.
- Shall identify the addition/deletion in respect of Capital Works and keep necessary statement for the calculation of the depreciation allowance for the computation of advance tax.
- Shall review the reconciliation process of Stores Accounting System especially the amounts outstanding between the price stores ledger and general ledger.
- Shall review the system of disposal of spares and examine whether the spares are distinguished between Capital and Revenue and accounted accordingly during the disposal.
- Shall review the valuation of stock and examine whether the valuation is as per the Accounting Standard and satisfies the requirements of Income Tax Law.
- Shall examine the outstanding amounts under Assets and Liability codes and the impact on the taxable income of the Port Trust for the year ending 31st March

5. Budget :-

- Shall undertake computerization of the compilation of the Revenue Budget.
- The Budget shall be prepared activity-wise similar to the compilation of accounts rather than compiling Budget department-wise as per the existing practice (Expenditure only).

- Shall review the Budget compilation process and initiate necessary action so as to compile the Budget by 30.09..... So as to present the Budget in the Board Meeting to be held during
- Before the payment of advance tax by December, 15th the following works should have been completed :-
 - a. Identifying the Assets, New Minor Works for calculation of depreciation allowance for taking WDV as on 1.4..... and WDV as per the original cost.
 - b. Shall identify the expenditure exceeding Rs.10,000/-.
 - c. Shall study the expenditure incurred under Welfare Fund and examine whether exemption can be claimed under Section 10 (23 AAA).
 - d. Shall pursue with M/s.EPL to get exemption on the interest income under Section 10(23G).
 - e. Shall re-classify the expenditure under each head to identify the nature of expenditures correctly (eg.) Donations, Contribution etc.
 - f. Shall re-classify the income code under Rental Income to examine whether the income under the head pertains to Income from House Property or business income.

6. Co-ordination with M/s.EPL :-

- Separate Register shall be maintained to watch for the repayment of interest and Loan from M/s.EPL.
- Shall pursue with M/s.EPL to get the Share Certificate for Rs.100/- Crores equity.
- Shall study the re-calculation of project cost and Loan component worked out by M/s.EPL and also the Audit observations relating to inter corporate loan on M/s.EPL.
- Shall prepare status of Audit Para of Ennoe Port Project and update it regularly.
- Shall pursue with M/s.EPL and Govt. of India to finalize the terms and conditions of loan.
- The ECPP Account and EPL minor account are to be closed as on 31.03.2003 and handed over to M/s.EPL.
- Writing of ACRs of Staff concerned

AO (HBAC)**DUTIES & RESPONSIBILITIES**

- Checking of 1st Loan/2nd Loan HBA Applications under various purposes.
- Checking of House Building Loan eligibility/Engineer's Report/ Legal Adviser's opinion on Housing Documents
- Checking of House Building Advance Committee's formats and obtaining the Committee's sanction, subject to ratification by the Chairman
- Passing of House Building Advance payment vouchers, checking of Draft Sale Deeds before arranging payments.
- Issue of Accrued Interest Certificate to all employees/officers based on their requisitions.
- Checking of issuing of 'C' Form to Pension/Funds Section every month mentioning the outstanding HBA Principal and Interest at the time of retirement of employees for effecting the same in the retirement benefits.
- Expected results (by Performance indicators) : Systematic, smooth & efficient working system in the section. After obtaining HBA Committee sanction payment is released to employees/ officer immediately. State payment are released subject to Trust's Engineer's Report.
- Measurable Output : Reports, Documents, Settlements - Original Sale Deeds relevant housing documents and mortgage deeds etc., submitted by the employees are kept under safe custody.
- Writing of ACRs of the staff concerned.

