USER REQUIREMENT MODULES
KERALA STATE WAREHOUSING CORPORATION

I GENERAL ADMINISTRATION AND ESTABLISHMENT -MODULE

I (a) **ADMINISTRATION**

1. Appointments

   a.Permanent (through PSC)

   b.Temporary

2. Training

   a.Internal

   b.External

   c.Internship

3. Legal Correspondence

4. Legal Payments

5. Disciplinary Actions

6. Despatch Section

7. Front Office Management

8. Night Duty arrangements at Head Office

9. General Payments

10. Correspondence

   a. Government

   b. RTI

   c. LA

   d. Board Agenda

   e. Others

11. Legal Payments and other payments relating to the Administration Section

I(B) Establishment Section

1. Employee details – Address – Present Permanent –Service details

2. Attendance – Bio metric punching should be linked with pay roll.

3. Pay Roll - DA Revision / Pay Revision – Calculation and Fixation

4. Probation / Increment / Promotion /Deputation (in and out)/ Suspension/Dismissal/ Resignation/Termination/ Superannuation

5. Leave Management (All leave, SLA, TSLA)

6. Provident Fund

7. Transfer and Posting

8. Gratuity

9. Allowances and Advances (SFA,FA,CA,Other advances and allowances approved by Corporation from time to time)

10. Income Tax (TDS Calculation,/TDS deduction/ Statements/ Deduction entries for IT calculation)

11.Salary Reports

☐ View mode for all employees for their salary/Scale of Pay/ Office
         addresses/Leave/PF/service details

☐ View mode of Act/Rules/ Regulations/Circulars/ Directions

I(C) MD's Office

1. Receiving of mails from Govt, various centres and other offices for which direct attention of MD is required.

2. Transmission of mails to various sections

3. Communication to various centres and all departments of HO.

4. Communication with Govt. secretariate and other offices

5. Communications with Board of Directors & conduct of Board/EC Meetings

6. Collection of agenda notes and transmission of Minutes

7. Communication with regard to release of advertisements and payments

8. Communication regarding maintenance,Insurance, trips, payment of fuel charges, payment/TA of Drivers etc., of Dept. vehicles.

9. Complaints through cmo portal

10. RTI applications

11. Advance/ payments/TA bill

I(D) Chairman's office

1. Correspondence with Government.
2. Appeals to Chairman.

I(E)   **Liaison Office**

1. Receiving of mails and letters from Head Office and other Offices

2. Onward transmission of mails and letters to concerned departments and other organisations.

3. Interaction with concerned departments/ Persons – In connection with assignments and activities.

4. Inter office Communications – Communication with the Parent Department and other departments in the Government Secretariat, Agriculture Directorate, Land Commissionarate, other departments and with our Head Office.

5. Arranging and attending for meetings as per instruction from the Head Office.

6. Enquiring and follow up of file status.

7. Reporting Status to Head Office and despatch of mails (online and direct)

8. Follow up of assignments as per instruction of HOD's from Head Office.

9. Arranging accommodation to The Managing Director and The Chairman on different Government Guesthouses.

10. Submission of invoices and Statements as per the instruction from Head Office.

11. Follow up and Collection of Pending Bills from Government Sectors like KMSCL, KSBC etc.

12. Maintaining files and records

II   FINANCE (ACCOUNTS,AUDIT,PENSION)-(Module)

II (A) Accounts

     User requirement is prepared on the presumption that the existing Tally System will be integrated to the newly proposed ERP software.

1. Existing Tally data integration (from FY 2007-08) to the proposed ERP software under the consultation of Tally software experts.

2. Require Pre-migration audit and Post-migration audit, as per the existing norms.

3. The system shall provide facility to login into the system with username and password with change password facility. The system shall have the facility to allow the user only to do the tasks assigned to them.

4. The system shall provide facility to integrate the transactions (especially bills) of Warehouses, CFS and Zonal Offices and which is to be reflected in the Tally Accounts at once.

5. System shall provide facility to file online Tax Return.

6. The system shall provide facility to enter Cash Receipts, Remittance Slip(Contra bank entries) of Bank and Bills.

7. The system shall provide facility to enter all types of payments (Salary & Allowances, Payment to Contractors, Recoupment of imprest statement from Zonal offices and Handling advance to CFS etc) as per pass orders prepared and approved by concerned section/officers.

8. The system shall provide facility for bank reconciliation.

9. The system shall provide facility to close the account on a daily basis. Once closed, modification shall not be allowed without permission. Especially in the case of GST billing , if any further correction is required , that will be made through Debit notes / Credit notes as the case may be.

10. System shall provide facility to generate reports on Capital Work in Progress.

11. System shall provide facility to generate reports on Completed Works.

12. System shall provide facility to generate reports on repairs and Maintenance of Buildings and others.

13. The system shall provide facility to calculate Depreciation.

14. The system shall provide facility for Sundry Debtors Reconciliation.

15. The system shall provide facility to view GST details collected in centres , GST input to be set off against the collection.

16. The system shall provide facility to view GST details paid in centres and in HO.

17. It is crucial that when a bill is entered into the warehouse systems, reports should be generated in various categories which will ensure smooth filing of GST return.

a. Business-to-Business (B2B)- Bill with GST registration and taxable service

b. Business-to-Customer (B2C)- Bill without GST registration and taxable service

c. Exempted Transactions- Bill with GST registration and non taxable service

d. Exempted Transactions- Bill without GST registration and non taxable service.

18. The system shall provide facility to view TDS deducted in centres and Zonal Offices and in HO.

19. The system shall provide facility to view imprest and recoupment made in Zonal Offices.

20. The system shall provide facility to enter/view/transfer stock of Stationery items.

21. The system shall provide facility to enter/view stock of furniture and equipments.

22. The system shall provide facility for the stock transfer of furniture and equipments.

23. The system shall provide facility to receive stock of furniture and equipments in centres.

24. The system shall provide facility for calculation of Depreciation for preparation of Accounts at any point of time.

25. The system shall provide facility to view and print the statement of stock of furniture and equipments in all offices worth Rs.5001/- and above.

26. The system shall provide facility to view and print monthly performance statement- Centre wise/Regional wise/Zonal wise/Consolidated including CFS.

