

ANNUAL REPORT OF VIGILANCE WORK FOR THE YEAR 2018

ORGANISATION : V.O.CHIDAMBARANAR PORT TRUST
NAME OF THE CVO : Shri P.Ravindra Babu, IRSME.,
CVO E-mail ID : cvo@vocport.gov.in

PART-I

ORGANISATIONAL PROFILE

1. No. of employees as on 31.12.2018

a) Group A or equivalent and above	Class I	- 69
b) Others	Class II	- 46
	Class III	- 410
	Class IV	- 285

	Total	- 810

2. Nature of important activities carried out:

- a. The V.O.Chidambaranar Port, Tuticorin is located strategically close to the East-West International sea routes on the South Eastern Coast of India at latitude 8° 45'N and longitude 78° 13'E. The Port is a self-financing corporate body under the administrative control of Ministry of Shipping, Government of India. The Port is authorized to generate revenue to meet the expenditure as provided in the Major Port Trusts Act, 1963 and Indian Ports Act, 1908. The Port is well connected to various trading centers within Tamil Nadu and the neighboring states of Kerala, Karnataka and Andhra Pradesh and all major cities and ICDs by National State Highways and Railway network. There are 16 berths including 2 Container Terminals operated on BOT basis, 4 Coal jetties, 1 Oil jetty, 1 Shallow Draught Berth and General Cargo Berths. **The present capacity of the Port is 65.90 Million Tonnes and Port has handled 36.58 Million Tonnes during the year 2017-18.** Tuticorin is well sheltered from the fury of storms and cyclonic winds. The Port is operational round the clock all through the year. It is situated 540 Kms South West of Chennai and 135 kms from Madurai in the State of Tamil Nadu.
- b. The Port provides infrastructure facilities such as berths, warehouses, transit sheds, open storage space, mechanical equipments, marine, electrical facilities needed to achieve conformity with service requirement. Major cargoes handled includes Coal, Copper concentrate, Timber logs, Phosphoric acid, Rock phosphate, Granite stone,

Salt, Wheat, Sugar, Construction materials, Pulses, VCM, LPG, Naptha, Furnace oil, Ammonia, Fertilizer etc. Port is providing efficient Port and Logistic Services of the best value to its customers.

3. Nature of Public Dealing

- Moderate

4. Vigilance set up

(a) Whether the CVO is full time or Part time

- Part time /Addl.charge

(b) No. of Gazetted / executive level in the Vigilance Dept - 2*

* 1 CVO (Addl.charge) and Dy.CVO (Vacant)

Action is being taken to fill up the vacant post

(c) No. of other officials in the Vigilance Department

P.S. to CVO	-	1
Executive Engineer (Vig-Civil)	-	1
Superintendent(Class III)	-	1

PART II: ANNUAL PERFORMANCE

5. COMPLAINTS

Source	Opening Balance	Recd during the year	Total	Dispos ed	Balance	Age wise Pendency (Months)			
						<1	1-3	3-6	>6
CVC	0	1	1	0	1	-	-	1	-
Others	12	62	74	45	29	2	13	6	8

6. ACTION ON THE CVC ADVICE

Stage of Advice	Type of Proceeedings	Opening Balance	Recd during the year	Total	Disp osed	Balance	Age wise Pendency (Months)			
							<1	1-3	3-6	>6
I	Major		1	1		1	1			
	Minor		1	1		1	1			
II	Minor									

7. DEPARTMENTAL INQUIRIES

a) UNDER THE CVC JURISDICTION

Opening Balance	Received during the year	Total	Disposed	Balance	Age wise Pendency (Months)			
					<6	6-12	12-18	>18
2	1	3	NIL	3	1	-	1	1*

* Pending due to court stay on the proceedings

b) OTHERS

Opening Balance	Received during the year	Total	Disposed	Balance	Age wise Pendency (Months)			
					<6	6-12	12-18	>18
7	1	8	7	1	0	1	0	0

8. PROSECUTION SANCTIONS

Category	Opening Balance	Received during the year	Total	Sanction Granted	Sanction Refused	Balance	Age wise pendency (months)	
							<3 M	>3M
Gr-A	NIL							
Gr-B								
Gr-C								
Gr-D								

9. AGE WISE DATA OF DISPOSED DEPARTMENTAL PROCEEDINGS (time taken to conclude the proceedings from the stage of registration of complaint till final disposal)