AO(STOCK VERIFICATION)**DUTIES & RESPONSIBILITIES**

- In charge of the Stock Verification Unit and will be responsible for the supervision, control and prompt disposal of work in the section.
- In charge of the Stock Verification Unit and will be responsible for the supervision, control and prompt disposal of work in the section.
- Supervising the reconciliation work carried based on the availability of IDM records for the respective periods and submission to CPT for writing off the shortages or taking excess into stock.
- Attending the opening of quotation twice weekly.
- Inspecting the condemned items received at R.S.D. with the help of Stock Verifiers and ACOS (Dis).
- Attending auctions along with ACOs, DCOs and posting Stock Verifiers for smooth conduct of auction delivery.
- Checking of Stock Verification Sheets – Form (S.S. 14) prepared by Stock Verifiers every day.
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attending to the works assigned by C.A.O (Stores) from time to time.

AO(CASH)**DUTIES & RESPONSIBILITIES**

- In charge of both Engineering and Revenue Cash sections, cheque writing section, counter sale of tender documents and opening of tenders of Engineering Department and will be responsible for the supervision, control and prompt disposal of work in the section.
- Sale of tender documents floating by the Chennai Port Trust.
- Verification of cash balance and cash closing.
- Maintenance and preparation of balance sheet.
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attendance closing of Accounts Department on rotation basis
- Attending to the works assigned by C.A.O (Stores) from time to time.

AO(FUNDS)**DUTIES & RESPONSIBILITIES**

- In charge of Provident Fund Section. Monitoring the General Provident Fund and Contributory Provident Fund Accounts of all departments of the Chennai Port Trust and will be responsible for the supervision, control and prompt disposal of work in the section.
- Processing and arranging the payment of PF loan, final withdrawals.
- Processing and settlement of PF assets to the retiring employees / officers of all departments.
- Processing and payment of Ex-gratia to CPF retirees and their families
- Reconciliation of GPF and CPF Account every year
- Preparation of Annual Accounts Slips every year.
- Investment of surplus funds of GPF and CPF.
- Attending Cash closing, attendance closing of Accounts Department on rotation basis
- Computerization of Provident Fund Account
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attending to the works assigned by C.A.O (Stores) from time to time.

AO(STORES-III)**DUTIES & RESPONSIBILITIES**

- Checking and attesting the Bank Payment Vouchers for advance payment purchase order issued by Stores Department (including fuel and steel) and will be responsible for the supervision, control and prompt disposal of work in the section.
- Checking and attesting the journal vouchers for all the advance payments made after the receiving receipt details from Stores Department.
- Attending Audit queries of the section and replying the same.
- Attesting the cheque issuing, cheque cancellation, pending statement etc.
- Attending the Tender openings in Stores Department on every day afternoon for all SLT & ST and Public Tenders.
- Attending Cash closing, attendance closing of Accounts Department on rotation basis
- Attending to Audit queries and replying thereof.
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attending to the works assigned by C.A.O (Stores) from time to time.

AO(STORES-I & II)**DUTIES & RESPONSIBILITIES**

- In charge for procurement of stationery items from Stores Department and issue of stationery items to all sections of Accounts Department and will be responsible for the supervision, control and prompt disposal of work in the section.
- Maintenance of Stock Register, tools and plants.
- Attending to Auction sale / Tender sale processing, Refund of EMD on Auction Sale / Tender Sale, Collection and remittance of sales tax and income tax for auction sale / tender sale and filing of IT return for scraps annually.
- Scrutiny of purchase proposals from Stores Department, condemnation and auction proposal.
- Scrutiny of tender committee recommendation on purchase / condemnation, verification of comparative statement, attending tender committee meeting for public tenders.
- Reconciliation of stock in stores ledger with General Ledger, sundry creditors and audit objection of the above.
- Passing of Credit Bills pertaining to Stores Department, binding bills, Imprest bills pertaining to Stores Department and EDP under Rev II, FA & CAO's imprest, AMC bills for RAO Photo Copier Machine, M/S Scope Software bills for Pension Section, Letter of Credit bills of Stores Department, Open Policy Premium forwarded by COS, AMC bills pertaining to Stores.
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attending Cash closing, attendance closing of Accounts Department on rotation basis
- Attending to the works assigned by C.A.O (Stores) from time to time.

