

**V.O. CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT
ESTABLISHMENT SECTION**

Sl.No.	Name of the Officers	Work allocation
1.	Establishment Section	<p>1. This section is looking after the establishment matters of Promotion, Recruitments Seniority, Retirement, Court Cases of Class I & II officers of Finance Department & Dealing with engagement of Contract employees, passing of Contingent Bills in respect of Finance Department and forwarding of various monthly returns regarding Vigilance matters & etc. to Administration Department, Processing of Personal Claims in respect of the employees and Officers of Finance Department.</p> <p>2. Processing of all Proposal relating to Medical Department viz. purchase of medicines, medical equipments, cleaning materials etc.</p> <p>3. Passing of Bills relating to purchase of medicines, reimbursement of medical claims of (both working and retired employees), to referral Hospital and Non –referral Hospitals etc.</p>
2.	ATB Section	<p>1. Admn.Deptt. all Proposals & Bills including CISF unit, PRO section. Maintenance of Guest House at Tuticorin and Chennai</p> <p>2. Traffic Deptt – Proposals & Bills</p>
3.	Pay Bill Section	<p>1. Processing the Pay Bill Section of all Department on maintenance and making entries in the service registers Pay fixation in respect of in respect all Officers and employees of the Port. Increment, Promotion, deputation etc.</p> <p>2. Works related to WRC Pay fixation/ Promotion/ACP/MACP fixation,</p> <p>3. Settlement of Pay Anomalies.</p> <p>4. Settlement of Pension Contribution and leave salary contribution</p>

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4.		
5.	Mech. Marine & EDP Bills Section	<ol style="list-style-type: none">1 All Proposals & Bills in respect of Plan and Non plan and Revenue works related to Mech. Engg. Deptt.2. Marine Deptt- Proposals & Bills3. System related matters,4. Communication Deptt. Proposals & Bills5. Indirect Tax- VAT6. ISO Document Controller
6.	CSC Section	<ol style="list-style-type: none">1. Centralised Service Centre – Sanction and passing of GPF Advance/ withdrawal, in respect of all Officers and employees of the Port.2. Sanction and passing of Remuneration Bills in respect of all contract employees in the Port.3. Sanction and Passing of all kinds of regular leave Encasement of EL in respect all Officers and employees of the Port.4. On-line Section – Preparation and passing of Pay Bills in respect of all Officers and employees of the Port.5. Advance Section – Passing of all type of advances including HBA,
7.	Works Section	<ol style="list-style-type: none">1. All Proposals & Bills in respect of Plan and Non plan and Revenue works related to Civil Engg. Dept2. Settlement of ESI and EPF works
8.	Pension Section	<ol style="list-style-type: none">1. Pension Section – Sanction and payment of Pension, gratuity Commutation of Pension all other retirement benefits2. All correspondence relating to Pensioners
9.	Advance Section	<ol style="list-style-type: none">1. Sanction and passing of TA, DA, bills2. Maintenance of GPF accounts

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10.	Revenue – II Section	<ol style="list-style-type: none">1. Collection of Revenues from Estate related land rentals outside the Green Gate2. Levy of Penal Interest for non receipt of charges3. Follow up action on out standings amount of long term and short term lease rent.4. Sethusamudram related works including proposals and bills
11.	AAB Section	<ol style="list-style-type: none">1. Monthly Accounts compilation and Review2. Annual Accounts Compilation and review3. Audit queries pertaining to Annual Accounts4. C&AG audit report on Annual Accounts - reply thereof.5. Preparation of IEBR statement6. Budget preparation, reports and review7. Ministry correspondence relating to Accounts and performance review8. Audit para replies to -<ol style="list-style-type: none">a) RAOb) C&AGc) Ministry
12.	Tax Section	<ol style="list-style-type: none">1. Service Tax, Value Added Tax, Excise Duty, Income Tax2. Reply to Tax Audit Report
13.	Costing Section	<ol style="list-style-type: none">1. Costing Section2. Preparation of Cost Statement (yearly)3. Port Tariff fixation in respect of Vessel related services4. Preparation of performance Budget-yearly5 All files relating to Scale of Rates6. Post audit of vessel related Bills & Audit replies.7 PPP Projects intimation and implementation relating to Finance