27. The system shall provide facility to generate:-

1. Cash Book

2. HO- Imprest Register

3. Ledgers for Chemical Payment Details.

4. Ledgers for Payable and Pre-paid amounts.

5. Stamp Register

6. Register of Stock of Construction Materials.

7. TA Register

8. Head Office Advance Register

9. Conveyance Expenditure Register

10. Imprest Payment Register

11. Bank Ledger (MD , ZM and AM)

12. General Ledger

13. Personal Ledger

14. Work Ledger

15. Advance Ledger

16. Contractors Journal

17. Journal/HO Journal

18. Imprest Expenditure Register

19. Advance Expenditure Register

20. Collection and Remittance Register

21. .Cheque Register

22. Security Register

23. Fixed Deposit Register

24. Interest accrued Register

25. HO Collection/Cash Balance Register

26. Telephone Register

27. Imprest Register (Zonal Office, Centres and HO)

28. HO Acquittance Register

29. HO Bank Balance Register

30. E- Cheque Register

31. DD Register

32. Advertisement Register

33. Contractors Fixed Deposit Register

34. HO Cash Receipts

35. Godown rent reconciliation Statement

36. Loan interest calculation.

37. Fixed Asset Register

38. Receipts & Payment Statement

39. Trial Balance

40. Balance Sheet(Format attached)

41. Accounts Schedules (A to I) and Annexures(Formats attached)

42. Profit and Loss Account (Format attached)

43. Budget Estimates/revised Estimates

44. Cash Flow Statement (Indirect method)

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II(B)   AUDIT

1. View facility of all relevant Govt. Orders/Circulars, Office orders, Staff Regulations, Staff Pattern, Special Rules, Court Orders, KSR , Disciplinary actions taken etc. (It must be updated by relevant sections)

2. View facility of corresponding files along with calculations if any, which are to be audited (like Price 3 software)

3. Auto updation of leaves in the establishment section to be viewed and it's Calculation by entering leave days (EL, CML, HPL & LP) - for leave calculations.

4.   Increment, Promotion, pay revision calculations by putting relevant data

5. Integration with Price Software and Tally software.

6. Provisions for any additions

II(c)   PENSION

1. Pension Calculation

   1. Calculation of Pension Service

   2. Calculation of Monthly Pension

      (Basic Pension, Dearness Relief)

   3. Calculation of Family Pension

      (Enhanced Rate & Normal Rate)

   4. Commutation Calculation and restoration of actual pension after 11 years.

      (Commutation amount & Reduced monthly pension after commutation amount)

      Auto restoration facility for commutation period.

   5. Monthly pension payment.

      Pension calculation in special, proper provision needed to calculate the pension of

      employees who had under gone reversion and suspension during their service

      period.

2. Pension Finalization.

   1. Corporation Contribution – Integration with Establishment Section and

      summation of total CC in yearly.

   2. Pension Disbursement of each pensioners calculation (Monthly & Yearly)

   3. Pension Disbursement of each family pension calculation. ((Monthly & Yearly)

   4. FD interest received . (Monthly & Yearly)

   5. Balance sheet.

   6. Income & Expenditure and Receipts & Payments.

7. Cash Book & Trial Balance, Transaction must automatically update.

8. Pension payable during year but paid next/future years in the case non submission of relevant documents on the death of an employee/pensioner to be calculated.

9. Previous year pension paid on current year must also be automatically calculated.

III   CONSTRUCTION - MODULE

Activities of Construction Wing

All maintenance works request from each Warehouse submitted to the Managing Director with   recommendation of RM and ZM concerned. This method should raise through online mode to   Head Office with recommendation of RM and ZM concerned. For new godown construction in   own land /lease land , feasibility report also be obtained from the Regional Manager and   Zonal manager concerned through online in addition to the above including report from   Marketing section. This is also updated in online mode. Details of work **Annexure 1** is attached herewith.

Estimate Preparation

Presently we are preparing estimate for all works through PRICE Software 1 with   Auto Cad drawings and works e-tendered through e-tenders portal.

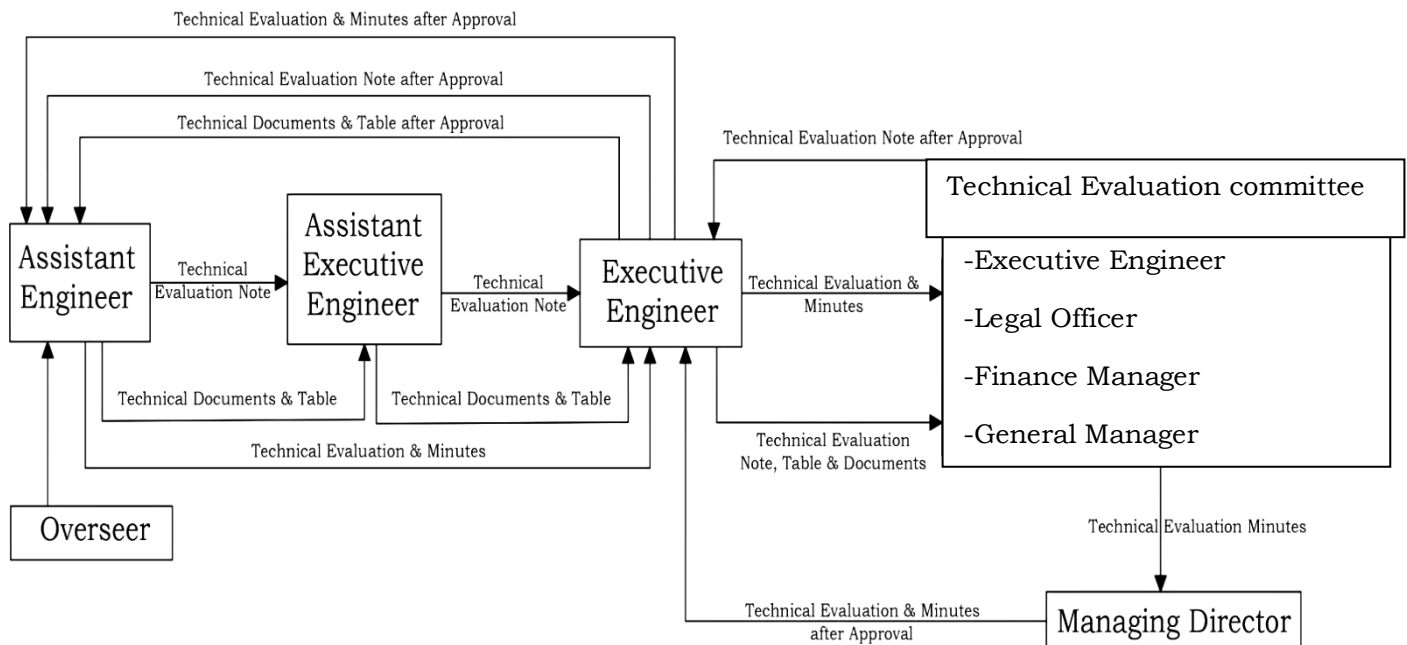Procedure   for estimate preparation and submission

