

# DEENDAYAL PORT TRUST

(India's No. 1 Major Port)

## MANUAL ON

*JOB*

*AND*

*RESPONSIBILITIES*

# FINANCE DEPARTMENT

**Name of the Officer** : **DHARMENDRA NATH SONDHI**  
**Designation** : **FA&CAO**  
**Section** : **FINANCE**  
**Department** : **FINANCE**

Title of the Job	<b>FINANCIAL ADVISOR AND CHIEF ACCOUNTS OFFICER</b>
Objectives	<ol style="list-style-type: none"> <li>1. Providing financial advice to the Management</li> <li>2. Keeping Books of Accounts and Budgetary control</li> <li>3. Ensure all services are properly priced and revenue are collected</li> <li>4. Ensure public funds are utilized for the benefit of the port and to meet the ports objective</li> <li>5. Monitoring better utilization of all resources</li> <li>6. EDP</li> </ol>
Role and Responsibilities	<ol style="list-style-type: none"> <li>1. Controlling overall functions of the Department and giving necessary advices and opinions to the Top Management on the matters of Finance, Tax, Investment, Audit, EDP etc. matters.</li> <li>2. Financial aspects of the PPP Projects/BOT projects and all capital projects of the Port.</li> <li>3. Appraisal of the Works Projects including CSR works.</li> <li>4. Management of Revenue from Port Services including PPP Projects reconciliation with online financial system and Compilation of GST Payments</li> <li>5. Costing and Financial aspects of Projections.</li> <li>6. Budgeting, Expenditure Control &amp; monitoring thereof.</li> <li>7. Managing Accounting and finance function including reviewing year end finalising activity like balance sheet, Profitability statement and cash flow etc.</li> <li>8. Auditing (Internal Audit, Tax, Statutory Audit).</li> <li>9. Financial Monitoring of Plan &amp; Non-Plan and Revenue Scheme.</li> <li>10. Taxation (Direct &amp; Indirect).</li> <li>11. Treasury Management including Monitoring Cash Flow / Liquidity and Disbursement Functions, Portfolio Management by striking the balance between liquidity, safety and return.</li> <li>12. Financial Control of various trusts like Superannuation Fund/Gratuity Funds/Leave Encashment Fund/Staff Welfare Fund.</li> <li>13. Pension and Fund Management including Management of GPF &amp; NPS of Employees, Investment of GPF Funds and Distribution of Interest thereon to Employees.</li> <li>14. Management of Group Insurance Scheme (LIC) of all the Employees</li> <li>15. Formulation of Tariff for land and other operational services and liaising with TAMP.</li> <li>16. Statutory Compliance.</li> <li>17. Record control.</li> <li>18. Payroll accounting.</li> <li>19. Overall Control of the Electronics Data Processing, ERP &amp; PCS.</li> </ol>

	<p>20.Board Member in the Kutch Railway Corporation Ltd. a SPV of the Railways, representing Deendayal Port Trust.</p> <p>21.Member of the Land Allotment Committee of the Port and takes care of the financial aspects in allotment of land, lease renewals, leave &amp; license, auctions of land, new development proposals etc.</p> <p>22.Member of the Tender Committee(s) of various Departments for Financial Control.</p> <p>23.Monitoring and Compliance of ISO and ISO audit reports.</p> <p>24.Establishment matters of Finance Department.</p> <p>25.Liaisoning with IPA, Ministry of Shipping, Govt. of Gujarat, Banks, Financial Institutions, CAG and Resident Audit Officers.</p> <p>26.Consolidation of Parliament Questions &amp; prompt replies thereof.</p> <p>27.Implementation of Transparency Plan for the Finance Department and ensuring compliance for works related matters of the Port.</p> <p>28.Monitoring the Citizen Charter benchmarks of Finance Department.</p> <p>29.Co-ordinating the Legal / Arbitration matters and providing prudent Financial inputs for the cases.</p> <p>30.Monitoring implementation of Hindi language in Finance Department.</p>
Job specification & attributes	<p>1. <u>Educational Qualifications</u> Chartered Accountant or Cost Accountant</p> <p>2. <u>Experience</u> Fifteen years in the executive cadre.</p> <p>3. <u>Skills</u> (i) Leadership skills to control and motivate people (ii) Financial skills for decision making (iii) General Management skills (iv) Monitoring data handling. data aggregation etc.</p>
Resource requirement	<p>1. Qualified Officers ( Chartered Accountants/Cost Accountants) to take care various Sections for day to day works</p> <p>2. Semi qualified Officers and Support staff</p> <p>3. Computers, Software to capture all financial data</p> <p>4. External Advisors/ consultants to advise in specific areas</p> <p>5. ERP</p>
Measureable outcome	<p>1. Income – Operating/ Non-operating</p> <p>2. Expenditure management- cost savings</p> <p>3. Surplus</p> <p>4. Statutory compliances – compliance dates for various returns, tax payments etc</p> <p>5. Realization of dues for services.</p>
Date of review	Once in 5 years

**Name** : **A. KRISHNAN**  
**Designation** : **SR. DY. CHIEF ACCOUNTS OFFICER**  
**Section** : **FINANCE**  
**Department** : **FINANCE**

Title of the Job	<b>SR. DY. CHIEF ACCOUNTS OFFICER</b>
Objectives	<ol style="list-style-type: none"> <li>1. Providing financial advice to the Management</li> <li>2. Control and Monitoring of Establishment Section of Finance Dept.</li> <li>3. Ensure timely employee and pensioner related payment.</li> <li>4. Ensure proper application of rule and regulations related to employees &amp; Pensioners.</li> <li>5. Ensure all services are properly priced and revenue are collected</li> <li>6. Ensure public funds are utilized for the benefit of the port and to meet the ports objective</li> <li>7. Monitoring better utilization of all resources</li> </ol>
Role and Responsibilities	<ol style="list-style-type: none"> <li>1. Evaluation and financial vetting of various types of proposals.</li> <li>2. Formulation and Financial analysis/feasibility of various costing/ revenue proposals.</li> <li>3. Process for approval of management all proposals relating to establishment, personal and administrative matters.</li> <li>4. Monitoring of Vendor / Employee / Pensioners related payments.</li> <li>5. Monitoring of statutory compliances like Income tax, TDS, GST, etc.</li> <li>6. Attending Tender Committee / Pre Bid meetings.</li> <li>7. Preparation of Rate Fixation Proposals of Port Scale of Rates and PPP projects to be submitted to TAMP.</li> <li>8. To control, supervise and superintend the functions of receipts, payments, disbursement, execution and planning of all financial functions of the port.</li> <li>9. Overall supervision and control of sections of the Finance Department.</li> <li>10. Vetting of land related proposals.</li> <li>11. Writing of Annual Confidential Reports in respect of all the staff members under his control and put up to Deputy Chief Accounts Officer/Financial Adviser &amp; Chief Accounts Officer.</li> </ol>

