Cash Section Process

Responsibility – Cash Section, Chief Cashier, AO Gr-I, Sr.AO (Admn)

Receipt

START

Receipt by cash, cheque, DD and Online

Entering the details into the computerized accounting system & acknowledgement of receipt

Remittance of cheque / DD to CoPT Bank Account

Payment

START

Receipt of payment vouchers

Payment by cash, cheque, DD and Online

Entering the details into the computerized accounting system & acknowledgement of receipt
Cargo Billing & Collection Process

Ground rent for containers, storage for cargo, stuffing, de-stuffing)

Responsibility – WR Section

Dy.CA, Sr.Dy.CA II, Sr.AO (F&R)

2. Generation of Bills
3. Debiting of bill amount to Party’s deposit Account
4. Online Transmission of bills to the Parties
Industry Service Utility

Billing & Collection Process for water & electricity charges

Responsibility – ER Section, Dy.CA, Sr.Dy.CA II, Sr.AO (F&R)

START

Viewing of generated bills by Electrical & Water Supply Section

Sending of bills by post/e-mail

Receipt of payment through VAS of IDBI

Defaulter

Intimation to the concerned Departments for further action

CLOSE
BILLING & COLLECTION PROCESS FOR LICENSE FEE, LEASE RENT, SUBLEASE LEVY, WAY LEAVE CHARGES

Responsibility: - ER Section, Dy.CA, Sr.DY.CA II, Sr.AC (F&R)

START

Viewing of generated bills by Estate, Traffic & Civil Departments

Bills mailed to the party through REM, if no mail ID, by post

Receipt of payment

YES

TR Section debiting the amount

CLOSE

NO

Defaulters list generated and intimated to the concerned parties/ Departments for further action.