EDP Centre Activities at V.O.Chidambaranar Port Trust

The EDP Department is headed by the Senior Deputy Director. The Department is responsible for the Port related Computerization activities and support to the users. At present EDP Centre is functioning with One Sr.Deputy Director, two Assistant Directors and 3 Data Processing Officers.

EDP centre is providing support to the Port employees and users on 24 * 7 basis for hardware and software related issues.EDP centre is handling various modules implemented for the Port related activities as mentioned below:

Port operations system

➢ This system is being looked after by Assistant Director (EDP).

➢ It contains cargo operations suchas cargo handling performance, admission and delivery of cargo/container through Gate, container Rental, Ground/Room allotment, Traffic charges collection; Billing etc. are done through the Traffic System. Collection of Traffic charges is integrated with Financial Accounting system, Bank EDI system. .

➢ It contains vessel operations such as voyage registration, recording timings of vessel activities, collection of Marine charges, billing etc are done through the Marine System. Collection of Marine charges is integrated with Financial Accounting system, Bank EDI system.

➢ Cargo Handling Labour Pool system implemented for capturing of shiftwise attendance , Roaster and Roll call preparation . All incentives are being calculated through this system

. On line indent capturing is being done through it.

Payroll System

➢ This system is being looked after by Assistant Director (EDP)

➢ Computerized and implemented in ERP system .it contains employee information, salary and pension payment, loans and Advance payments, leave particulars maintenance and income tax. It is integrated with financial accounting system.

➢ It is integrated with the Geographical Information System with mapped areas.

Quarters and Estate Module

➢ This system is being looked after by Assistant Director (EDP)

➢ Computerized and implemented in ERP system, It includes quarters allotment for the employees, collection of rent and other recovery charges etc. is done through this system. Estate module is used for allotment of Land Shops and Building, demand note generation etc. It is integrated with Financial accounting system.

➢ It is integrated with the Geographical Information System with mapped areas.

Financial Accounting system

➢ This system is being looked after by Data Processing Officer (EDP)

➢ Computerized and implemented in ERP system, it contains all financial activities like cheque/cash payments; cheque/cash collections, Month end Account processing, Balance sheet preparation, Budget preparation, Bank reconciliation etc. are done through Financial Accounting System. Financial Accounting system is integrated with all the other modules like Port Operations, Salary Administration, Materials Management Systems and Quarters and Estate Module etc.

System Administration

➢ This system is being looked after by Data Processing Officer (EDP)

➢ System Administration is the module available in the Integrated Computer System which gives authentication to a particular user for using the different modules available in the online system. Every authorized user is given a network user name and password for logging in the network system. They can access intranet and mail facilities available in the network.

Based on their requests, user rights are given using the System Administration Module available in the online systems

Material management system

➢ This system is being looked after by Data Processing Officer (EDP)

➢ Computerized and implemented in ERP system, It contains all materials management activities like placing purchase order, good receipt, Invoice generation , billing,, stock position maintenance is done through this module. It is integrated with financial accounting system.

Document Management System

➢ This system is being looked after by Data Processing Officer (EDP)

➢ All files are being created and routed through the new DMS system. Pending files for more than 1 week being monitored by the top management. Capturing of Right To Information act data are being captured and monitored through the system. Capturing of RAO audit references and monitoring of pending audit points in the system. Capturing of Legal details related to the Port is implemented in the DMS.

Website Maintenance

➢ This system is being looked after by Data Processing Officer (EDP)

➤ A dedicated web site is being maintained for the transparency and ease of business transactions. It contains the Port related information like infrastructure, scale of rate , history , facilities , access to the online system , Pensioner portal , Latest updates and news . Daily vessel position status and Tender status are being updated in the system.

Payment statuses to the vendors/contractors are being updated on daily basis.

Data centre and Network Administration

➤ This system is being looked after by Data Processing Officer (EDP)

➤ Ensure the server status and performance with the help of System Administrator for extending the continuous 24*7 support to the user

➤ Ensure the network communication (Wired and Wireless) in the operational areas for accessing the online system of Port.

➤ Any additional procurement activities related to the Data centre and Network being taken care.

Hardware / Software Procurement

➤ This is being looked after by Data Processing Officer (EDP)

➤ Based on the requirement of user department Hardware / Software will be Procured > through tender and quotation.

➤ Monitoring the complaint calls and track the completion status.

➤ Annual Maintenance Contract support for Hardware and Software.

Annexure II

LIST OF THE OFFICERS / EMPLOYEES WORKING IN THE EDP CENTRE.

S.No	Emp.No	Name	Designation	Class
1	2973	R.Sathish kumar	Sr.Deputy Director	Class I
2	2922	S.Selvarathna	Assistant Director	Class I
3	2924	C.Kaliappan	Assistant Director	Class I
4	2594	M.Vanitha	Data Processing Officer	Class II
5	2876	K.Sankararaman	Data Processing Officer Nodal Officer (RTI)	Class II
6	2764	J.Rojers Joseph Durairaja	Data Processing Officer	Class II
7	3077	H.Divya	Data Processing Officer	Class II
8	3070	R.Malarvizhi	Peon	Class IV

V.O.CHIDAMBARANAR PORT TRUST
EDP CENTRE

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        ┌────────────────────────────────────────────────┐
        │              Sr. Deputy Director               │
        └────────────────────────────────────────────────┘
         │      │      │         │        │            │
         ▼      │      │         │        │            ▼
┌────────────────┐ │  │         │        │   ┌────────────────┐
│ Assistant      │ │  │         │        │   │ Assistant      │
│ Director 1     │ │  │         │        │   │ Director 2     │
└────────────────┘ │  │         │        │   └────────────────┘
              ▼    ▼  ▼         ▼        ▼
         ┌───────┐┌───────┐┌───────┐┌───────┐
         │ DPO 1 ││ DPO 2 ││ DPO 3 ││ DPO 4 │
         └───────┘└───────┘└───────┘└───────┘
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                ┌────────┐
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