Job specification & attributes	<ol style="list-style-type: none"> <li>1. <u>Educational Qualifications</u> Chartered Accountant or Cost Accountant</li> <li>2. <u>Experience</u> Twelve years in the executive cadre.</li> <li>3. <u>Skills</u> <ol style="list-style-type: none"> <li>(i) Leadership skills to control and motivate people</li> <li>(ii) Financial skills for decision making</li> <li>(iii) General Management skills</li> <li>(iv) Monitoring data handling, data aggregation etc.</li> </ol> </li> </ol>
Resource requirement	<ol style="list-style-type: none"> <li>1. Qualified Officers ( Chartered Accountants/Cost Accountants) to take care various Sections for day to day works</li> <li>2. Semi qualified Officers and Support staff</li> <li>3. Computers, Software to capture all financial data</li> <li>4. External Advisors/ consultants to advise in specific areas</li> </ol>
Measureable outcome	<ol style="list-style-type: none"> <li>6. Income – Operating/Non-operating</li> <li>7. Expenditure management- cost savings</li> <li>8. Surplus</li> <li>9. Statutory compliances – compliance dates for various returns, tax payments etc</li> <li>10. Realization of dues for services.</li> </ol>
Date of review	Once in 5 years

**NAME** : **DILIP SHAHNI**  
**DESIGNATION** : **ASSISTANT ACCOUNTS OFFICER (GR-I)**  
**SECTION** : **BOOK- KEEPING**  
**DEPARTMENT** : **FINANCE**

<b>TITLE OF THE JOB</b>	Assistant Accounts Officer
<b>OBJECTIVES</b>	Overall monitoring of Books of Accounts
	Providing periodic Statement of Accounts to the management.
	Ensure correctness of data entry for finalization of accounts.
	* Preparation of the monthly financial performance report of the port for management and Ministry.
	* Preparation of Monthly Plan and Non-Plan Schemes expenditure reports for Ministry and Indian Ports Association (IPA).
	* Preparation of Annual Budget Estimates and Revised Estimates of the Port.
	*Preparation of annual accounts, statement of income and expenditure with schedules and sub-schedules and balance sheet of the port on annual closure of accounts.
	*Preparation of notes for seeking approval of the competent authority on different subjects pertaining to books of Accounts.
	*Preparation of various statements for reporting to the ministry/ management /IPA as and when called for, pertaining to Budget/ Accounts of the Year.
	*Review, scrutiny, rectification and reconciliation of general ledgers, vendors' ledger and customers' ledger at regular intervals.
<b>ROLES &amp; RESPONSIBILITIES</b>	
<b>JOB SPECIFICATION &amp; ATTRIBUTES</b>	1. <u>Essential</u> : Degree from a recognized University
	2. <u>Desirable</u> : Chartered Accountant
	3. Experience : Two years
	4. Skills (i) General Management skills & (ii) Analytic skills
	(iii)Technical skills related to ERP for report generation for data compilation
<b>RESOURCE REQUIREMENT</b>	Manpower, finance, access to latest updation in taxation company laws and accounting
<b>MEASURABLE OUTCOME</b>	*Annual accounts of the port
	* Budget estimates and revised budget estimates of the port
	*Monthly plan and non-plan schemes expenditure reports of the port
<b>DATE OF REVIEW</b>	Once in 5 years

**Name** : Gopal Sharma  
**Designation** : Assistant Accounts Officer  
**Section** : Cash  
**Department** : Finance

Title of the Job	<b>ASST. ACCOUNTS OFFICER.</b>
Objectives	Ensure proper utilization of Port's fund Preparation of Reconciliation statement
Role and Responsibilities	<ol style="list-style-type: none"> <li>1. Prepare Fund position statement daily.</li> <li>2. Typing letters to banks to transfer the funds from Reports generated of the previous days.</li> <li>3. Entries' to be posted as per the transfer of funds.</li> <li>4. Overall checking of Salary disbursement.</li> <li>5. Reconciliations of Bank accounts on day today basis.</li> <li>6. Payment advice and UTR nos to be given as per the requirement from various departments, customers and vendors of Port.</li> <li>7. Monitoring of General funds.</li> <li>8. Investment – Maturity and Re-investment of funds</li> <li>9. Finalization of day books at 31<sup>st</sup> March. Letters have to be Sent to banks to collect following information.               <ol style="list-style-type: none"> <li>a. Closing balance Certificate from Banks where DPT have A/c</li> <li>b. Interest Certificates to be collected as on 31<sup>st</sup> March.</li> <li>c. Entering Accrued interest in excel Statement.</li> </ol> </li> <li>10. Attending to the enquiries from Port employee's regarding payment advice etc.</li> <li>11. Any other work assigned by higher authority/Superior from time to time.</li> <li>12. Tax Planning and Tax Administration.</li> </ol>
Job specification & attributes	<ol style="list-style-type: none"> <li>1. Educational Qualifications : Degree from recognized University Preferably Commerce Relaxable : 25 yrs. of service in Port out of which 5 yrs. continuous Service in the Cash Section.</li> <li>2. Experience : 10 yrs. in handling cash</li> <li>3. Skills :               <ol style="list-style-type: none"> <li>(i) General Management skills.</li> <li>(ii) Analytic skills</li> <li>(iii) Communication skills</li> </ol> </li> </ol>
Resource requirement	
Measureable outcome	
Date of review	Once in 5 years



**Name of the Officer** : **Hitesh Thakkar**  
**Designation** : **Sr. Accounts Officer**  
**Section** : **Pension & Fund Section**  
**Department** : **Finance**

Title of the Job	<b>Sr. Accounts Officer</b>
Objectives	<ul style="list-style-type: none"> <li>Control and Monitoring of Provident Fund and Pension Section</li> <li>1. Evaluation of proposal and making Payments to Pensioners and Final Payment of Provident Fund to retirees.</li> <li>2. Authorization of Pay Orders prepared and parked by subordinate staff pertaining to Pension, Gratuity and Provident Fund.</li> <li>3. Verification of files received from all departments for final settlement of Pension and Provident Fund</li> <li>4. Verification of statement of calculation of pensioner benefits including basic pension, commutation, gratuity, reduced/family pension.</li> <li>5. Sending PFRDA data along with the employees and Board's Contribution under New Pension Scheme.</li> <li>7. Put up a proposal to Board to fix interest on General Provident Fund for crediting interest to GPF Subscribers.</li> <li>8. Supervising consolidation/renewal of pension as per wage settlements.</li> </ul>
Role and Responsibilities	<ul style="list-style-type: none"> <li>Assist FA &amp; CAO/Dy. FA &amp; CAO in discharge of their duties</li> <li>Supervise various sections viz. Cash, Pension, PF, Central, W/A, Inspection, HBA, Form-48, CDC, GSLI, Accounts (As applicable /allotted)</li> <li>Attend other assignments given by FA &amp; CAO/Dy. FA &amp; CAO</li> </ul>
Job specification & attributes	<ol style="list-style-type: none"> <li><u>Educational Qualification:</u> Member of Institute of Chartered Accountants of India or Institute of Cost and Works Accountants of India</li> <li><u>Experience:</u> 5 years' experience in executive cadre</li> <li><u>Skills:</u> <ol style="list-style-type: none"> <li>Approachable, amicable, adaptive, having skill to manage &amp; motivate people</li> <li>Effective communication and presentation skills</li> <li>Command over SAP and Microsoft Excel</li> <li>Command over accounting and cost management concepts</li> <li>Good analytical skills</li> </ol> </li> </ol>
Resource requirement	Manpower, SAP software, Good connectivity, Rules and Regulations

Measureable outcome	<ol style="list-style-type: none"> <li>1. Accurate and timely Payment of Provident Fund and Pension dues</li> <li>2. Timely compliance of statutory works</li> <li>3. Completion of other allocated works in time</li> </ol>
Date of review	Once in 5 years.