AO(CO-ORDINATION)**DUTIES & RESPONSIBILITIES**

- In charge of the Co-Ordination unit and will be responsible for the supervision, control and prompt disposal of work in the section.
- Processing and arranging payment of Conveyance Advance, Computer Advance, LTC, TA / DA as per the Chennai Port Trust Regulations, Administrative orders and guidelines applicable from time to time.
- Remittance of premiums recovered from the employees / officers towards LIC and PLIP to the authorities concerned every month promptly.
- Processing and arranging payment of Scholarship, Tuition fees, textbooks, and reimbursement of course fees/examination fees of the employees/ officers, course fees to the trainees sponsored by the Trust.
- Consolidating the abstract for of salary and all supplemental payments through ECS to all the employees and officers of the Chennai Port Trust.
- Remittance of Income Tax recovered from the employees / officers to the IT authorities every month and attending to the correspondence relating thereto.
- Works relating remittance of Court Attachment and correspondence relating thereto.
- Supervising other remittances such as CTD / RD / PPF.
- Correspondence relating to queries from other Ports and agencies.
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attending to the works assigned by Dy. C.A.O (Estt) from time to time.

AO (EME-III & IV)**DUTIES & RESPONSIBILITIES**

- In charge of EME III & IV pay bill unit of Mechanical Artisans, ore handling F.C. Vaigai & Dredgers of Engineering Mechanical Department and will be responsible for the supervision, control and prompt disposal of work in the section.
- Checking of pay bills and passing of bills pertaining to salary, EL encashment, supplemental bills through ECS every month promptly including Industrial Co-op Canteen workers.
- Pay fixation of the promotees and rectification of anomalies in pay, Court Cases and correspondence relating thereto.
- Forwarding of monthly returns pertaining to Stores, Society, LIC, PLIP etc.
- Assessment and recovery of Income Tax. Preparation of Form 16.
- Attending to Audit objections and replying thereof.
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attendance closing of Accounts Department on rotation basis
- Attending to the works assigned by Dy. C.A.O (Estt) from time to time.

AO (EME-I & II)**DUTIES & RESPONSIBILITIES**

- In charge of EME I & II pay bill unit of Operatives of Electrical & Mechanical Department and will be responsible for the supervision, control and prompt disposal of work in the section.
- Checking of pay bills and passing of bills pertaining to salary, EL encashment, supplemental bills through ECS every month promptly including Industrial Co-op Canteen workers.
- Passing of apprentice (Electrical & Mechanical) bill
- Pay fixation of the promotees and rectification of anomalies in pay, Court Cases and correspondence relating thereto.
- Forwarding of monthly returns pertaining to Stores, Society, LIC, PLIP etc.
- Assessment and recovery of Income Tax. Preparation of Form 16.
- Attending to Audit objections and replying thereof.
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attendance closing of Accounts Department on rotation basis
- Attending to the works assigned by Dy. C.A.O (Estt) from time to time.

AO (PIECE RATE & CHD WAGES)**DUTIES & RESPONSIBILITIES**

- In charge of pay bill unit of Shore Labour of Traffic Department and Cargo Handling workers and will be responsible for the supervision, control and prompt disposal of work in the section.
- Checking of pay bills and passing of bills pertaining to salary, EL encashment, supplemental bills through ECS every month promptly.
- Pay fixation of the promotees and rectification of anomalies in pay, Court Cases and correspondence relating thereto.
- Forwarding of monthly returns pertaining to Stores, Society, LIC, PLIP etc.
- Assessment and recovery of Income Tax. Preparation of Form 16.
- Attending to Audit objections and replying thereof.
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attendance closing of Accounts Department on rotation basis
- Attending to the works assigned by Dy. C.A.O (Estt) from time to time.