1) EE assign AE/overseer for estimate preparation online.
2) AE intimates date of site visit to W.H. Manager online.
3) After preparation of estimate and approval from MD through AEE →EE → FM → GM, the approved estimate shall be made uploaded in the portal of construction section also the BOQ.

Before e-tendering following documents are prepared manually and uploaded in e-tendering site.

 1.E-tender Notice

 2.Tender Condition

 3. BOQ (Bill of Quantity)

 4 .Drawings

Now Govt has directed to us to upgrade the version of PRICE 1 to PRICE III .We have contacted with IT department after the implementation of PRICE III preparation estimate and all connected works up to bill payment process through this system.

TECHNICAL BID APPROVAL FLOW CHART

Technical Evaluation & Minutes after Approval

Technical Evaluation Note after Approval

Technical Documents & Table after Approval

Technical Evaluation Note after Approval

Technical Evaluation committee

Assistant Engineer	→ Technical Evaluation Note →	Assistant Executive Engineer	→ Technical Evaluation Note →	Executive Engineer	→ Technical Evaluation & Minutes →	-Executive Engineer

-Legal Officer

-Finance Manager

-General Manager

Technical Documents & Table

Technical Documents & Table

Technical Evaluation & Minutes

Technical Evaluation Note, Table & Documents

Overseer

Technical Evaluation Minutes

Technical Evaluation & Minutes after Approval

Managing Director

E-tendering

First of all we are creating the tender for each work for each centre in e-tendering site and upload the documents as per our condition and notice. We are currently using 2 bid systems-Technical and Financial cover.

For Technical Evaluation, the technical bids received through online from the Contractors are checked and verified by the Engineering Section. The technical documents submitted by the bidders were verified manually by the AE. The tabulation with recommendation of AE AEE and EE, submitted to Evaluation Committee. The technical evaluation done by the technical committee consisting of Executive Engineer ,legal Officer, Finance Manager and General Manager.

The technical committee will recommend to accept/reject the bidder based on the documents given by the bidder after which the Managing Director will approve to accept or reject the bidder. Then Technical Evaluation submitted in e-tendering site. After submitting the technical evaluation , financial bid of the accepted bidders are opened and evaluated. The first three bidders who quoted the least amount are accepted while all others are rejected. Then financial Evaluation is prepared and submitting to MD for approval .The work is awarded to the lowest bidder of the financial cover. Work order is prepared and approved by the Managing Director after submitting Financial

Evaluation in e-tendering site. The contractor/ firm is requested to attend this office within seven days of receipt of work order with stamp paper and security deposit mentioned in the work order to execute necessary agreement for the subject work. The contractor/ firm can start the work after executing the agreement/site handed over.

Tender works below one lakh

i) Direction shall be given to Warehouse Manager RM & ZM to invite quotation for works of cost of up to 25,000/-
ii) Quotations/Tenders / shall be invited from H.O for cost of works between 25,000 to 1 Lakh, Quotation/tender/ shall be uploaded in online.
iii) EMD details shall be uploaded online for open tender
iv) EMD collected from warehouse – details shall be uploaded
v) Release of EMD after collecting full security deposit shall be made online

The Agreement details/site hand over details shall be uploaded in construction portal accessed by AE, AEE & EE.

1) Progress of work , daily report and time to visit the site to be uploaded in construction portal from the assistant Engineer concerned. by AE
2) Approval for extension of time shall be availed online from MD [EOT message   shall be auto generated]
3) EOT details shall be uploaded in construction portal.
4) Recovery from contractor for departmental material usage/electricity usage shall be intimated online
5) Completion date shall be intimated online by AE.
6) Payment details shall be uploaded in construction portal.
7) Defect liability period shall be fixed before hand over and automatic message shall   be generated.
8) Security deposit shall be released after completing the defect liability period and also after no grievances from the concerned Assistant Engineer and Warehouse Manager.

Work execution

After completing each work, Assistant Engineer has to enter the measurements in the measurement Book simultaneously and after completing the measurements, bill is prepared with measured quantities and quoted rate in the agreed schedule The bill book submitted to Head Office for payment. The Office Procedure are enclosed **Annexure B.**

. **Finalization of works in construction section in online mode** Finalization of accounts includes all expenditure incurred for each work to be finalized.

Details are given below.

1.For new godown construction , all expenditure for the work tabulated separately such as payment to the contractor ,expenditure at centre and expenses at H.O. level etc in every year as work in progress and after completing the work the total expenditure statement to be prepared. Hence Soft Ware to be designed for the above.

2.For maintenance works above procedures to be done .Also capital portion and revenue portion of the work to be separated .

3.Stock of balance materials to be entered.

4.Funding procedure (NABARD fund, own fund and RKVY fund etc.)

The total expenditure of building ,capacity and area of building to be of each centre Hence Soft Ware to be designed for the above matters for finalization

LAND Details and Building Details

The total extent ,area of building ,capacity of godown ,number of building (godowns ,office, laborers rest room etc)of each Warehouse to be updated in a single click.

TA Bills

TA/DA Bills are prepared by construction staff after the approval of tour programme by the Executive Engineer. The tour programme of Executive Engineer is approved by the Managing Director and payment of TA bills through Audit/Accounts Section .These procedures were done manually and should be raised on online mode .