**Name of the Officer :** NITA H HARANI  
**Designation :** Assistant Accounts Officer (COST) & (CENTRAL)  
**Section :** Cost Section & Central Section  
**Department :** Finance

Title of the Job	<b>Assistant Accounts Officer(Cost)</b>
Objectives	<ul style="list-style-type: none"> <li>- Revision of Scale of Rates</li> <li>- Income and Capital Budgeting</li> <li>- Costing</li> <li>- Assisting Capital expenditure decision making process.</li> <li>- Monitoring plan expenditure capital and submission of monthly reports.</li> <li>- Submission of RFD reports.</li> <li>- Scrutiny of PPP Proposals and fixation of Upfront Tariff.</li> <li>- Overall monitoring of Booking and Costing Section.</li> <li>- Correspondence related to Land matter.</li> <li>- Prompt reply to the parliament questions by compiling and co-coordinating with all the Departments.</li> <li>- The administrative of finance dept. salaries &amp; wages, all personal claims of employees of finance Deptt. &amp; work bills of finance deptts are processed.</li> <li>- To maintain personal files &amp; service books of employees of finance Deptt.</li> </ul>
Role and Responsibilities	<ul style="list-style-type: none"> <li>- Preparation of proposal for General Revision of Scale of Rates and correspondence thereof with TAMP/Division/Department.</li> <li>- Scrutinizing of revision proposal of land and correspondence thereof.</li> <li>- Scrutinizing of PPP Projects including RFQ, Feasibility Report, SFC Memo, PPPAC Memo etc.</li> <li>- Scrutinizing of proposal for fixation of upfront tariff/Reference tariff for various PPP Projects.</li> <li>- Scrutinizing of Standing Committee Notes.</li> <li>- Preparation of Plan Non-plan Budget, Income Budget.</li> <li>- Preparation of Cost Statement and Economic Viability statement.</li> <li>- Monthly Returns to Ministry.</li> <li>- Scrutinizing of proposals in respect of land matters, including Board notes.</li> <li>- General Correspondence regarding issue related to all PPP BOT and Captive Projects (Essar, CFS, Container Terminal, IOCL, IFFCO, PVKL, KRCL, Bagging Plant</li> </ul>

	<p>weighbridges etc. M/s RAS (13<sup>th</sup> CB), M/s JRE (15<sup>th</sup> CB), 14<sup>th</sup> &amp; 16<sup>th</sup> Cargo Berths, APEDA).</p> <ul style="list-style-type: none"> <li>- Cost/Benefit analysis and other works as entrusted by FA &amp; CAO and Sr.Dy.CAO.</li> <li>- Preparation of Result Framework Document and report to Ministry.</li> <li>- Consolidation/reply of Parliament starred/unstarred Question.</li> <li>- Correspondence relating to ISO 9000:2001.</li> <li>- The administrative of finance dept. salaries &amp; wages, all personal claims of employees of finance Deptt. &amp; work bills of finance deptts are processed.</li> </ul> <p>To maintain personal files &amp; service books of employees of finance Deptt.</p>
Job specification & attributes	<p>1. <u>Education Qualification</u>:</p> <p>Degree from a recognized University and ICWA- Inter.</p> <p>2. <u>Experience</u></p> <p>05 years experience as Cost Analyst.</p> <p>3. <u>Skills</u>:</p> <ul style="list-style-type: none"> <li>- General management Skills.</li> <li>- Analytic Skills.</li> <li>- Costing Skills.</li> <li>- Application of Rules/Regulations related to Tariff Guidelines, Land Policy guidelines etc.</li> </ul>
Resource requirement	<ul style="list-style-type: none"> <li>- Cost Analyst (ICWA- Inter).</li> <li>- Section Head &amp; other Man Power, access to latest updation in Tariff Guidelines, Land Policy Guidelines, Guidelines related to capital works etc.</li> </ul>
Measureable outcome	<ul style="list-style-type: none"> <li>• Scale of Rates of the Port.</li> <li>• Cost Statements of various Activities.</li> <li>• Upfront of tariff of PPP Projects.</li> <li>• Allotment of Land.</li> </ul>

	<ul style="list-style-type: none"> <li>• Budget estimates and revised budget. estimate of Income and a Capital Works.</li> <li>• RFD Targets.</li> <li>• Monthly Plan Scheme expenditure reports of the port.</li> <li>• Reply of Parliament starred/unstarred Questions</li> <li>• Timely payment of salary &amp; wages &amp; all personal claims of employees of finance deptt.</li> </ul>
Date of review	Once in 5 years.

**Name of the Officer** : **Nagendra N Sharma**  
**Designation** : **Accounts Officer-Gr.I**  
**Section** : **OOT - Finance**  
**Department** : **Finance**