AO (OFFICE ESTABLISHMENT)**DUTIES & RESPONSIBILITIES**

- In charge of Office Establishment pay bill unit of Officers and Ministerial staff of Engineering, Electrical & Mechanical and Stores Department and will be responsible for the supervision, control and prompt disposal of work in the section.
- Checking of pay bills and passing of bills pertaining to salary, EL encashment, supplemental bills through ECS every month promptly.
- Pay fixation of the promotees and rectification of anomalies in pay, Court Cases and correspondence relating thereto.
- Forwarding of monthly returns pertaining to Stores, Society, LIC, PLIP etc.
- Assessment and recovery of Income Tax. Preparation of Form 16.
- Attending to Audit objections and replying thereof.
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attendance closing of Accounts Department on rotation basis

AO (SECRETARY & MARINE)**DUTIES & RESPONSIBILITIES**

- In charge of Secretary's and Medical Pay bill units and Medical Bills and will be responsible for the supervision, control and prompt disposal of work in the section.
- Checking of pay bills and passing of bills employees / officers of Secretary's and Medical Department pertaining to salary, EL encashment, supplemental bills through ECS every month promptly.
- Pay fixation of the promotees and rectification of anomalies in pay, Court cases and correspondence relating thereto.
- Forwarding of monthly returns pertaining to Stores, Society, LIC, PLIP etc.
- Assessment and recovery of Income Tax. Preparation of Form 16.
- Attending to Audit objections and replying thereof.
- Attending to opening of quotation, tender and tender committee meetings of Medical and Stores Department.
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attendance closing of Accounts Department on rotation basis
- Attending to the works assigned by Dy. C.A.O (Estt) from time to time.

AO (TRAFFIC & MARINE)**DUTIES & RESPONSIBILITIES**

- In charge of Traffic & Marine Pay bill units and will be responsible for the supervision, control and prompt disposal of work in the section.
- Checking of pay bills and passing of bills of the employees / officers of Traffic and Marine Department other than Shore Labour pertaining to salary, EL encashment, supplemental bills through ECS every month promptly.
- Pay fixation of the promotees and rectification of anomalies in pay, Court Cases and correspondence relating thereto.
- Forwarding of monthly returns pertaining to Stores, Society, LIC, PLIP etc.
- Assessment and recovery of Income Tax. Preparation of Form 16.
- Attending to Audit objections and replying thereof.
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attendance closing of Accounts Department on rotation basis
- Attending to the works assigned by Dy. C.A.O (Estt) from time to time.

AO (FAMILY PENSION)

DUTIES & RESPONSIBILITIES

- In charge of the Family Pension and will be responsible for the supervision, control and prompt disposal of work in the section
- Processing and settlement of family pension, ex-gratia pension.
- Attending to correspondence relating to family pension, petitions from the family pensioners, Court Cases, Audit objections etc.
- Reconciliation of Pension Fund Accounts
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attendance closing of Accounts Department on rotation basis
- Attending to the works assigned by Dy. C.A.O (Estt) from time to time.

AO (PENSION)**DUTIES & RESPONSIBILITIES**

- In charge of the Pension Section will be responsible for the supervision, control and prompt disposal of work in the section.
- Processing and arranging payment of settlement of accounts of the employees / officers of all departments retiring under superannuation, Voluntary retirement, medical invalidation, death while in service and death after retirement.
- Processing of monthly pension / family pension and arranging payment every month through various branches of Indian Bank and Indian Overseas Bank.
- Attending to correspondence relating to settlement of accounts, Ministry's letters, petitions from the pensioners / family pensioners , Court Cases, Audit objections etc.
- Implementing revision of pension and pensionery benefits.
- Reconciliation of Pension Fund Accounts
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attendance closing of Accounts Department on rotation basis
- Attending to the works assigned by Dy. C.A.O (Estt) from time to time.

