

Name: Rajashree Dabke, Designation: Sr. Dy CAO, Department: Finance

Duties & Responsibilities

Assisting and aiding FA&CAO in the financial matters and strategic decisions.

1. Keeping Books of Accounts and Budgetary control
2. Monitoring better utilization of all resources
3. Statutory compliances
4. Formulation of Tariff for land and other operational services and liaisoning with TAMP.
5. Financial aspects of the PPP Projects/BOT projects and all capital projects of the Port.
6. Management of Revenue from Port Services including PPP Projects reconciliation with online financial system and Compilation of GST Payments
7. Budgeting, Expenditure Control & monitoring thereof
8. Finalization of Accounts
9. Auditing (Internal Audit, Tax, Statutory Audit)
10. Taxation (Direct & Indirect)
11. Treasury Management including Monitoring Cash Flow /Liquidity and Disbursement Functions, Portfolio Management by striking the balance between liquidity, safety and return.
12. Managing Superannuation Fund/Gratuity Fund
13. Pension and Fund Management including Management of GPF & NPS of Employees, Investment of GPF Funds and Distribution of Interest thereon to Employees
14. Insurance of the Port properties
15. Payroll accounting
16. Tender committee member representing finance for the works with the limit of Rs. 25 lakh to Rs. 1 crore.

Name	:	SURYA MADHU
Department	:	FINANCE
Job title/Design	:	SR.ACCOUNTS OFFICER (F & A)
Activity Details		
<u>1.Engineering Revenue</u>		
1.Providing Financial concurrence for new allotments towards estate activities.		
2.Providing Financial concurrence for tendering /retendering.		
3.Providing concurrence for lease deed towards estate activities.		
4. Preparation of dues statement on monthly basis and its analysis.		
5.Ensuring timely booking of invoices on monthly basis towards electricity,water,lease rent etc.		
6.Ensuring timely remittance of duties to the statutory dept.		
7.Ensuring timely submission of monthly return ,Quarterly return,in respect of electricity.		
8.Reconciliation of books of accounts for clearing accounts and to ensure that the entries made are in order.		
9.Facilitating for filing truing up giving details pertaining to ER.		
<u>2.Providend Fund</u>		
1.Ensuring provident fund management baesd on maturity dates.		

2.Ensuring monthly remittance of NPS contributon in respect of permanent, contract employees and uploading in CRA portal.
3.Finalisation of GPF interest rate for the financial years and put up for Board approval.
4.Processing of withdrawal claim of NPS Subscribers based on request.
5.Procuring the files for inviting quotation from banks for quoting the rate for investment and put up to chairman for approval for investing the fund.
6.Processing the files for adding new subscribers in NPS Accounts.
<u>3.Welfare</u>
1.Providing financial concurrence for processing of COD bills-CISF,PLL,LNG etc.
2.Ensuring sending debit note for recovery costs in PLL,LNG,etc.
3.Financial concurrence to waive HRA from family benfit fund .
4.Ensuring timely filing of monthly,statutory payments likes TDS ,ESI etc.
5.Ensuring timely filing of monthly ,quarterly payments in respect of TDS porofessional tax.
6.Issue of form 16A ,16 etc.
<u>4.Establishment</u>
1.Providing financial concurrence for earn leave encashment ,medical reimbursment ,leave travel concessoin,establishment related files like appointment MACP fixation ,fixation of remunration cases filed etc
2.Member.Junior Senior Fixation Committee.
3.Other Committee -for revising rates for quarter HRA from non-port employees.

5.Payroll

1.Ensuring timely disbursement of salary.

2.Ensuring timely recoveries from salaries and remittance.

3.Ensuring income tax are being deducted correctly and preparation of income tax circular.

4.Processing of wage revision arrears.

6.Pension

1.Ensuring monthly disbursement of pension ,TDS remittance issuing form 16.

2.Processing the claim of retirees.

3.Procuring claim of family pensioners on time to time financial concurrence to VR files.

4.Financial concurrence to DLD Pensioners -retirement,family pension.

5.Concurring the calculation in respect of wage revision.

6.Concurring the calculation in respect of gratuity or pension arrears.

7.Concurring the files for delinking of 33 years of service.

8.Ensuring annual mustering of pensioners.

9 Ensuring restoration commutation of pensioner.

10.Financial concurrence to family pension files for physically and mentally retarded widowed,unmarried and divorced.

11.Attending the audit queries, cases files.

<u>7.Administration</u>	
1.Concurrence to medical reimbursement,LTC,TA/DA,etc(Finance dep).	
2.Processing RTI application ,CP grams, grievances etc.	
3.Processing sanction /Orders etc.	
4.Processing other files of Administraton.	
5.Ensuring monthly /Quarterly return (Swachh Bharath,Vigilance etc.	
8.Monitoring and supervision of the activities of Traffic Revenue section	

WORK ALLOCATION OF SREEDEVI M.P, SENIOR ACCOUNTS OFFICER , STAFF NO 116843

SECTION: Budget , Tax cell, Costing, Works, Purchase, Cash Section.