Title of the Job	Accounts Officer Gr.I
Objectives	<p>(i)Control and Monitoring of this OOT Finance Section.</p> <p>(ii)Motivating and guiding the staff so as to enable them to discharge their duties efficiently, effectively and sincerely in a time bound manner.</p> <p>(iii) Ensure proper application of rule and regulations in dealing with files, bills etc.</p> <p>(iv) Ensure timely processing of all the files, vouchers including payment to employees as well as contractors etc.</p>
Role and Responsibilities	<p>Finance Section at OOT, Vadinar covers all the section of Finance Department viz., Works Audit, Pay, Fund, Pension, Form – 48, HBA, Insurance, Accounts, Shipping/Traffic Revenue, Cash etc.</p> <p><b><u>Accounts Section</u></b></p> <ul style="list-style-type: none"> <li>• Confirmation of ledger and correction of error list received from DD(EDP)</li> <li>• Reconciliation of Bank Accounts. (Monthly basis)</li> <li>• Reconciliation of liabilities head such as Traffic Deposits, GST, Income Tax etc. (monthly basis)</li> <li>• Audit matters.</li> <li>• Works related to closing of Accounts.</li> <li>• Compilation of OOT Deptt. Budget.</li> <li>• Keeping TDS Register in respect of receipts.</li> <li>• Transfer of Provident Fund Liability to DPT PF Accounts periodically.</li> <li>• Sale accounts &amp; issue of receipts.</li> <li>• Cash book &amp; processing data for Annual Accounts.</li> <li>• Receipts issued of misc. payment received from Traffic section</li> </ul> <p><b><u>SHIPPING (Traffic Revenue) Section</u></b></p> <ul style="list-style-type: none"> <li>• Deposit payments to banks and issue of receipts.</li> <li>• Issue of shipping bills on the basis of billing reports.</li> <li>• Keeping Party Ledger, TDS, TEO, Deposit etc registers.</li> <li>• Monthly GST for payment latest by 18<sup>th</sup> of every month.</li> <li>• GST/Service tax audit matters.</li> <li>• Legal matter related to Tax.</li> <li>• Keeping record of foreign receipts &amp; income for availing Duty credit certificate.</li> <li>• Shipping related other matters.</li> <li>• Processing refund claims.</li> <li>• Reconciliation of TDS and furnishing details thereof along with TDS Certificate periodically.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reconciliation of Traffic Deposits, Cenvat, traffic revenue (monthly basis).</li> <li>• Issue monthly balance certificate to Shipping agents.</li> </ul> <p><b><u>FORM - 48, HBA/Insurance Section</u></b></p> <ul style="list-style-type: none"> <li>• Billing of F-48 (Bills to be issued Monthly basis) and report on outstanding dues.</li> <li>• Outstanding dues monthly statement</li> <li>• Bill issue of Temp. Quarters.</li> <li>• Water charges billing of private parties.</li> <li>• Preparation of Bank challans of private due payment</li> <li>• Passing of Retirement dues bill (INS., Mementos etc).</li> <li>• Forwarding Of monthly schedule (PF, NPS, HBA, Etc.) latest by 7th of every month.</li> <li>• Payment to LIC (Premium recovered from salary) every month.</li> <li>• Passing of bills of visiting specialist of Health Centre.</li> <li>• I. Tax on salary of account staff periodically.</li> <li>• Passing of all medical bills.</li> <li>• Monthly online punching of electricity unit of all employees.</li> </ul> <p><b><u>Pay Section</u></b></p> <ul style="list-style-type: none"> <li>• Passing of all establishments bills.</li> <li>• Passing of Contract Pilots Bills.</li> <li>• Examining demand for running the School (half yearly).</li> <li>• Computing share of IOC in running of Health Centre (annually).</li> <li>• Keeping the TDS and other registers.</li> <li>• Payment of monthly TDS, P. Tax of employees latest by 4th of every month.</li> <li>• Payment of Monthly Club fees, Society dues, Officer Association fees latest by 4th of every month.</li> <li>• Passing of telephone bills.</li> <li>• Passing all salary bills.</li> <li>• GPF and Encashment bills of Employees.</li> <li>• Issue of authority letter of Scooter/car/computer advances and passing the bills</li> <li>• Keeping Salary Deduction Register.</li> <li>• Processing of salary data online.</li> <li>• Look after all establishment matter of accounts staff.</li> </ul> <p><b><u>Fund/Pension Section</u></b></p> <ul style="list-style-type: none"> <li>• Final GPF bills of Retirement employees.</li> <li>• Final GPF withdrawal and advance of employees.</li> <li>• Monthly subscription of fund and advance recovery of employees.</li> <li>• Forwarding Of monthly schedule (PF, NPS, HBA, Etc) latest by 7th of every month.</li> <li>• Examining of pension cases and forwarding of the same to Pension section.</li> </ul> <p><b><u>Works Audit Section</u></b></p> <ul style="list-style-type: none"> <li>• Supervision of timely processing of the Income Tax details for its timely payment to concerned</li> </ul>
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	<p>authorities.</p> <ul style="list-style-type: none"> <li>• Supervision of timely processing of Service Tax details for its timely payment to the concerned authorities.</li> <li>• Processing of bills of various Division for payment pertaining to works and works contract.</li> <li>• Processing of various Imprest bills for recoupment, temporary advance and their subsequent adjustments.</li> <li>• Processing of various bill pertaining to Stores viz., Supply order etc.</li> <li>• Processing of bill pertaining to consultants towards their retainer ship including their TA/DA bills.</li> <li>• Processing the proposals of Extra item and Variations in the contract for concurrence.</li> <li>• Processing of replies to Audit Para, Notes apart from perusing the replies from various Division wherever required.</li> <li>• Processing the proposals from the Stores for concurrence of Estimate, Draft Supply Order etc.</li> <li>• Processing of all the Estimate and DTP proposals of various Divisions pertaining of Works Contract.</li> <li>• Processing of the proposals of Quotation works of all the Divisions pertaining to Works Contract.</li> <li>• Processing of the Board Notes proposals as received from various Divisions.</li> <li>• Attending to opening of Tenders for various works pertaining to Civil and Mechanical engineering.</li> <li>• Attending to Tender Committee Meeting for scrutiny of the Technical as well as Financial bids as received from the bidders and recommendation of the Committee.</li> </ul> <p>* Attending to any assignment entrusted by the superior authorities.</p>
Job specification & attributes	<p>4. Educational Qualification: Essential: Degree in Commerce from Recognized University. Desirable: Cost Accountant/ Chartered Accountant</p> <p>5. Experience: 2 Years' Experience</p> <p>6. Skills: (i) General Management skills. (ii) Analytic skills (iii) Motivating employees (iv) Communication skills</p>
Resource requirement	Manpower, Finance, FR/SR, CPWD Manual, Rules & Regulation pertaining to Establishment, Works, Updation to various Tax laws etc.
Measureable outcome	<p>*Annual accounts of the Port</p> <p>* Budget estimates and Revised budget estimates of the</p>



	port *Scale of rates of the Port *Monthly plan and non-plan schemes expenditure reports of the Port
Date of review	Once in 5 years.

**Name** : **R.V. Rajwani**  
**Designation** : **DY. CHIEF ACCOUNTS OFFICER**  
**Section** : **FINANCE**  
**Department** : **FINANCE**

Title of the Job	<b>DY. CHIEF ACCOUNTS OFFICER</b>
Objectives	<ul style="list-style-type: none"> <li>• Providing financial advice to the FA&amp;CAO.</li> <li>• Keeping Books of Accounts and Budgetary control.</li> <li>• Ensure proper application of rules and regulations related to Finance.</li> <li>• Ensure public funds are utilized for the benefit of the port and to meet the ports objective.</li> <li>• Monitoring Cash Management &amp; investment thereof.</li> </ul>
Role and Responsibilities	<ul style="list-style-type: none"> <li>• Evaluation and financial vetting of various types of administrative proposals.</li> <li>• Finalisation of Accounts &amp; preparation of Port Budget.</li> <li>• Monitoring of investment and treasury operations and management of different funds / cash balances of the Port.</li> <li>• Monitoring of statutory compliances like Income tax, TDS, GST, etc.</li> <li>• Attending Tender Committee / Pre Bid meetings.</li> <li>• Implementation of SAP/ERP.</li> <li>• Formulation of replies to Audit and Ministry queries.</li> <li>• Monitoring the timely remittance of recoveries effected every month from payrolls to government agencies, Co-operative Societies, Court attachments etc.</li> <li>• Writing of Annual Confidential Reports in respect of all the staff members under his control and put up to Financial Adviser &amp; Chief Accounts Officer.</li> <li>• All other related correspondence work and other work assigned by FA &amp; CAO from time to time.</li> </ul>
Job specification & attributes	<ol style="list-style-type: none"> <li>1. <u>Essential</u> Degree of a recognized University</li> <li>2. <u>Desirable</u> Chartered Accountant or Cost Accountant</li> <li>3. <u>Experience</u> Nine years in the executive cadre.</li> <li>4. <u>Skills</u> <ol style="list-style-type: none"> <li>(i) Application of Rules/Regulations related to Finance.</li> <li>(ii) Human Resource Management skills.</li> <li>(iii) General Management skills.</li> </ol> </li> </ol>