Nature of Proceedings	<3 months	3-6 months	6 months – 1 year	1 – 2 year	>2 years
Major	-	-	-	-	-
Minor	-	-	1	6	-

10. QUALITATIVE PARAMETERS OF VIGILANCE ADMINISTRATION

a. MAJOR PENALTY PROCEEDINGS (Grouping penalty wise)

No. of cases	No. of officials against whom proceedings finalized (out of column 1)	Cut in pension (out of column 2)	Dismissal/ Removal/ Compulsory Retirement	Reduction in Lower time Scale/ Rank	Other Major Penal -ties	Minor penal-ties other than Censure/ warning	Censure/ Warning	No action
NIL								

b. MINOR PENALTY PROCEEDINGS (Grouping penalty wise)

No. of Cases	No. of officials against whom proceedings finalized	Reduction to lower stage	Postponement/ Withholding of increment	Recovery from pay	With holding of promotion	Censure/ Warning	No action/ Others
8	7	-	-	-	-	2	5

c. RANK-WISE BREAK UP OF PUNISHMENT AWARDED

Group	No. of officials against whom proceedings finalized	Cut in Pension/ Increment	Dismissal/ removal /compulsory Retirement	Reduction to lower time scale /in Rank	Other major penalties	Minor penalties other than Censure / Warning	Censure/ Warning	No action / others
Group C (Cl.III&IV)	6	-	-	1	-	-	-	5
Group B (Cl. I,II&HOD)	1	-	-	-	-	-	1	-

11. LIST OF CASES WHERE MAJOR PENALTY WAS IMPOSED

Juris-diction	Sl. No.	Case No.	Name(s) of Charged Officer(s)/ Employees S/Shri/Smt.	Date of issue of Charge sheet	Date of final order	Punishment	Remarks
CVC	NIL						
Others							

PART III**12. a) INVESTIGATION REPORTS SUBMITTED BY THE CVO W.R.T. ALL COMPLAINTS, AUDIT REPORTS, INVESTIGATIONS OF WORKS, ETC**

Upto the end of previous year	During the year	Action Recommended on the cases of the year			
		Major	Minor	Others	Closure
23	20	1	-	42	8

b) RANK WISE DETAILS ON ACTION RECOMMEND ABOVE

Upto the end of previous year	During the year	Action Recommended on the cases of the Year			
		Major	Minor	Others	Closure
Group A	1	1		3	-
Group B	-	-		-	-

13. INSPECTIONS CONDUCTED BY THE CVO**a) CONTRACTS AND MAJOR PURCHASES**

Type	Up to the end of the previous year	During this year	No. resulting in Vig. Cases	Recovery effected (in Rs.)
Periodic	59	6	2	-
Surprise	36	4	1	-
Major Works	12	2	0	-

b) OTHER THAN CONTRACTS AND MAJOR PURCHASES

Type	Upto the end of the previous year	During this year	No. resulting in Vig. Cases	Recovery effected (in Rs.)
Periodic	-	-	-	-
Surprise	-	2	-	-
Major works	-	-	-	-

14. CASES IN, WHICH COMMISSION ADVICE HAS NOT BEEN COMPLIED WITH

Names of officers	IO's findings	CVC 2 nd Stage advice	Final Decision
NIL			

15. ACTION TAKEN ON CTE's REPORT (IF ANY)

Names of works with date of inspection	No. of paras referred to CVO for action	No. Of paras in which action taken by CVOs	Paras settled by CTE	No. Of paras referred for vigilance investigation with date	Paras pending for disposal	Recovery proposed by CTE	Recovery effected by Dept
Intensive examination of integrated Port information System	9	9	6	2 –Two (24.07.2018)	2	20.32 lakhs	20.32 lakhs

16. NATURE OF VIGILANCE ACTIVITY

Total No. of Departmental Inquiries		No. of inquiries pertaining to core activities of the organization out of Col 1		No. of inquiries pertaining to personnel matters out of Col 1	
Major	Minor	Major	Minor	Major	Minor
3	8	3	2	0	6

17. ACTION ON APPOINTMENT OF CDIs AS IOs

Opening balance of pending appointment	Nominations received during the year	No. of appointment orders issued	Closing Balance		
			<6 months	6m-1yr	>1 year
NIL					

18. DETAILS OF MISCONDUCTS WHERE MAJOR PENALTY WAS IMPOSED

a) In respect of Officers coming within the jurisdiction of CVC.

