

Name: Smt. SURYA MADHU, Designation: DY.CAO/Sr.Dy.CAO(i/c), Dept.Finance

Duties & Responsibilities:

1. Financial vetting of Expenditure and Revenue proposals.
2. Overall supervision of all Sections in the Finance Dept.
3. Various costing related matters involving analysis and detail reporting.
4. Matters relating to Revenue Audit of IGTPPL and placing of Board Note etc.
5. Examination of files regarding Stevedoring & Shore handling Policy, Berthing Policy etc.
6. Works in connection with floating of tender for P & I insurance for wreck removal.
7. Works in connection with filing of application before IT authorities for getting lower TDS Rate certificate.
8. All Tariff related matters like the fixing of Scale of Rates, its revision, annual indexation etc. including all correspondence relating to this.
9. Pension supervision & migration of pensioners into 'SAMPANN'platform, DoT Service

Work allocation of Smt. SREEDEVI.M.P,Senior Accounts Officer

SECTION: Budget, Tax Cell, Costing, Works, Purchase & Cash Sections

Annual Accounts:

1. Preparation of Annual Accounts, Notes on Annual Accounts for presenting before Board of Trustees.
2. Submission of the Annual Accounts approved by the Board to the Audit assisting the Audit team in getting necessary inputs for the Audit, replying to the Audit Enquiries and to the Draft Audit Report.
3. 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 (Revenue and Capital) by co-ordinating with the Budget Controllers for presenting before the Board.
2. Intimating the Ministry the Revised Estimates & Budget Estimates approved by the Board and request the Government's approval of the Budget as per the MPT Act.
3. Reply to the queries /clarifications from the Ministry regarding the Budget Estimates.

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. Assisting audit by the Service tax /GST Dept, CERA and furnishing replies for audit queries made by the them
4. Liasoning with service tax /GST consultants and replying to Show Cause Notices issued Service tax/GST dept.
5. Circulating information on amendments in Tax Matters.

Purchase and Works:

1. Verification of bills passed by works and purchase section for payment.
2. Verification of proposals of other departments put up by works and purchase section.
3. Analysis of Technical Bids of LDCL as a member of tender Evaluation Committee.
4. Analysis of Bids as a member of Tender Formulation Committee.

PF:

1. Supervising the work associated with General Provident Fund, New Pension Scheme and EPF etc..

General

1. Checking the daily fund balance/position and investment of surplus funds.

2. Verification of request for re-appropriation from other departments and getting necessary approvals.
3. Liasoning with the Internal Audit Team.
4. Analysis of Accounts in SAP and making necessary rectification entries.
5. Providing information to various queries raised by the Ministry, Indian Port Association etc.
6. Liasoning with Insurance Companies for timely renewal of Insurance policies of Port Assets.
7. Dealing in Proposals in connection with GOI Loan.

Shri. Athul.J, Accounts Officer Gr-I.

Section: Engineering Revenue:

1. Verification of Proposal in connection with new allotments towards estate activities.
2. Verification of Proposal in connection with tendering /retendering.
3. Facilitating for filing truing up giving details pertaining to ER Section.
4. Verification of Proposal relating to execution of lease deed relating to estate activities.
5. Ensuring timely booking of invoices on monthly basis towards electricity, water, lease rent etc..
6. Any other work relating to Engineering Revenue as entrusted by superiors.

Traffic Revenue:

1. Verification of Proposal relating to VRC concessions, Credit Notes etc.
2. Verification of Proposal relating to BP Account opening, Refund of balances etc.
3. Verification of Proposal relating to Bank Guarantees Confirmations.

4. Monitoring and supervision of the activities of Traffic Revenue section
5. Any other work relating to Traffic Revenue as entrusted by superiors.

Costing:

1. Various costing related matters involving analysis and detail reporting.
2. Works in connection with floating of tender for P & I insurance for wreck removal.
3. Any other work relating to Costing Section as entrusted by superiors.

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. Assisting audit by the Service tax /GST Dept, CERA and furnishing replies for audit queries made by the them.
4. Liasoning with service tax /GST consultants and replying to Show Cause Notices issued Service tax/GST dept.
5. Circulating information on amendments in Tax Matters.

General:

1. Dealing the ISO work.
2. Liasoning with the Internal Audit Team.
3. Providing information to various queries raised by the Ministry, Indian Port Association etc.
4. Any other work entrusted by superiors.

Smt. Moli. K.V, Senior Accounts Officer

Section: Works Section, Cash Section and PF Section

1. In charge of Works Section, PF, and Cash Section and Addl. duty of HR Division.
2. The supervision/control of work of the staffs in Works, Cash & PF.
3. Verification and signing of contractors bills, refund of EMD, Security Deposit etc.
4. Checking and signing of Cheque, Hand receipt and online payment of Cash Section.
5. Checking of all the statement via. Income Tax, Capital Plan and Non Plan works etc.
6. Verification and signing of Bank Guarantee, Checking and verification of Notes to Technical Evaluation Committee, Tender Committee, Draft Agreement and Bid Documents etc.
7. Checking the proposals of Note routed to Sr.AO and the FA & CAO.
8. Concurring the proposals of various departments.
9. Attending Tender opening and tender committee in different departments.
10. Member representing SC/ST on the department promotion committees in respect of Class III& IV posts (Common & Uncommon categories) in civil engineering department.
11. Any other works that may be entrusted by the Superiors.

Shri. C.T. Sudhir, Accounts Officer Gr-I.

Section: Purchase Section and Internal Audit

1. To control and supervise all works relating to Purchase Section.
2. To examine and scrutinize all purchase concurrence file forwarded by FA&CAO.
3. Co-ordination of compliance Audit with C&AG
4. Foreign payments (Import/Service)
5. Bank Guaranties/ Agreement of work Tender
6. Electricity/Water Bills
7. HSD Oils – BPCL/HPCL (Bunkering /Dry Dock)
8. Telephone Bills- BSNL/Vodafone etc.

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

EDP Division:

1. Head of the Division.
2. Project Manager for installation/implementation and deployment of IT infrastructure of CoPA. Coordination with IPA.
3. Identify emerging technologies to be assimilated, integrated and introduced internally as well as with other ports.
4. Administering the activities of EDP Division.
5. Functioning as Chief Information Security Officer (CISO) for CoPA and Nodal officer of NLP Marine & BISAG projects of the Ministry.

Shri. Sai Kishore Nambala, Dy. Director (EDP)

EDP Division:

1. Coordination with the Cloud Infrastructure provider.
2. Monitoring the cyber security related activities of the IT infrastructure.
3. Coordination and Monitoring activities of FM support Engineers for the maintenance of PCs & Peripherals/ Networking.
4. Coordination with vendors and service providers of SAP, PortKonnnect, Biometric Access System, Network.
5. Coordination for the Implementation of GLMIS application.
6. Communications with Ministry/ External agencies.

Smt. Anie Jacob, Asst. Director (EDP)

EDP Division:

1. Coordination with application maintenance agencies and experts for the proper up keep and maintenance of hardware & software requirements for maintaining the application systems.
2. Administration of Domain, SAP, POS & DDFS applications.
Administration of email Solution from NIC, SMSing, SMTP Bulk mailing.
3. Coordination for the implementation of revamped Website of Cochin Port.
4. Tender / Contract Management.
5. Communications with Ministry/ External agencies.