Resource requirement	<ol style="list-style-type: none"> <li>1. Qualified Officers ( Chartered Accountants/Cost Accountants) to take care various Sections for day to day works.</li> <li>2. Semi qualified Officers and Support staff</li> <li>3. Computers, Software to capture all financial data</li> <li>4. External Advisors/ consultants to advise in specific areas</li> </ol>
Measureable outcome	<ol style="list-style-type: none"> <li>1. Effective investment and higher returns thereof.</li> <li>2. Expenditure management- cost savings</li> <li>3. Statutory compliances – compliance dates for various returns, tax payments etc.</li> </ol>
Date of review	Once in 5 years

**Name : C. Sai S. Sastry**

**Designation : Assistant Director Research**

**Section : Statistical**

**Department : Finance Dept.** ( However presently the said incumbent of the post and the subordinate staff - all are working under Traffic Dept. for administrative convenience)

Title of the Job	<b>Assistant Director Research</b>
Objectives	<ul style="list-style-type: none"><li>• Provide statistical data to the Organization, to the extent possible and feasible based on data being captured.</li><li>• Ensure correctness of data entry of such statistical information &amp; that being finally reported.</li><li>• Smooth functioning of the section and support to other departments of the port.</li></ul>
Role and Responsibilities	<ul style="list-style-type: none"><li>• Monitoring of the work of compilation of daily, monthly &amp; yearly cargo traffic being sent to IPA, Ministry, Chairman, Other Departments of the port, Other Government &amp; private agencies.</li><li>• Monitoring of the work of compilation of monthly &amp; yearly Efficiency parameters viz. Pre berthing detention, turn around time, per berthday output etc., based on cargo traffic, being sent to IPA, Ministry, Chairman, Other Departments of the port, Other Government &amp; private agencies.</li><li>• Monitoring of the work of compilation of monthly traffic and Efficiency parameters and other figures for PMO infra targets, Progress report of DPT for review as per Goa meeting format, to Shipping section of Traffic Dept., for sending to Ministry through Secretary – DPT.</li><li>• Monitoring of the work of compilation of RFD targets and actual for various parameters like volume of cargo, per berthday output – Overall, edible &amp; chemicals, Coal conventional, turn around time, coastal cargo, transshipment of containers, crane moves per hour (for containers), discharge rate of crude oil (vadinar) to Cost section of DPT.</li><li>• Monitoring of the work of compilation of TRT reduction – update, action taken on recommendations. and action plan to IPA every month to IPA.</li><li>• Monitoring of the work of compilation of information for sending to Niti Ayog, every month to IPA.</li><li>• Monitoring of the work of compilation of Port's rated capacity, as &amp; when required by Ministry/IPA.</li><li>• Monitoring of the work of compilation of Monthly</li></ul>

	<p>D.O. letter to Ministry, through Secretary - DPT.</p> <ul style="list-style-type: none"> <li>• Monitoring of receipt of Rail traffic handled at Port – cargo wise, separately for imports, exports and Tuna from Railway office at Gandhidham, every month.</li> <li>• Monitoring of receipt of monthly Dwell time information being received from ATM-S office (Traffic Dept.).</li> <li>• Monitoring of the work of compilation of Rank wise position of Major ports in traffic handling &amp; Port performance for Board Item, for Chairman's office, every month.</li> <li>• Monitoring of the yearly work of compilation of Budget estimates &amp; revised budget estimates limited to code wise income directly related to cargo handling for Cost section of Finance Dept. of DPT.</li> <li>• Monitoring of the yearly work of compilation of Ministry's yearly publication Basic Port Statistics for TRW wing in Ministry.</li> <li>• Monitoring of the yearly work of compilation of IPA'S yearly publication - Major Port's Profile (Yellow Book).</li> <li>• Monitoring of the yearly work of compilation of the Port's Annual Administration Report (traffic Dept. related portion only) to Secretary.</li> <li>• Monitoring of the work of compilation of 6 monthly Biennial publication Port Sector update for TRW wing of Ministry.</li> <li>• Monitoring of the work of collection &amp; compilation of ship card (Master data of ship). Monitoring data being collected from Signal station / HM office &amp; from XINGO (Port's internal software) for Kandla &amp; Vadinar.</li> <li>• Monitoring of the daily work of compilation of various registers : Sailing, stream, actual tonnage, BOT wise / private operators, jetty wise tonnage &amp; occupancy, floating crane / HMC, day to day, POL breakup etc by section staff.</li> <li>• Monitoring timely completion of works related to penalty, addressing Agent &amp; HM DEPT. related queries and correspondence, by section staff on regular basis.</li> <li>• Monitoring timely completion of work related to quarterly information sent to Finance Dept. on traffic etc.</li> <li>• Monitoring timely completion of works related to punching of Master data of ships into the excel worksheet on daily basis by staff.</li> <li>• Monitoring timely completion of all works related to update of Unnati portal on daily / weekly basis.</li> <li>• Monitoring timely completion of all works related</li> </ul>
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	<p>to update of PDMP portal on monthly basis.</p> <ul style="list-style-type: none"> <li>• Monitoring timely update of information on RoRo vessels etc. to Ministry every month.</li> <li>• Monitoring timely completion of works related to punching of information related to Status of open plots, godowns, Weighbridge, shore crane etc (as per format supplied by ATM-S office).</li> <li>• Monitoring timely update of coastal cargo information in Chairman's traffic update (set) &amp; other formats.</li> <li>• Monitoring timely completion of works related to posting of daily traffic (as per operation report) into shipcards, and timely compilation of traffic adjustments for finalizing monthly traffic.</li> <li>• Monitoring timely completion of works related to new arrivals &amp; sailing ships in daily Berthing list.</li> <li>• Monitoring timely completion of work related to receiving, validation and compilation of container statistics from KICT report on monthly basis.</li> <li>• Monitoring timely completion of all works related to issue of certificates to concerned Port Users based on their requests made to The Traffic Manager, after due completion of mandatory formalities, issue of sale account receipt, &amp; payments (made by the concerned Port User) to the Port, regularly.</li> <li>• Monitoring timely completion of all works related to Inward / Outward entries in related register for letters &amp; DAK received &amp; sent by section, regularly.</li> <li>• Monitoring timely completion of all work related to maintaining basic information on arrested vessels at Port , regularly.</li> <li>• Monitoring timely completion of all works related to maintaining information on Phos acid and Ammonia cargo handled by M/s. IFFCO at DPT's oil berths, regularly .</li> <li>• Monitoring timely completion of all works related to filing of vessel related documents in the concerned ship card, as received by the section from CDC &amp; other sources, regularly.</li> </ul>
Job specification & attributes	<ol style="list-style-type: none"> <li>1. Educational qualification : Post Graduate in Statistics.</li> <li>2. Experience : 3 years experience in the post of S.R.O. (Statistical Research Officer).</li> <li>3. Skills : <ol style="list-style-type: none"> <li>a) Leadership skills to control and motivate concerned staff.</li> <li>b) General management skills to get works done in time.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>c) Monitoring skills specific to the demands of the statistical section.</li> <li>d) Analytical skills for data analysis and report generation.</li> <li>e) Communication skills and Basic Internet operations (for communicating messages).</li> </ul>
Resource requirement	<ul style="list-style-type: none"> <li>1. Qualified Officers (Chartered Accountants/Cost Accountants) to take care various Sections for day to day works.</li> <li>2. Semi qualified Officers and Support staff</li> <li>3. Computers, Software to capture all financial data</li> <li>4. External Advisors/ consultants to advise in specific areas</li> </ul>
Measureable outcome	Time bound outputs / results related to the job profile (duties/responsibilities).
Date of review	Preferably once in 2 years (till ERP is fully implemented in the port) & every year post ERP implementation, as duties are likely to increase rapidly then