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14.	Revenue – I Section	<ol style="list-style-type: none"> 1. Collection of all Revenue received through Vessel Related services, Cargo related services, Miscellaneous services and Land rental inside the green gate 2. Vessel Related services billing 3. Cargo related services billing Miscellaneous services billing 4. Land rental inside the green gate
15.	Cash Sections	<ol style="list-style-type: none"> 1. Mtce. of cash Books in respect of Revenue Accounts and all funds. 2. Accounting of Cash receipts. 3. Effecting cash Payments. 4. Receipts of cheques, issue of receipts. 5. Reconciliation of 14 Banks accounts. 6. Reconciliation of 4 EDI accounts. 7. Fund Management.
16.	General Section	<ol style="list-style-type: none"> 1. General Section is in charge Receipt and Despatch of Tapals of files relating to Finance Department. 2. Procurement and Supply of Stationery. 3. Looking after the maintenance of Fax Machine and Xerox copier available in Finance Department and refilling the cartridge of all Printers and computers
17.	Investment Section	Investment section looks after the work of investing surplus funds in Nationalised banks and LIC etc and passing of entries for accrued interest quarterly, half yearly, yearly and matters relating to the payment of Income Tax.

V.O.CHIDAMBARANAR PORT TRUST
FINANCE EPARTMENT
List of Officials in Finance Department

Sl. No.	Emp. No.	Name	Designation
Class - I			
1.	3034	SHANTHI S	FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER
2.	2196	THANU SUBRAMANI M.	SENIOR DEPUTY CHIEF ACCOUNTS OFFICER
3.	2156	BALAN P.	DEPUTY CHIEF ACCOUNTS OFFICER
4.	2177	RAGUPATHY K.	SENIOR ACCOUNTS OFFICER
5.	2524	RAJAMANICKAM.A.	SENIOR ACCOUNTS OFFICER
6.	2182	LAKSHMANAN C.	ACCOUNTS OFFICER GR - I
7.	2727	SANKAR.A.	COST ACCOUNTS OFFICER
Class - II			
8.	2175	NAGARAJA SUBRAMANIAN .N	ACCOUNTS OFFICER GR - II
9.	2527	ANURADHA.N.	ACCOUNTS OFFICER GR - II
10.	2528	PREMA.N.	ACCOUNTS OFFICER GR - II
11.	2714	MARY JACQULIN.B.	ACCOUNTS OFFICER GR - II
12.	2728	SIVAKUMAR.P.	ACCOUNTS OFFICER GR- II
13.	2778	RAJASRI .K.T.	ACCOUNTS OFFICER GR - II
14.	2784	ESAKKIAMMAL P.	ACCOUNTS OFFICER GR - II
15.	2991	L.MURUGAMMAL	P.A.TO H.O.D.
Class -III			
16.	2179	RAJASEKAR B.	SUPERINTENDENT
17.	2536	UDHAYAKUMAR N.	SUPERINTENDENT
18.	2476	JAMES FDO. S.	HEAD CLERK
19.	2529	MOHAMED EKBAL.P.	HEAD CLERK
20.	2757	AUGUSTA A.	HEAD CLERK
21.	2761	KARUPPASAMY P.	HEAD CLERK
22.	2442	SELVI C.	HEAD CLERK
23.	2103	MAHARAJAH V.	SENIOR ASSISTANT
24.	2520	PECHIRAJ C.	SENIOR ASSISTANT
25.	2598	CHANDRA PAPPA C.	SENIOR ASSISTANT
26.	2683	SIVAGURU K.	SENIOR ASSISTANT
27.	2743	PALANI KUMARASAMY S.	SENIOR ASSISTANT
28.	2473	MURUGAN D.	U.D.C.
29.	3031	ANANDHA KRISHNAN N	U.D.C.
30.	1693	MANOHAR M.	STY.ATTENDER/DOPR.
Class- IV			
31	2467	PUSPA SELVI A.	RECORD SORTER
32.	2841	VACHARESWARI S.	PEON

ORGANISATION CHART OF V.O.CHIDAMBARANAR PORT TRUST