Nature of misconduct	1 st stage advice of CVC	Findings of IO	2 nd stage advice of CVC	Nature of penalty imposed by disciplinary authority
NIL				

b) Others: Nil

PREVENTIVE VIGILANCE

- (i) Provision has been in the Port web site to lodge the complaint through on line system and the complaints lodged through system are being processed for further action.
- (ii) Periodic rotations of officials who are in the sensitive posts/places are ensured as per the guidelines of CVC.
- (iii) E-Procurement, E-tendering and e- Auction have been introduced and the bill payment details to contractors have been published in the website on daily basis to prevent human interface/reducing instances of corruption.
- (iv) Vigilance Department is making continuous assessment of system and procedures of the Port as a part of preventive vigilance, so as to identify the vulnerable area which provides scope for corruption basis on the assessment of Vigilance Department is recommending measures to improve the system and to strengthen the internal controls of the Port.
- (v) The Port is under certified ISO 9002 in 1996 and upgraded to ISO 9001 in 2008 for Quality Management System. Further, VOCPT has been certified for adhering to the revised standard "ISO 9001:2015" under Quality Management System (QMS) and "ISO 14001:2015" Port is certified compliance for ISPS code in June, 2004. Manuals under Quality Management System are audited periodically by the internal / external audit of these systems. Environment Management System(EMS) under Integrated Management System(IMS). VOCPT is the first Major Port in India to implement Integrated Management System with effect from 29.08.2017. Further VOC Port was certified under OHSAS18001 (Occupational Health and Safety Assessment Series) also.
- (vi) The centralized uniform PCS system, covering of all the Major Ports to integrate the electronic flow of information across the trading partners involved in maritime transport chain through a common interface, has been established by the Indian Ports Association, New Delhi for all Major Ports as a part of a collective, collaborative, and cooperative approach to EDI (Electronic Data Interchange) implementation. Further, Indian Ports Association, under the guidance of Ministry of Shipping introduced a new Port Community System (PCS 1 x), a cloud based new generation technology with an user-friendly interface. The system reported to have the potential to revolutionize the maritime trade in India and bring it on par with global best practices and pave the way to improve the Ease of doing Business to world ranking and Logistics Performance Index(LPI) ranks. The system is also an initiative that supports green initiatives by reducing the dependency on paper. The web-based platform has been developed indigenously and is a part of the "Make in India" and "Digital India" initiative
- (vii) Vigilance Department continue to keep a close watch on the sensitive areas of all the activities in the Port especially the revenue generating areas like the vessel / cargo related charges assessment with reference to Port's approved Scale of Rates.
- (viii) Vigilance Department proposes to conduct more reviews, investigations, etc. of the records/ documents based on the important observations of the Resident Audit

Unit(C&AG) and Internal Audit of the Port. Corruption prone areas are identified and preventive measures are suggested to the Departments concerned.

- (ix) Periodical and effective monitoring of the cases referred by CVC, CBI, Ministry have been undertaken.

19. SCRUTINY OF ANNUAL PROPERTY RETURNS

Total No. of APRs	No. scrutinized upto the end of the previous year	No. scrutinized during the year	Balance	Comments
115	84	31	NIL	

20. WHETHER FOLLOWING LIST PREPARED

- a. Agreed List – yes, prepared for the year 2018
- b. List of Officers of Doubtful Integrity – yes, prepared for the year 2018


21. OTHER ACTIVITIES

(a) Training/awareness Courses conducted:-

- a) For creating Vigilance awareness, Integrity Pledge was administered in the entrance hall of the Administrative Office Building, VOC Port Trust by Traffic Manager, FA&CAO and Deputy Conservator to all Port officers and employees of the Port at 11.00 hrs on 29.10.2018.
- b) During the Vigilance Awareness Week organized from 29th October 2017 to 3rd November, 2018 in the Port, various competitions were held for Port employees, officers, students of various schools and colleges in and around Tuticorin to create awareness on vigilance.
- c) An awareness seminar on the topic "Eradicate corruption – Build a new India" was conducted by Dr.S.N.Venkatesan on 31.10.2018 for benefit of Officers and Employees of the Port.
- d) During the Vigilance Awareness Week organized from 29th October 2018 to 3rd November, 2018 in the Port, a review of the functioning of the "Integrity Club" for School Students inaugurated in the previous year was held before the officials of the Tuticorin Port Educational Agency to create awareness on vigilance. Shri Manicka Athappa Gounder, an eminent speaker gave an awareness speech to the students of Koil Pillai Memorial Higher Secondary School, Tuticorin-4 on 02.11.2018.
- e) During the Vigilance Awareness Week organized from 29th October 2018 to 3rd November, 2018 in the Port, a Medical camp(Eye check-up and General) was organized in the Labour Colony of Muthiahpuram Panchayat from 11.00 hrs. 19.00 Hrs. on 03.11.2018 to create awareness on vigilance.