**Name of the Officer** : **SHIRLEY MATTHEW**  
**Designation** : **DATA PROCESSING OFFICER**  
**Section** : **EDP**  
**Department** : **FINANCE DEPARTMENT**

Title of the Job	<b>DATA PROCESSING OPERATOR</b>
Objectives	<p>7. To ensure that the Port users are implementing the port community system(PCS) and the continuity of the process.</p> <p>8. Revamping of network in the implementation of ERP</p> <p>9. Co-Ordination of hardware /Network Maintenance</p> <p>10. Providing IT support to all the division/departments ensuring that the departments are adopting IT services for the better production.</p> <p>11. Ensure that all the ERP related trainings/meetings are faithfully managed.</p>
Role and Responsibilities	<p>1. Network Surveys involvement of all network activities in the Revamping of the network for the ERP implementation.</p> <p>2. RFID and CCTV related surveys and jobs.</p> <p>3. PCS related jobs- helping the port users to carry out the pcs related jobs and resolving to the problems the port users are facing in the day to day transactions.</p> <p>4. Overseeing the activities of revenue collection, billing, refund etc.</p> <p>5. Routine maintenance.</p> <p>6. Monitoring of repair and maintenance of computer systems and networking at P&amp;C building, Nirman bhavan, Seva Sadan 3, ATM(S), Fire Brigade, Time Office, Workshop, Shramdeep, Old CDC, Hospital, school, Estate Office etc. called out by the service engineers of different vendors.</p> <p>7. Resolving the problems faced by employees, port users, in the day to day transactions.</p> <p>8. Management or assignment of the training program related to PCS and ERP.</p> <p>9. Support to the employees by resolving to the problems/errors occurred by them.</p> <p>10. Reporting directly to Sr. Dy. Director(EDP)</p>
Job specification & attributes	<p>1. <u>Educational Qualifications:</u> MCA/BTECH in computer Engineering/ MSc in computer science or M.S.C. in Mathematics/Statistics/ Operational Research with PG with 1 year experience in a Government/Semi Govt. organization.</p> <p>2. <u>Experience</u> Over 30 years in EDP related works.</p> <p>3. <u>Skills</u> (i) Management qualities. (ii) Oracle9i, developer 2000 .</p>



Resource requirement	6. Conversant with the working of EDP center 7. EDP Setup: Hardware & Network as per the Requirement
Measureable outcome	Carrying out the work assigned to me in the capacity of DPO.
Date of review	Once in 5 years

**Name of the Officer** : **SUNIL K. MAHESHWARI**  
**Designation** : **PA to FA&CAO**  
**Section** : **OFFICE OF THE FA&CAO**  
**Department** : **FINANCE**

Title of the Job	<b>PA TO FA&amp;CAO</b>
Objectives	<ul style="list-style-type: none"> <li>• Providing assistance to FA&amp;CAO in day-to-day activities of Finance Department.</li> </ul>
Role & Responsibilities	<ul style="list-style-type: none"> <li>• Maintaining of important / confidential documents.</li> <li>• Handling of FA&amp;CAO's personal correspondence.</li> <li>• Sending letters/ faxes and emails, including confidential correspondence to various organizations such as Ministry of Shipping, Indian Ports Association, CAG, empaneled Chartered Accountancy Firms etc.</li> <li>• Correspondence relating to Departmental Disciplinary Cases and maintaining confidential files of such cases.</li> <li>• Attending to incoming/outgoing Telephone calls and screening incoming calls before connecting to FA&amp;CAO.</li> <li>• Timely communication of FA&amp;CAO's instructions to the Officers/HoDs.</li> <li>• Preparing minutes of various departmental meetings held by FA&amp;CAO.</li> <li>• Fixing up / canceling of appointments, meetings and drawing up of tour programs including booking of air tickets, accommodation etc. for FA&amp;CAO.</li> <li>• Keeping contact with FA&amp;CAO during his outstation tours for receiving instructions.</li> <li>• Scrutiny of Log Book of Official Vehicle provided to FA&amp;CAO.</li> <li>• Supervision/Maintenance of Accounts of Permanent Imprest sanctioned towards incurring expenditure for entertaining officials during various meetings and visitors who call on FA&amp;CAO for various official purposes.</li> <li>• Supervision of Staff / Management Trainees / ICWAI Trainees attached with the office of FA&amp;CAO.</li> <li>• Liaisoning with all the Supdts. (Accounts) / Divisional Accountants / Cost Analysts working in the Port as per instructions of FA&amp;CAO;</li> <li>• Rendering Stenographic assistance to FA&amp;CAO as and when required.</li> <li>• Keep a track of various meetings to be attended by FA&amp;CAO and collect all the relevant information, files, agenda papers, data etc. well in advance, for reference during the meeting.</li> <li>• Correspondence regarding ACRs of Class III &amp; IV employees and forwarding their ACRs to the office of Secretary, being custodian of ACRs.</li> <li>• Correspondence regarding ACRs of Officers and forwarding their ACRs to the office of Dy. Chairman for onward transmission to Chairman's Office.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintaining file relating to Annual Property Returns of all the Officers of Finance Department.</li> <li>• Carrying out any other duties and responsibilities assigned by FA&amp;CAO, from time to time.</li> </ul>
Job specification & attributes	<ul style="list-style-type: none"> <li>• Graduate with 5 years experience in Stenographic work preferably in dealing with confidential and secret matters or Matriculate with 10 years experience in Stenographic work preferably in dealing with confidential and secret matters.</li> <li>• Shorthand and typewriting speed of 120 w.p.m. and 40 w.p.m. respectively.</li> </ul>
Resource requirement	<ul style="list-style-type: none"> <li>• Soft-skills, Time Management, Computer Application.</li> </ul>
Measureable outcome	<ul style="list-style-type: none"> <li>• Development of Secretarial Skills</li> </ul>
Date of review	<ul style="list-style-type: none"> <li>• Yearly</li> </ul>