Sanctioning of leave

Presently leave for construction staff sanctioned by leave application submitted to the Executive Engineer manually for availing leave. This method should raise through online mode.

H**ouse keeping**

Construction Section is also entrusted with house keeping works .For urgent works/petty works to be done by collecting quotations / purchasing housekeeping materials .Payments to be done by obtaining GST bill from the parties and

approval by MD.

Other works

1.Projects submitted to Govt

2.Engagement of consultants

3.deposit works

4.Building permit/Fire NOC renewal

All construction related files are routing through EE→FM→GM→MD and matter related, business and legal are routed through Marketing Manager and legal officer respectively. Bill

related matters are routed to Audit Officer → Deputy Manager (Accounts). For file movement also E-filing system shall implement along with a provision to mark their comments. Below flow chart shows the movement of files from overseer to MD
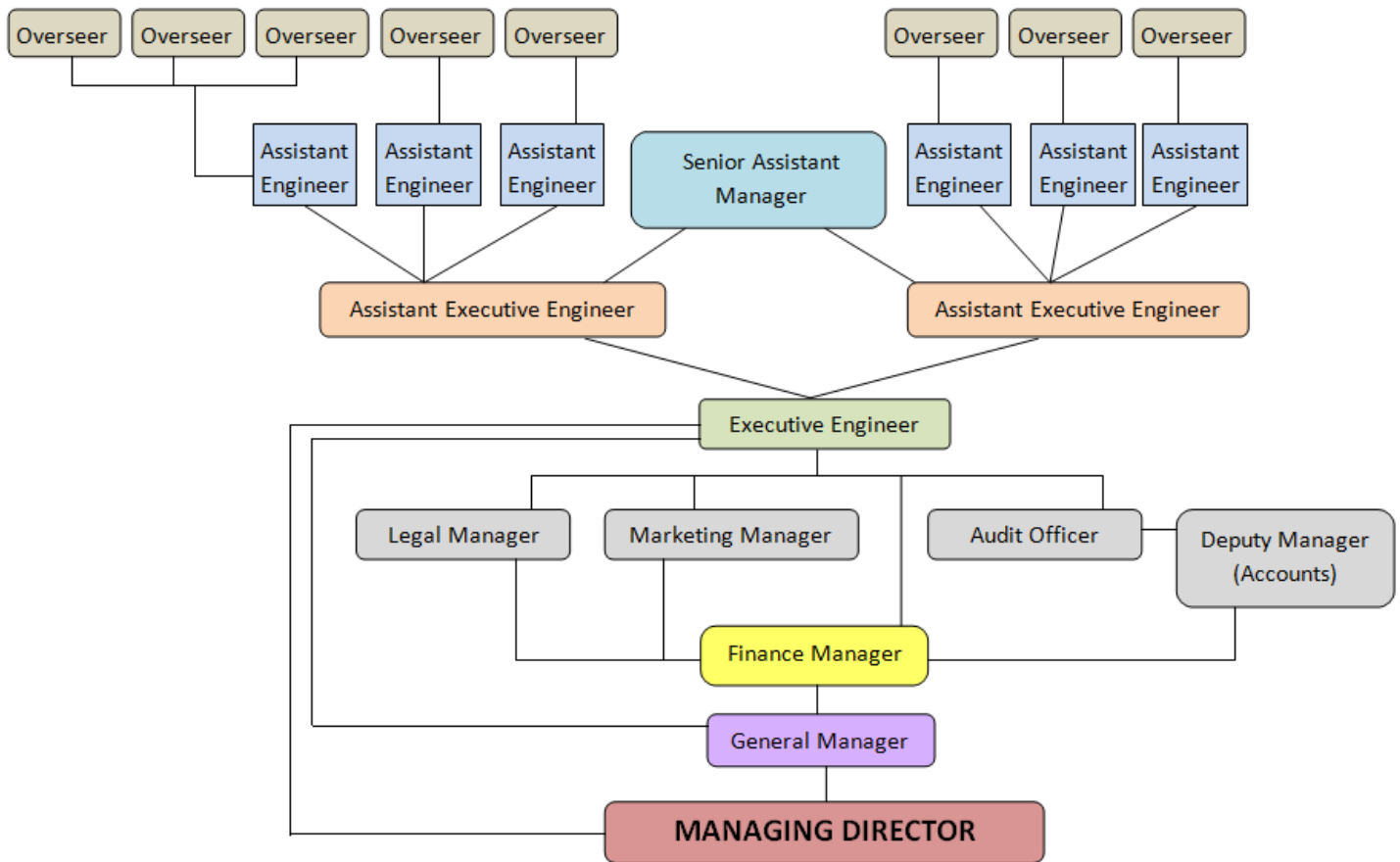
Apart From This:

1.   Standard Operating Procedure for Construction section- Annexure

(Data sheet)

2.   ANEXURE-B (To be attached along with every work bill)

NOTE : 1.Apart from this there should be an Integrated Free Form for letter drafting or other purposes likewise in each Module.

3.   Tapal (Despatch) option for all sections. Despatch section covers courier charges, postal stamp etc

IV.BUSINESS (MARKETING ,INSPECTION & QUALITY CONTROL) MODULE

IV(A) I & QC

CUSTOMER DETAILS

In Customer details module Warehouse Manager should

- Enter the details of customer (Address with Address proof - Govt. approved and GST Number)

- Type of work suggested/needed by the customer should be classified as type of work where GST need to be charged or those having GST exemption

WORK SHEET PREPARATION

Here based on the type of work

- Enter the details as per approved work sheet (enclosed as Annexure 1)

- It should get connected to depreciation formula, miscellaneous expense, chemical rates, manpower entry and conveyance

- The depreciation formula rate, annual chemical cost and PCW rates should get updated from H.O as and when amendment occurs

MAN POWER ALLOCATION FOR WORK EXECUTION

After the work order commenced as per quoted frequency of work

- Warehouse Manager should enter the name of employees/local labouerers/supervisors against the date of execution of each work. Thus the database of manpower allocated against each days of a particular work can be obtained which later can be used for incentive calculation

- Warehouse Manager should get monthly report of list of employees/local labouerers/supervisors against each work executed in that particular month

CHEMICAL STOCK

- HO/Warehouse Manager should enter the present stock position of chemicals in the stock register module and it should get maintained against each receipt, purchase, transfer and consumption

- Entry should be made on every receipt, transfer and consumption of chemicals against each work on everyday basis
- The chemical stock position visibility of all warehouses should get accessed from all offices of KSWC and stock position should get in one click

- Chemical request should raise through online mode
- Expiry of each chemical on receipt at central distribution point should get entered online
- Chemical receipt at each warehouses should get acknowledged online

INSPECTION REPORTS/TA BILLS

- Inspection reports should get digitalized and RMs/ZMs can enter the findings digitally so that H.O can access the same through online and necessary directions can be made at the earliest.