AO (ESTABLISHMENT)**DUTIES & RESPONSIBILITIES**

- In charge of the Accounts (Establishment) Section and she will be responsible for the supervision, control and prompt disposal of work in the section.
- Passing of all Pay rolls and supplementary bills relating to the employees / officers of Accounts Department.
- Scrutinizing and passing all proposals regarding creation of posts, promotion, increments, grant of leave etc. and authenticating the Service Sheet and Leave Account of employees / officers of Accounts Department.
- Dealing with the amendments to the Manner of Appointment and Channel of Promotion of all the posts in Accounts Department.
- Dealing with the correspondence relating to all Establishment matter of Accounts Department and replying to the petitions from employees / officers of Accounts Department.
- Conducting Departmental Examination to the Clerks / Junior Assistants of Accounts Department every year.
- Dealing with the nomination of candidates for training programmes conducted by CHRD, NIPM and IIPM and for Hindi Courses.
- Maintaining Attendance Registers of the employees / officers of the Accounts Department working in Old Admn. Office Bldg. and Centenary Bldg. and closure of the same.
- Posting of Duty Officers for closing the attendance and posting of turn peons for opening and closing of the Old Admn. Office Bldg. and Centenary Bldg.
- Verification and forwarding of applications in respect of PF final withdrawal, HBA, Conveyance advance (Cycle), PMI / FMI cards, seeking prior permission for purchase of movable / immovable property, PF nominations, loan from Stores and Societies, Library Cards, Presentation of Kuthuvillakku.
- Supply of uniforms, Chappels, Jersies, Rain Coat, Calender, Diaries, Desktop, Chennai Thuraimugam etc.
- Attending to Audit queries and replying thereof
- Writing of Confidential Reports of the Class III employees under his/her control.
- Attending to the works assigned by Dy.C.A.O (Estt) from time to time.

AO (BILLS)**DUTIES & RESPONSIBILITIES**

- Revenue-II A/c. bills pertaining to maintenance work and Capital -I A/c pertaining to the Non-Plan Civil Project works
- Imprest, Spot Purchase, Vehicle repairs, Advertisements and Insurance Bills
- Bank Guarantee in respect of Transit Insurance/Imprest of (CPRO/TRM/Secretary Guest House/FA&CAO and EDP) and bills and advances of CISF/TRM/CPRO and Vigilance
- Reviewing of Audit Paras and Objections
- Writing of ACRs of the staff concerned
- Expected Results (by Performance indicators) : Systematic, smooth & efficient working system in the section. All Bill passing work is monitored and streamlined as per the time target fixed according to the nature of bills.
- Measurable Output : Reports, Documents, Settlements; Reve.II/Capital-I Bills Passed - Rs.10 Lakhs, Works Contract Bills of CE & CME, DC and Secretary's Department

AO (PROJECT & BILLS)**DUTIES & RESPONSIBILITIES**

- Compilation of Cap. Accounts & Rev.II (Assets & Liabilities). Compilation of Annual Accounts, Capital Budget, Annual Plan, Appendix-B, Work Schedule (Capital) Bank Reconciliation (Rev. & Capital) and Deposit Work (Capital), Account Current and Suspense A/c.(Capital)
- Monitoring of all Govt. Returns, Formats & Progress of Plan Expenditure
- Passing of Bills of Plan & Non Plan & NSDRC and refund of EMD/SD of Capital A/c.
- Clearing of Proposals seeking Admin. Sanction/Estimate Sanction/ Pre-Auditing of Award of Contract in respect of Cap.I, Cap.II & Rev.II.
- Reviewing of all Audit Paras & Objection
- Writing of ACRs of staff concerned
- Expected Results (by Performance indicators) : Systematic, smooth & efficient working system in the section. All time bound work viz., Budget, Performance Budget, Annual Plan & Annual Accounts completed within the time schedule. Bills passing, proposal clearance carried out as per the target fixed.
- Measurable Output : Reports, Documents, Settlements; Annual Accounts, Appendix-B, Capital Budget, Performance Budget, Govt. Returns, Capital Bills passed - Rs.10 Lakhs; Works Contract proposals of CE & CME, Rev., Cap.I & Cap.II.