Annual Accounts

1. Preparation of Annual Accounts, Notes on Annual Accounts for presenting before Board of Trustees, submitting the same to the Audit, replying to the Audit Enquiries and to the Draft Audit Report, preparing Action Taken Notes to the Separate Audit Report and placing the same in the Board Meeting and submitting the Annual Accounts to the Ministry for placing in Parliament.

Budget

1. Preparation of Revised Budget Estimate and Budget Estimate of the coming year , presenting the same before the Board and forwarding to Ministry for approval .

Taxes

1. Co-ordinating with the Auditors for conducting the Tax Audit and submission of Income Tax Returns.
2. Supervision of remittances of Statutory Dues like TDS, Service tax/GST, etc and the timely submission of Returns.
3. Liasoning with service tax /GST consultants/Income Tax consultants and replying to Notices issued Service tax/GST dept/Income Tax Dept.

General

1. Checking the daily fund balance/position and investment of funds.
2. Liasoning with the Internal Audit Team.
3. Analysis of Accounts in SAP and making necessary rectification entries .
4. Providing information to various queries raised by the Ministry, Indian Port Association etc.
5. Liasoning with Insurance Companies/Insurance Intermediary for timely renewal of Insurance policies of Port Assets.
6. Being in charge of Costing, Works and Purchase sections, review of various proposals from other Departments which are routed through these sections like revision of Scale of rates, procurement/works proposals etc.
7. Authorisation of Bank payments.

Sri.Pradeep Kumar N, Accounts Officer Gr.I,

Activity Details
Maintensnce of BG register and BG send to cash section. BG details enteres in the system and Register.
Maintenance of register for Lease deed and forwarded to cash section.
Informing parties about dues.
Informing parties towards electricity disconnection by mail,
Overall supervision of ER section and reporting to Accounts Officer.
All files received from Estate/Civil/TM for concurrence by ER section forwarded to higher Officers.
Any other works entrusted by superiors.

Smt.Molly K V, Accounts Officer Gr.I

Activity Details
Verification and signing of contractors bills,Property damagebills, EMD etc.
Checking of all this statement via. Income Tax, Capital Plan and Non Plan works etc
Verification and signing of Bank Guarantee, Checking and verification of Notes to Technical Evaluation Committee, Tender Committee, Draft Agreement and Bid Documents etc
Checking the proposals of Note routed to FA & CAO
Attending Tender opening in different departments
Checking and passing of all Bills ,Agreements,Bank Guarantee etc through routed Dy.CA Sr-II
Release of purchase requisition
Cash book and imprest cash verification
In additon, entrusted with the charge of PF section.

Shri.Vinod C, Sr. Dy. Director (EDP)

Sl. No	Activities
1	Co-ordination with Hardware and Software providers
2	Administration of EDP division
3	Analyzing the IT requirements of CoPT
4	Monitoring IT infrastructure Implementation and Upgradation
5	Security Solutions
6	Communications (Ministry, RTI, Industrial Dispute, etc)
7	Maintenance of SAP Applications
8	Maintenance of Hospital Management System
9	Maintenance of Port Operation System
10	Support of Port Community System (PCS)
11	DDFS
12	Maintenance of Website
13	Mailing Solutions
14	Video Conferencing
15	Maintenance of Bio Metric Attendance Systems
16	Maintenance of Cloud Infrastructure for the various softwares of CoPT
17	Maintenance of Servers
18	Maintenance of Data Centre Infrastructure & Network Equipments
19	Internet Connectivity including Leased Line and MPLS Connectivity
20	PCs ,Peripherals & UPS Maintenance
21	Tender preperation
22	Network Cabling
23	Invoice processing
24	Tendering Activities

Smt. Annie Jacob, Dy. Director (EDP)

Sl. No	Activities
1	Support of Port Community System (PCS)
2	Maintenance of SAP Applications
3	Maintenance of Data Centre Infrastructure & Network Equipments
4	Mailing Solutions
5	Maintenance of Website
6	Security Solutions
7	Tender preparation
8	Invoice processing
9	Deployment, Operation and Maintenance of Cloud Infrastructure for the various softwares of CoPT
10	PO /PR creation and Reservations
11	Communications (Ministry, RTI, Industrial Dispute, etc)
12	Maintenance of Port Operation System
13	Internet Connectivity including Leased Line and MPLS Connectivity
14	Maintenance of Hospital Management System
15	Video Conferencing
16	PCs ,Peripherals & UPS Maintenance - Distribution & Movements, Call Registration & Monitoring, Payments Purchase & Scraping
17	Maintenance of Bio Metric Attendance Systems - Hardware & Software