- The present allocated time frame scheduled for carrying out inspection should get verified by the system on entry by the RMs and if the time frame exceeded then the system should deny further entry and inform the details to H.O of those warehouses where inspection not conducted. Further accessibility for entry by the delayed RMs should get provided only after approving from H.O

- TA Bills should be routed to Audit/Accounts for approval after verifying with the date of Inspection done from the system

INVOICE/CASH RECEIPT

- Invoice & Cash Receipt should be in printed format (Format as per rules will be given from Accounts Section)

INCENTIVE CALCULATION

- Incentive form should get incorporated. Then the expenses viz labour cost, GST/TDS, TA/DA, chemical cost other miscellaneous cost should get entered by Warehouse Manager in the Incentive Form after getting the payment from the party. Also enter the bill No, bill Amount and Cash receipt details against each work.

- Then the entered data should get verified by RM and on approval from the RM it should get routed to ZM for incentive calculation or else it should get rejected by RM for correction and then submit to respective Warehouse Manager for re-submission.

- ZM should calculate the incentives in single click from the data given from RM or else it should get rejected by ZM for correction and then submit to respective Regional Manager for re submission

- Incentive formula should equipped in the database by H.O and any changes required in future should get updated from H.O

- Incentive allocation report should get generated at Zonal Office level for disbursement.

BILL/PENDING BILL REGISTER

- For the convenience of Warehouse Managers the format for bill/pending bill register for PCW/RCW should be same as that of Marketing Section. The format of the same should get decided by both sections unanimously

QC STATEMENT

- QC Statements should get entered by Warehouse Managers online and it get routed to H.O through RM and ZM

OTHERS

- Software should get designed to obtain financial year wise all Kerala opening stock of each chemical, its purchase, its consumption and closing balance for Accounts finalization
- Software should get designed to maintain Asset Register where each purchase, transfer, auction of goods should get entered as part of Accounts finalization

IV (B) MARKETING

1. Warehouse/Regional/Zonal/Party level monthly bill register along with the details of Cash Receipt.
2. Warehouse/Regional/Zonal/Party level monthly bills (Rebates & special rebate rates should reflect automatically)
3. Warehouse/Regional/Zonal/Party level pending bill statement.
4. Monthly bill details from the Marketing Section given to organizations such as IFFCO, IPL etc. (Storage & Handling information should be able to enter from the warehouse)
5. Monthly Performance Report of Warehouse/Regional level.
6. Godown viability statement on monthly basis.
7. Live & License Fees of Shopping Complex.
8. Fortnightly Statement of Warehouse/Regional/Zonal level.
9. Market value statement of Warehouses on monthly basis.

10. Bank Lien statement from the warehouses.

11. Party wise Reservation Details (Government & Private)

12. Annual Statements.

13. Details of Live & Cancelled warehouse Receipts.

14. Information on the area allotted to the parties in the open yard of the warehouses. Rates and other details.

15. Information regarding Rent/Margin of rented godowns (Zonal Level)

16. Monthly Statement No. 1 & 2.

17. Information regarding Own/Hired godown details such as Building No., Address, No. of total godowns, separate godown area, stock details etc.

18. Storage accommodation statement to CWC.

19. Availability of space at Warehouses.

20. Mobile Tower Rent details.

21. Details related to WDRA.

22. EV charging stations rent details.

23. Hoardings Rent details.

All statements should be categorized at Warehouse/Regional/Zonal/Headoffice/Party/Period

V   ZONAL & REGIONAL OFFICE MODULE

Establishment

1. Mark the attendance of staffs of ZO and also to view the attendance details of all Warehouses

and Regional offices

2. View warehouse wise staff details under each zone (name designation date of joining at

present office) as on date selected.

3. Provision for working arrangement under the zone

4. Issue non liability certificate

5. confidential report for increment or promotion

6. Receive casual leave and sanction the same of RM maintain CL register

7. View leave statement of warehouse under zone as on date selected

8. Generate leave statement

9. View warehouse wise addition duty register for c-off/ allowance maintaining at warehouse as

on date selected

10. Receive additional duty request and sanction the same

11. Receive request for stationery and its distribution. Maintain stationery stock register

12. Details of staff eligible for medical reimbursement

13. Receive medical reimbursement request and sanction the same

14. provision for office order

15. Tour report.

16. View current / standing instruction

Accounts

1. To enter all receipts and payments of accounts and its statement. Provision for request for

recoupment from H.O

2. Receive advance vouchers, imprest vouchers and collection & remittance cash receipts from

R.M. verify the same. Pass / reject / forward the same.

3. Calculation and Sanctioning recoup imprest amount of the warehouse.

4. Receive advance request from warehouse and sanction the same.

5. Calculation of hired godown rent, TDS, GST and payment to the hired godown owner.

Maintain godown rent register. Generate rent payment details, GST statement, TDS statement, rent out standing

6. View and consolidate all reports/ statements related to accounts details generated from the

warehouse as on date selected.

7. Receive TA/DA from warehouses and sanctioning.

8. Receive additional duty allowance request and sanctioning.

9. Authority to edit / modify clerical errors of cash receipts imprest vouchers handling vouchers

with conditions

10. Payment of pest control incentives.

11. Generate: cash book, zonal office imprest register, cheque issued register

12. Bank reconciliation and to generate Bank ledger.

13. Provision for reconciling TDS Certificates..

14. To close accounts on a daily basis. Shall not allow any modification after the day close

activity is processed.