ASST. ACCOUNT OFFICER
(CHD, GENERAL, SA(P), CHEQUE WRITING, CHD WAGES, PIECE RATE)

DUTIES & RESPONSIBILITIES

Import & Export Application

- Passing of Import and Export Applications in respect of Wharfage, Cranage, Demurrage and also the measurements, weighments, clearing charges, removal charges, Service Tax, etc., including TD and AC Vouchers.
- Verifying the debit made in the Current Account in order to debit the assessed amount from the parties' Current Account
- Allotting of special work as and when required.

Current Account

- Scrutinizing the availability of the parties Current Account as and when required
- Co-coordinating with Traffic Department for collecting necessary information for recovery of additional dues such as cranage, demurrage, clearing charges, removal charges etc.
- Monitoring the payment by the parties in respect of services rendered by the Port Trust to the Port Users in respect of delivery or shipment
- Allotting of special work as and when required.

Cash

- Verifying the Net Receipt Statement in respect of daily receipts
- Monitoring the Preparation of Monthly Consolidated Statement along with respective JVs to Budget Section
- Signing of JVs, T.Os, BPVs and Bank Transfers of HDA, etc.
- Facilitating Opening/Closing of Current Account of the parties
- Monitoring the stevedoring licence in respect of Renewal, maintenance of Security Deposit Ledger for receipts and refunds at the time of surrendering the licence
- Monitoring the Porter Licence, Cooper Licence, Hawker Licence, Angling Licence, Maintenance of Receipt Ledgers, renewals and refunds
- Monitoring the payment of interest amount to the parties for their payments received periodically for the FDRs maintained as security
- Instructing to send recovery advises to the parties in respect of inadequate funds availability

- Raising of Import Applications in respect of 'Free Gifts' are processed without receipt of cash – Reimbursing the same from the Ministry of Shipping.
- Collection of Service Tax and remitting the same to the Central Excise Department before 25th of the following month
- Submission of half-yearly returns once in six months and annual reconciliation and reply to Audit Queries
- Offering Parawise remarks on the affidavits filed by the Port Users/others in the Court on open Import/Export Applications.
- Preparation of CPV for daily cash remittance to Bank.

Despatch

- Ensuring prompt & speedy despatch and distribution of the works then and there without delay.
- Verification of Registers, in respect of Imprest Register, Outside Tapal Register, Internal Distribution Tapal Register, etc.

CHD Bills

- Verifying Log Books regarding the shiftwise details in the connected registers
- Scrutinising the Piece-Rate particulars from the DLB Office and entering the same in the connected registers
- Auditing and checking of Stevedores Final Bills thro' 'On-Line'.
- Monitoring the Code wise register for the Stevedoring Bills.
- Informing the Outstanding dues everymonth to officials of CHD of Traffic Department
- Issuing No Dues Certificate for renewal of Stevedoring Licence
- Issue of Service Tax Certificate to the firms on their request
- Passing of vouchers for refund of deposits etc., to the Stevedores after duly verifying the records.
- Based on the plot work recovery particulars like wages, levy, service tax, etc., from the CHD Traffic Department, monitoring and preparation of J.Vs. for outstanding dues monthwise
- Recovery of the above plot work amount from the concerned firms through 'on-line'.

CHD Bills (C&F)

- Verifying and scrutinising the supply sheets received from Sr.A.Os Office – Datum marked for the cargo handled as per the details furnished by the Clearing Agents in the Supply Sheets and ensuring of forwarding the same to the Computer Division for Piece rate calculation work
- Random checking of the piece rate calculation sheet
- Verification of the statement of piece-rate, service tax every month and comparing the Clearing Agent's bills from the above mentioned statement
- Ensuring the recovery statements furnished by the Computer Division – JV prepared, based on recovery statement.
- Initiate action to collect the dues towards Clearing Agent's bills will be adjusted with respective current account of the Clearing Agents.
- Signing of the statements regarding collection of Service Tax for sending to Pass Section
- Scrutinizing of logs register
- Verifying the debit raised for log inter carting work, plot work, late submission of supply sheets, etc.