**Name of the Officer** : TUSHAR CHAKRABORTY  
**Designation** : ACCOUNTS OFFICER GR.I  
**Section** : PAY & F-48, GSLI, HBA  
**Department** : FINANCE

Title of the Job	<b>Accounts Officer Gr.I</b>
Objectives	(i) Ensure statutory compliances (ii) Ensure timely payment of Salary & Wages, GSLI Subscriptions and claims, other misc. bills including House Building Advance and establishment bills
Role and Responsibilities	(i) Process for approval of competent authority, proposals relating to legal fees of Advocates, Taxi hire, Advertisements, Publicity, Misc. expenses, pay and relevant matters of employees.  (ii) Supervision of Auditing of Salary bills, PLR, Wage revision arrears, overtime claims, various advance bills viz, festival, computer, vehicle, marriage, House building Advance etc.  (iii) Supervision of Scrutiny of Estimates, Tenders other than plan/non-plan works  (iv) Ensure compliance with GST and Income Tax Matters, payment of GST, TDS and filing of returns thereof through Tax Consultants.  (v) Ensure compliance with Internal Audit and RAO observations  (vi) Supervision of timely disposal of bills viz. legal, arbitrators, misc. contingent expenditure, Taxi hire, contractual, part-time employees, Advertisement, Vendors/suppliers bills.  (vii) Supervision of raising of quarter dues bills in respect of private & Government parties other than DPT  (viii) Concurrence of DSOs/Work Orders upto Rs.2.00 lacs  (ix) Ensure timely payment of GSLI Subscriptions and processing of claims thereof.  (x) Any other works assigned by Dy.CAO & FA & CAO
Job specification	7. Educational Qualification:

& attributes	<p><b>Essential:</b> Degree from recognized university Member of Institute of Chartered Accountants of India or of Institute of Cost and Works Accountants of India</p> <p><b>Desirable:</b> Two-year experience in Executive cadre in the field of Finance, Accounting in an Industrial/Commercial/Govt.Undertaking</p>
Resource requirement	<ul style="list-style-type: none"> <li>• Manpower, ERP Software, Rules and Regulations, Finance</li> </ul>
Measureable outcome	<ul style="list-style-type: none"> <li>• Ensure timely payment of Pay Orders</li> <li>• TDS &amp; GST Compliances, filing of Returns and payment thereof</li> <li>• Recommendation of proposals in benefit of Organization.</li> <li>• Compliance with Rules and Regulations of Organization.</li> </ul>
Date of review	Once in 5 years.

**Name : Shri Ajay Gupta,**  
**Designation : Sr. Dy. Director (EDP)**  
**Section : EDP Section**  
**Department : Finance**

Title of the Job	<b>Sr. Dy. Director (EDP)</b>
Objectives	<ul style="list-style-type: none"> <li>• Overall incharge of the EDP section &amp; IT initiatives of the Port and therefore implementation of Digital India Initiatives of Govt, i.e. ERP implementation, RFID, IT Security Related Projects, Government E Market place, PCS 1.x, e-office etc.</li> <li>• Handling of EDP Projects, Business Continuity &amp; Augmentation of Current IT Infrastructure and overall implementation of IT in the Port.</li> </ul>
Role and Responsibilities	<ul style="list-style-type: none"> <li>• Direct reporting to FA&amp;CAO.</li> <li>• Nodal Officer for ERP Project, PCS 1.x &amp; RFID &amp; CCTV Project, GeM e-procurement in the Port.</li> <li>• Overall in-charge for IT Security of the Port.</li> <li>• Maintaining and monitoring of servers, Database.</li> <li>• Monitoring the Server AMC through subordinates — Ensuring system available to internal user &amp; external users for day to day work.</li> <li>• Monitoring the PCS system — Ensuring PCS system available for port users and support port user for PCS work. Co-ordinate with IPA, Port user, Customs and internal users for PCS.</li> <li>• Implementation of Enterprise Business Solutions as per the IPA, New Delhi Directives.</li> <li>• RFID system &amp; CCTV Camera Project to reduce dwell time.</li> <li>• Customs messages - Co-ordinate with IPA, Customs &amp; Agent</li> <li>• DPT Website - Monitoring and maintaining of DPT website (creating new pages, deletion, update, RTI publication and etc).</li> <li>• Developing new application for easy of doing business.</li> <li>• Maintenance of Databases &amp; Servers.</li> <li>• Maintenance of DPT applications &amp; other third party</li> </ul>

	<p>applications.</p> <ul style="list-style-type: none"> <li>• Maintenance of OFC Networks.</li> <li>• Maintenance &amp; subscriptions to Leased Lines Internet &amp; other internet connections.</li> <li>• Developing &amp; maintain the parsers for PCS 1.x Systems to integrate with internal system.</li> <li>• Contracts for outsourcing of P.C.S.</li> <li>• Monitoring Processing of Salary &amp; Wages, Accounts, Piece Rate, Stores related data.</li> <li>• Purchase &amp; Maintenance of Desktops, Laptops, Printers &amp; other peripherals.</li> <li>• Government-e-market related work &amp; purchases &amp; providing training to the all the Departments for use of GeM.</li> <li>• Maintenance of E-mail Servers &amp; email accounts through NIC.</li> <li>• Purchase, Installation &amp; Facility Management of Biometric Attendance System.</li> <li>• I.T.Security Audit, participation for I.T. Security Drills &amp; implementation of recommendations of Meity &amp; CERT-in on time to time basis.</li> <li>• Ensuring Government of India Initiatives are implemented in the Port like E-samiksha, e-do etc.</li> <li>• Capacity building of the organization, through Training in-house &amp; suggesting training through various agencies.</li> <li>• Digitization of Port functioning through e-office and Document Management system.</li> <li>• Framing of IT policy of Port.</li> <li>• Implementation of Cyber Crisis Management Plan to overcome external &amp; internal cyber threats.</li> <li>• Support in e-tendering.</li> </ul>
Job specification & attributes	<p><u>AS per recruitment rules framed by as per RSP guidelines. &amp; attributes</u></p>

Resource requirement	Knowledge of SAP madules, PCS system & Block Chain Technology, requirement Networking, RFID, Block Chain, Databases etc.
Measureable outcome	Implementation of Projects in time. Uptime of Systems. Budgeting and Expenditures on IT as per Budget Allocations, Gol.
Date of review	Once in 5 years.