15. View current / standing instruction

Marketing

1. View and consolidate all reports /statements related to marketing like stock position, stock

register, market value, lien register, warehouse receipt issued and cancelled register, monthly

performance, viability statement, reservation details, normal warehousing, lock and key

details,..... as on date selected

2. Generate business review statement of all warehouses under the zone. Comparison with

previous year

3. View bill register and its outstanding details of warehouses.

4. Generate consolidated statement of all statements generated from warehouses/ regional

offices as on date selected.

5. Calculate and sanction fee for renewal of warehouse license and also Graders license

6. View fixed handling and transportation rates of warehouses.

7. shopping complex building details like area no of rooms , security deposit

8. Shopping complex details like licensee details, license fee, date of occupation, fee hike, bill

details, and outstanding bill details, agreements with shopping complex rentees.

9. Details of all customers / depositors like name, KYC...

10. Business canvassing details.

11. Business review.

12. Receive hired godown request from warehouse and sanctioning.

13. agreements with hired godown owners

14. View Insurance and fire safety details.

15. View storage charge schedule (normal and reservation rate, conditions..)

16. View storage charge rebate to customers details.

17. Authority to edit / modify clerical errors of warehouse receipts with conditions.

18. View current / standing instruction

I&QC

1. Generate surprise inspection

2. View routine/ surprise inspection done by R.M and add remarks from Z.M

3. View and consolidate all statements related to I&QC generated from warehouses as on date

selected.

4. PCW canvassing details.

5. Receive PCW incentive request. Calculate PCW incentive. Sanction PCW incentive.

6. Rate of insecticides & fumigants- current & previous

7. View Furniture & equipment stock register of warehouses.(Purchase, transfer, auction/ write

off)

8. Details of license (PCW, platform balance, FSSAI certificate..)

9. Fire extinguisher details

10. View insecticides & fumigants register maintained at warehouse / Regional office

11. View current / standing instruction

Construction

1. To Report repair/ maintenance at warehouses

2. View Details regarding construction at warehouses.

3. Fixed asset register

4. Construction material details at warehouses

5. land document, area, Building no , details

6. View current / standing instruction

Others

Two level operation.

 Level 1: operated by assistant/ senior assistant.

Level 1 person has to do entries,

check/ verify the matter received from the regional office. Require provision for his/

her remarks, suggestions, comments....

Level 2: Operated by A.M/ S.A.M. Level 2 persons have to check/ verify the entries,

correctness of the entries made by level 1 person. Level 2 person have to verify the

correctness of the entries with standing instruction. Require provision for his/ her

remarks, suggestions, comments.......

Level 3: Operated by Z.M. Level 3 person have to forward/ submit/ sanction the

matter. This level is final. Level 3 person can view the matter pending at level 1 & 2.

        II .All the staff of the corporation have facilities to view his / her office matters like leave details, increment details, PF, etc.

Regional Office

STOCK REPORTS
- Date/week/month/year wise stock statement on warehouse/commodity/party basis..

- Stock position/Occupancy/ on warehouse wise.
- Weekly Statement of stock details of a warehouse on commodity/warehouse receipt wise Normal/reservation basis.
- Fortnight Statement.
- Monthly Performance Statement.
- Normal/Reservation stock details on warehouse wise.
- Consolidated statement on regional basis Monthly Performance/Fortnight/Weekly.
- View Warehouse Receipts/Bills/Cash Receipts

LEAVE REPORTS

- Casual Leave application and sanction of Warehouse Managers
- Additional Duty reporting of staff of all Warehouses.
- Application and sanction of C-off of staff of all Warehouses
- Leave particulars of employees Warehouse wise.
- Additional Duty Allowance.
- Forwarding Application of CML/HPL/EL/etc.
- Joining Reports.
- Work Arrangement.

PCW REPORTS

- Monthly PCW Statement - Warehouse wise.
- Monthly Chemical used Statement - Warehouse wise.
- Incentive statement

ACCOUNTS

- Storage Bill Statement on party/centre/period wise.
- Collection details (monthly/date/period).
- Remittance details (monthly/date/period).
- Handling Bill Statement on party/centre/period wise (only loading/unloading)
- Monthly Imprest details (petty expenditure)
- PCW Bill Statement on party/centre/period wise.
- PCW Expenditure details on party/centre/period wise.
- GST Statement on Warehouse wise – 1-15, 16-30 & 1-30
- TDS Statement

OTHERS

- Routine Inspection

- Annual Inspection
- Surprise Inspection
- Auction Sale
- Handling Rate Fixation.

In addition to

1. Pending and collection details in the new performa I & II in WH module and consolidation in   RO module

2. Verification of TA bills of staff and WH Managers and provide space for recommendation of RM

3.View facility of Charge handing reports of WH Managers in RO module

4.Modification required in both annual and routine inspection reports

5.Non - Liability Certificate of retiring staff in RO module

6 Facility to record all leave particulars, SLA, MR , medical reimbursement details of staff of RM office in RO module

7. Provision for Office Order in WH and RO module and view facility in RO and ZO modules

8.Facility to view the Pest Control Work sheet of WHs and provide space for RM"s recommendation

9.In RO module the details of Imprest Vouchers passed, disallowed, withheld may be provided

10. In ZO module the details of Vouchers passed, withheld, disallowed and RECOUPMENT   details may be provided and view facility in RO module