General

- Ensuring the maintenance of Attendance
- Verifying monthly statement of absentees and postings of Leave in the respective registers
- Maintenance of records for Tools and Plants pertaining to Revenue Branch
- Taking action for the disposal of unwanted Tools & Plants and RSOing the same to RSO Depot yearly once
- Monitoring the collection of stationeries, soaps, etc., from the Stores Department and distribute them to the Various Sections/to the Officers/Staff, as the case may be
- Distribution of Audit Query papers to various sections and sending consolidated reply and forwarding the same to the Government Audit, etc.

Cheque Writing

- Raising of vouchers for payment of Honorarium to Full Time Specialists/Part Time Specialists/Para Medical Persons at Medical Department

- Raising of vouchers for payment of Honorarium to Marine Tug Engineers involving calculation of Honorarium, overtime, computation of Income Tax, Deduction of the same and remittance to the Bank
- Raising of vouchers for payment to Legal Professionals, on receipt of communication from Secretary's Department every month including cost.
- Onward Transmission of Files/Notes to CPT received from Marine, Accounts, Medical and Traffic Departments with due recommendations
- Drawal of cheques/drafts after getting CPT's sanction from the Secretary/Deputy Conservator's Department and compliance of necessary formalities in this regard
- Raising of bills for payment in respect of Copier Charges, advertisement charges, participation of Port in Exhibition, Incidental expenses incurred by the Traffic, Accounts, Marine, Secretary's and Medical Departments.
- Remittance of Income tax Cheques along with Challan No.21, duly filled arising at above mentioned payment to Bank and maintaining of registers for the same
- Issuing of Form-16 A for Full/Part time Specialists, Para Medical Persons, Tug Engineers on contract, advertisers, private contractors, consultants, legal advisers, etc.
- Recoupment of Imprest Bills of Traffic, Marine, DTM(R). DM(C)(OP), M (M&S), etc.
- Authentication of Transfer Orders and remitting the same at Bank
- Ensuring payment of road tax Insurance premium for the Trust's vehicles belonging to Marine, Accounts and Medical Department
- Scrutinising of registers for all the payments and passing of necessary BPVs for Canteen Bill re-imburement
- Arranging the payment of conveyance allowance to Physically Handicapped children of employees
- Rendering Financial Assistance to employees from Loss in Wages Compensation Fund who are in loss of pay on medical grounds
- Raising of voucher for payment in respect of Gallantry Award, Spectacle Bills, Orthopedic Bills, Hearing Aid Bills, Canteen Bills (TRM), etc.
- Arranging payment to the mementoes to the retired employees payment bills received from COS Dept.

- Arranging payment in respect of Hindi exam fees/tuition fees, Hindi Cash Incentive to the children of employees
- Raising of voucher for payment arising frequently from Traffic, Marine and CMO's Dept
- Arranging payment for celebrating National Festivals like Independence Day, Republic Day, Celebration of Fire Service Day etc.
- Arranging payment to the Chennai Port Trust and Dock Educational Trust School
- Payment to welfare of Tondiarpet Housing Colony
- Arranging payment of Subsidy, Bonus, Festival Advance to MDLB Workers' Canteen, MDLB Employees Canteen, MDLB Housing Colony
- Welfare Centre, MDLB Women's Welfare Association
- Attending official meetings as ordered by Sr. Dy. C.A.O. (R)
- Arranging payments of Centenary Commemoration Fund to retired employees and employees typewriting fees.
- Writing of CR for the staff concerned.