**Name** : **GANGA K MULCHANDANI**  
**Designation** : **ASSTT. A O.**  
**Section** : **GENERAL ADMINISTRATION**  
**Department** : **GENERAL ADMINISTRATION**

Title of the Job	<b>ASSISTANT ACCOUNTS OFFICER</b>
Objectives	<ul style="list-style-type: none"> <li>• Ensure statutory compliances inconcurrence of works &amp; projects in accordance with CPWD/CVC/Transparency Plan etc.</li> <li>• Timely payment of contractors &amp; suppliers bills</li> </ul>
Role & Responsibilities	<p>General supervision of work and overall incharge of works Audit Section, reporting to Sr. Dy. CAO and FA&amp; CAO.</p> <ul style="list-style-type: none"> <li>• Scrutiny of estimates and tenders of works.</li> <li>• Scrutiny of procurement and proposals.</li> <li>• Attending Tender Committee Meetings</li> <li>• Scrutiny and approval of contractors bills</li> <li>• Attending Tender Committee Meetings.</li> <li>• Scrutiny &amp; approval of contractors bills.</li> <li>• Passing of Contractors &amp; suppliers bills.</li> <li>• Responsible for supervision &amp; maintainance of discipline/Office decorum in section</li> </ul>
Job specification & attributes	<p>Educational Qualification: B.com</p> <p>Experience: 31 years service, which includes 3 years as AAO.</p> <p>Skills: Application of rules &amp; regulations/ orders issued from time to time.</p>
Resource requirement	Manpower(2SAs+staff), CPWD, Works Manual, CVC guidelines and Transparency Plan etc.
Measureable outcome	<ul style="list-style-type: none"> <li>• Ensure timely payments and concurrence of proposals.</li> </ul>
Date of review	Once in a 5 Years

**Name of the Officer** : JIGAR P. THAKKAR  
**Designation** : SR. ACCOUNTS OFFICER  
**Section** : CDC, PAY (KANDLA), CASH (KANDLA)  
**Department** : FINANCE

Title of the Job	<b>SENIOR ACCOUNTS OFFICER</b>
Objectives	<ol style="list-style-type: none"> <li>1. Ensure timely billing &amp; refunds of operational revenues of the port</li> <li>2. Addressing customer queries and dispute resolution</li> <li>3. Ensure timely completion of Statutory Compliances</li> <li>4. Ensure accurate and timely payment emoluments and completed applicable establishment works</li> <li>5. Liaison with other departments viz. Marine, Traffic, CME to take input for billing purpose</li> <li>6. Monitor PPP projects as per duties and responsibilities</li> <li>7. Manage any other projects from time to time</li> </ol>
Role and Responsibilities	<ol style="list-style-type: none"> <li>1. <i>Issuance of invoices for marine revenues of the Port within stipulated time period and payment of refunds</i></li> <li>2. <i>Attend to day to day port users' queries and resolve disputes</i></li> <li>3. <i>Payment of GST on time</i></li> <li>4. <i>Payment of TDS on time</i></li> <li>5. <i>Effective management of receivable</i></li> <li>6. <i>Providing inputs to various internal departments of the port</i></li> <li>7. <i>Preparation of various statements for reporting to the Ministry/ Management /IPA as and when called for</i></li> <li>8. <i>Complete works allotted by Dy. CAO, Sr. Dy. CAO and FA&amp;CAO</i></li> </ol>
Job specification & attributes	<ol style="list-style-type: none"> <li>8. <u>Educational Qualification:</u> Member of Institute of Chartered Accountants of India or Institute of Cost and Works Accountants of India</li> <li>9. <u>Experience:</u> 5 years' experience in executive cadre</li> <li>10. <u>Skills:</u> <ol style="list-style-type: none"> <li>f) Approachable, amicable, adaptive, having skill to manage &amp; motivate people</li> <li>g) Effective communication and presentation skills</li> <li>h) Command over SAP and Microsoft Excel</li> <li>i) Command over accounting and cost management concepts</li> <li>j) Good analytical skills</li> </ol> </li> </ol>
Resource requirement	Manpower, SAP software, Good connectivity, Rules and Regulations

Measureable outcome	<ul style="list-style-type: none"> <li>4. Accurate and timely invoicing to port users and timely issuance of refunds</li> <li>5. Accurate and timely payment of TDS and GST</li> <li>6. Timely compliance of statutory works</li> <li>7. Accurate and timely establishment related payments</li> <li>8. Completion of other allocated works in time</li> </ul>
Date of review	Once in 5 years.

**Name of the Officer** : **K.B. PANDEY**  
**Designation** : **SYSTEM ANALYST/PROGRAMMER**  
**Section** : **EDP**  
**Department** : **FINANCE**

Title of the Job	<b>SYSTEM ANALYST/PROGRAMMER</b>
Objectives	<ul style="list-style-type: none"> <li>• To ensure the processing of Applications(Payroll, Financial Accounting, Store Inventory, Pensioners Payment, as well as salary &amp; sundry Payments etc.)</li> <li>• Providing IT support to the Division/ Departments.Ensuring all the Department connected are adopting IT for better production.</li> <li>• Co-ordination of Hardware maintains.</li> </ul>
Role and Responsibilities	<ul style="list-style-type: none"> <li>• Reporting directly to Sr. Dy. Director(EDP)</li> <li>• Developing of new Programs for new application under the guidance of Sr. Dy. Director(EDP)as and when need arises.</li> <li>• Development of new programs for existing systems as and when need arises like Recoveries of Unions Subscription, Pension, Wage Revision, Income Tax, Service Tax, TDS, Swach Bharat Cess, Kishan Vikas Cess, Recoveries of One Day Salary, Requirements of IPA/Ministry etc.</li> <li>• Modification of the existing programs as per the requirement in the existing application systems from time to time.</li> <li>• Maintenance of following Application System: <ul style="list-style-type: none"> <li>A. Payroll system for KPT employees, shore workers, Cargo Handling Division(erstwhile KDLB).</li> <li>B. Income tax computation system for regular employees.</li> <li>C. Financial Accounting System.</li> <li>D. Stores Accounting System</li> <li>E. PF-Accounting System.</li> <li>F. Pension System.</li> <li>G. Piece Rate Systems for <ul style="list-style-type: none"> <li>a) Shore workers</li> <li>b) Crane Drivers/Mobile Operators.</li> <li>c) Cargo Handling Division(Erstwhile KDLB).</li> </ul> </li> <li>H. Leave Encasement System</li> </ul> </li> <li>• Job Scheduling of all the above system and processing of Reports as per the schedule.</li> <li>• Routine Maintenance/ Backup of Databases.</li> <li>• Monitoring of Repair &amp; Maintenance of Computer System at AOB, CMO's Office, Gopalpuri &amp; Estate Office Gopalpuri, carried out by the Service Engineers of different vendors. Computer Systems, Printers etc.being shifted from different divisions of Kandla to AOB, Gandhidham from the Users/ Divisions at Kandla.</li> </ul>

Job specification & attributes	<p>11. <u>Educational Qualification:</u> Degree in Computer Engineering/ Computer Science from a regonized University/Institution, Or Degree in Maths/Statistics/Operational Research/Economics with Post Graduate Diploma in Computer Application/Computer Science/IT from recognized University/Institution. Or Degree in Engineering with Post Graduate Diploma in Computer Application/Computer Science/IT from a recognized University/Institution.</p> <p>12. <u>Experience:</u> Over 20 Years as in IT.</p> <p>13. <u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Programming skills</li> <li>• Implementation skills for different Application Modules like HRM, Finance etc.</li> </ul>
Resource requirement	EDP Setup: Software & Hardware as per the requirement. Knowledge of SAP/ERP.
Measureable outcome	Ensure the optimized allocation of resources available to get output as per the schedule
Date of review	Once in 5 years.