11. TA bill of Warehouse managers, and the staff-Verification

12. Pending Bill PROFORMA I & amp; II

13.TA bill of Warehouse managers, and the staff-Verification

14. Pending Bill PROFORMA I & II

15. View option of Warehouses (all activities including attendance)

16. Charge Handing over/Taking over reports

17. Modification in Inspection reports

18. In general letters, separate space for recommendation (Free Form)

VI   WAREHOUSE -MODULE

The System Shall Provide,

1. Facility to enter depositor details. It includes all the details of the depositor for future reference

2. Facility to create all types of commodity lists

3. Facility to enter details of commodity deposited. It includes rates, units, weight etc

4. Facility to Generate Warehouse Receipts to the depositer according to their needs

5. Facility to issue duplicate Warehouse Receipts to the depositors on request (based on conditions)

6. Facility to generate Release Orders

7. Facility to generate Delivery/deposite Receipts to depositors against their deposits/delivery when needed

8. Facility to enter daily transaction (Deposit/Release)

9. Facility to Generate bills (at the time of release/monthly basis/as when needed) to the depositors

10. Facility to Generate Statement of Storage Capacity as on date.

11. Facility to Issue Cash Receipts to the customer

12. Facility to enter details of Pest Control Services .

      Generate Statements - whether Owned Godown or not

            Name of Party with Details

            Name of work,Area ,periodicity of work

            Contract /Non Contract

            Rate

            Name of chemicals used

            Name of Employees attend ed the work

            Incentives ,profit margin

13. Facility to Generate Stock Register automatically

14. Facility to generate depositors ledger automatically

15. Facility to create TA bills

16. Facility to create Incentive Statements

17. Facility to Generate statement of expiry date of stock deposited as per the warehouse receipt also option should be provide for the extension of expiry date

18. Facility to generate statement of Commodity wise utilization as on date

19.Facility to requesting sanction for hiring out godowns of private parties/others for short /long duration

20.Facility to generate ledger for the utilization/viability of private a godowns

21. Facility to enter all receipts and payments of accounts

22.Facility to close accounts on daily basis. any modification after day close is allowed only with the   permission of reporting officer or higher

23.Provide Facility to Generate Statements of

        a) Business Perfomance

        b) Bill register

        c) QC Statements

        d) Leave particulars

        e) Collection & Remittance

        f) Income & Expenditure

        g) Imprest Register

        h) Handling Register

        i) Fort Night report

        j) TDS Statement

        k) Chemical Register

        l) Furniture & Equipment Register

        m) Form No 13

        n) Market Value Register

        o) Cheque Received Register

        p) Stamp Register

        q) Bill register

        r) Stationary Register

        s) Pay roll registers

        t) Pending Bills Sttaement

        u) Tax Register

24. Facility to generate Profit & Loss Statements

25. Facility to generate statements showing details of hired godowns

        a) Full address & dimensions

b) Agreement details

c) Rent details

d) Hired rate details

26) Facility to record Additional duty ,apply for duty allowances,medical reimbursement ,SLA,C-off

27) Facility to mark Attendance of employees

28)Facility to Create Bank Lein Register

29)Facility to generate Annual closing statements

30)Facility for Local purchase of urgently needed chemicals(PCW) with permission of I & QC department

31)Facility for requesting Handling Advance

32)Facility for Requesting Rent to Zonal office(hired godowns)

33)Facility to generate center wise Target Achevied Statements (monthly/bi monthly/Quarterly/Half yearly/Yearly etc)

34)Facility to calculate Pest Control worksheet .

35). A register related to Shopping Complex should also be included in the Warehouse module.

VIII   CFS -MODULE

1. IMPORT CARGO

- Import Container details like size, Truck/Container number, entry time etc. should be marked at CFS Gate (Security Cabin)
- Identify the vacant space for storing the import cargo in the godown, through system
- Generate the Gate Pass to leave the empty Import Container from CFS
- Generate the De-stuffing charge bill based on the approved rates including weighment charge, ground rent charge, Forklift charge, CFS Margin etc. plus GST (Weighment charge for 20' Container – Rs.170, for 40' Container – Rs.235, for trucks – 100 and small vehicles Rs.80 excluding GST) GST number of the party, Bill of Entry number, Name of Importer/CHA etc. are to be included in the bills. Also to include Container Shifting Charge @Rs.800 for 20' & Rs.1200 for 40' plus GST in the destuffing bills.
- To generate release order for releasing the cargo to the party
- To generate date wise loading charge of labourers as per the approved tariff
- To calculate the Ground rent charge for the cargo in storage after 15 days as per the following tariff (excluding GST)

  First 15 days free. After free time..
  Next 14 days - for 20' - 1537/Sq.Mtr. & for 40'- 3074/Sq.Mtr.
  Next 14 days - for 20' - 1691/Sq.Mtr & for 40' - 3381/Sq.Mtr.
  Next 14 days - for 20' - 1859/Sq.Mtr & for 40' - 3719/Sq.Mtr.
  Next 7 days   - for 20' - 2045/Sq.Mtr. &for 40' - 4091/Sq.Mtr.
  Next 7 days   - for 20' - 2250/Sq.Mtr. &for 40' - 4499/Sq.Mtr.
  Next 7 days   - for 20' - 2474/Sq.Mtr. &for 40' - 4950/Sq.Mtr.
  Thereafter   - for 20' – 2722/Sq.Mtr. &for 40'- 5444/Sq.Mtr. per week
- Generate the details of pending cargo as on the close of the month
- Generate the details of detained cargo, if any
- Generate the details of abandoned cargo, if any
- Generate the details of confiscated cargo, if any
- Generate the statement showing all detained/abandoned/confiscated cargo
- Generate the Auction details of detained/abandoned/confiscated cargo
- Generate the details of the cargo destructed as per Customs direction
- To maintain financial year wise details of Import cargo handled
- To calculate the Forklift charge @Rs.1680 for 20' & @Rs. 3360 for 40'
- To calculate the CFS Margin @Rs.2700 for 20' & @Rs.3900 for 40'

2. EXPORT CARGO

- Entry of trucks details at CFS Gate (Security Cabin)
- Identify the vacant space in the godown through system

- ➤ Generate the Gate Pass after unloading the cargo
- ➤ Entry of Container details like size, number etc. at CFS Gate
- ➤ To issue stuffing order for loading the cargo into the container
- ➤ Generate Stuffing charge bill based on the approved rates including weighment charge, ground rent charge, Fork lift charge, CFS Margin etc. plus GST (Weighment charge for 20' Container – Rs.170, for 40' Container – Rs.235, for trucks – 100 and small vehicles Rs.80 excluding GST) GST number of the party, Shipping Bill number, Name of Exporter/CHA etc. are to be included in the bills.
- ➤ Generate Gate Pass for loaded container
- ➤ To calculate the Palletization/Sticking charge and to generate the bills for the same. Also to include restacking/cleaning charge, if required, in the stuffing charge bills to the party.
- ➤ To calculate the ground rent charge, as per the above tariff for the cargo in storage exceeded 15 days
- ➤ Generate ground rent charge bill for the shut out/removed cargo without allowing 15 days free time
- ➤ Generate the details of pending cargo as on the close of the month
- ➤ Generate the statement showing all detained/abandoned/confiscated cargo
- ➤ Generate the Auction details of detained/abandoned/confiscated cargo
- ➤ Generate the details of the cargo destructed as per Customs direction
- ➤ To calculate the Forklift charge @Rs.1680 for 20' & @Rs. 3360 for 40'
- ➤ To calculate the CFS Margin @Rs.2700 for 20' & @Rs.3900 for 40'

3. BONDED WAREHOUSE CARGO

- ➤ Entry of Import Container details like size, number, entry time etc. at CFS Gate (Security Cabin)
- ➤ Generate the Gate Pass for empty Import Container
- ➤ Generate the Destuffing charge bill based on the approved rates including weighment charge, ground rent charge, Forklift charge, CFS Margin etc. plus GST (Weighment charge for 20' Container – Rs.170, for 40' Container – Rs.235, for trucks – 170 and small vehicles Rs.70 excluding GST. GST number of the party, Bill of Entry number, Name of Importer/CHA etc. are to be included in the bills.
- ➤ Generate the Ground rent charge bill as per Rs.116/Sq.Mtr./Week
- ➤ Generate the Insurance charge bill @Ps.12.50 per 1000 value
- ➤ Generate the details of pending cargo as on the close of the month
- ➤ Generate the details of detained cargo, if any
- ➤ Generate the details of abandoned cargo, if any
- ➤ Generate the details of confiscated cargo, if any
- ➤ Generate the statement showing all detained/abandoned/confiscated cargo
- ➤ Generate the Auction details of detained/abandoned/confiscated cargo
- ➤ Generate the details of the cargo destructed as per Customs direction

4. **Other details:-**

   ➢ To maintain the party wise bill details and to generate the party wise pending bill details based on each month/financial year

   ➢ To generate Income & Expenditure statement of each month/financial year

   ➢ To generate the volume of container handled in each month/financial year based on TEU basis (twenty equivalent unit)

   ➢ To generate the monthly/yearly income details, separately for Import cargo/Export Cargo/Bonded Warehouse Cargo

   ➢ To generate the Collection & Remittance statement of CFS. Collection of bills should be reflected in the party wise register and pending bill details.

   ➢ To generate the Handling Income & Expenditure statement of CFS

   ➢ To generate the Imprest statement of CFS

   ➢ To maintain Import register

   ➢ To maintain the Inward/Outward, stamp registers

5. **Software being used at other CFSs**

   ➢ MIV CFS – Tracker
   ➢ GDKL CFS – Microsoft ERP
   ➢ KSIE CFS – They are using a software which was developed 12 years back

Procedures for Import containers coming from Vallarpadam ICTT to our CFS

   a) Gate in time being recorded by the security staff at gate

   b) Seal verification by the Customs Officer

   c) Open the container and de-stuff the cargo into the godown

   d) Examination of the cargo by the Customs officers and to assess the Customs duty

   e) On receipt of the duty, Out of Charge Order issued by the Customs

   f) On receipt of the Out of Charge Order at CFS office, the cargo being released to the representative of importer

   g) Normally 15 day free time from the date of de-stuffing is being allowed and thereafter ground rent as per the tariff is being claimed.

   h) The de-stuffing charge being claimed according to the size of the container, as per the tariff fixed for different types of cargo

a) **Procedures for export cargo stuffed at our CFS**

   a) Export Cargo coming to our CFS being unloaded at our godown
   b) Customs officers examine the cargo and permit the same for stuffing
   c) 15 days free time is being allowed for export cargo also
   d) Ground rent will be charged from 16th day onwards till the date of stuffing as per the ground

e)   rent tariff

f)   15 days free time will not be allowed, if the export cargo is taken back by the customer without stuffing

g) The above clause (e) is applicable to the shut out cargo (balance cargo, if any, taken back by the customer without loading into the container) also

h) The stuffing charge will be claimed according to the size of the container, as per the tariff fixed for different types of cargo

b)**Bonded Warehouse: -** The de-stuffing/stuffing charge/Ground rent etc. being collected in respect of the cargo accepted at Bonded Warehouse, depending up on the size of the container. Ground rent is being collected @Rs.116/Sq.Mtr/Week and the Insurance charge is being collected @Ps.12.50 for Rs.1000 value of the cargo.

b)   The handling charges to the labourers are being calculated as per the approved tariff fixed for each cargo and the work card is being issued from CFS office. Later the labour handling charges as per the work card is being remitted at Kerala Head load Workers' Welfare Board, Tripunithura by the end of each month.

c) Palletization works are being done as requested by the customers and paying Rs.160 per pallet towards the palletization charge to the labourers directly and the bills for the same are being issued to the parties along with the stuffing charge, by calculating the labour charge, cost of materials etc.

d) Forklift charge is being claimed, as per the approved tariff, depending up on the size of the container, along with the de-stuffing and stuffing charge bills.

e) The charges for the cargo which are not included in the approved tariff will be fixed separately, on the basis of the discussion with the labour union leaders, as and when necessary.

f) The cash receipt will be issued for all cash collection at CFS office and all the collection of fund received in our MD's account.

g) All containers and all kinds of trucks being permitted to leave the CFS premises by handing over the gate pass, issued from the office, to the security staff.

h) Like all other Warehouses, necessary changes should be made for marking the attendance of the employees

i)   Import register, Gate Pass register, Bill register, Personal register of customers, TDS register, Cash Book, Handling/Imprest, Inward/Outward, and Postage/Revenue are being used at CFS now.

NB: - *Labour handling charge is fixed separately for each type of cargo and the bills are being issued, by calculating the rates, as per the approved tariff. Facility for editing the rates/incorporating the new rates should be included, since the approved rates may vary at the time of de-stuffing/stuffing, depending up on the nature of cargo.*