(b) System Improvements undertaken:-

- (i) All payments are made through RTGS or NEFT mode excluding some exceptional case like TNEB electricity bills, BSNL payments .
- (ii) Details of payments made to vendors / contractors in the Port have been made in the Port web-site to have more transparency in settlement of bills.
- (iii) Collection of charges and refunds relating to operation of cargo handling and Port and Dock Services are made through 100% online system leading complete automation of cargo handling and Port and Dock services.
- (iv) Finance Department was requested to send payment details to Vendors and Suppliers through electronic mode, email / mobile phone to prevent the human interface
- (v) Frequent checks are made on the collection / accounting of the Port Revenue and deviations are pointed out.
- (vi) Finance Department was asked to review all pending cases of EMD / Security Deposit periodically and remind the departments concerned for taking timely action for release of pending EMD / SDs.
- (vii) The Finance Department was instructed to study, scrutinize and concur in the estimates / proposals within the prescribed time limit and following the file tracking system introduced under ERP by the Port Management.
- (viii) All bills received in Finance Department are centrally diarized and distributed to various sections of Finance Department through computerized tracking system. The bills are being passed for payment on First in First out basis .
- (ix) Existing system of collection of cash for issue of temporary permits / vehicle/equipment entry permits across counters at various places have been replaced with Point of Sales machines and RFID system to reduce the possibilities of corruption in handling cash. A system is under development for issue of online Annual Vehicle and Equipment License.
- (x) CCTV camera in all sensitive areas to monitor / observe the operations for ensuing transparency in the Port operations have been installed.
- (xi) Estate Management Division Officers have been instructed to have Periodical checking of all the leased areas to ensure strict adherence of the terms and conditions as per allocation made
- (xii) Estate Management Division was instructed to enforce the Penal provisions in respect of the minimum guarantees traffic provided in the agreements for allotment of land for warehouses strictly to avoid revenue loss to the Port.
- (xiii) Vigilance Department is regularly monitoring the revenue generating areas like assessment of vessel and cargo related charges with reference to Port's approved Scale of Rates.

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- (xiv) Tenders should be invited only after getting administrative approval / estimate / expenditure sanction from the competent authority
 - (xv) The list of registered contractors maintained by the Engineering departments for different categories of work are being updated every year following approved/prescribed guidelines.
 - (xvi) All tender notices, irrespective of estimated value, are published in the Port website in addition to its publication in News papers and also in Indian Ports Association web-site. The EDP Centre is ensuring that all tender notices received from the departments are published in the Port web-site.
 - (xvii) Refund of EMDs in respect of unsuccessful tenderers are made immediately after finalization and award of work.
 - (xviii) Security Deposits/Performance Securities are released to the contractors immediately after defects liability period/guarantee/warranty period is over and proper certification by the authority concerned.
 - (xix) Introduction of e-Tendering for Port work tenders in addition to e procurement tenders. Procurement through GEM Portal has been implemented. All AMC contracts are made through E-Tender mode only..
 - (xx) Preparation of Works Manual and Procurement Manual for contract works and Departmental Manuals are undertaken by the VOC Port Trust.
 - (xxi) Implementation of Integrity Pact and appointment of IEM to monitor Integrity Pact in VOC Port for tenders costing Rs 1 crore and above.
 - (xxii) A provision has been made in the Port official web-site to facilitate the whistle blowers to make their complaints under the heading Vigilance Complaint Form. Any person can make a complaint just by entering few particulars and uploading the same in the Port web-site. Such complaints were directly received in the CVO mail-id. The names and other details of the complainant were be kept confidential. Verification of the complaint will be made expeditiously. It is felt that this will strengthen the whistle blower mechanism.
 - (xxiii) Ship Chandling, Ship repair, Chipping, painting and Misc trade licenses, Stevedoring and shore handling licenses issued through online applications and all the proof required for obtaining the licenses are submitted through online. Project introduced covering the entire licenses to be issued at VOCPT on the above licenses. Software development was commenced on 20.04.2017 and the project was commissioned on 20.11.2017.
 - (xxiv) All documents required for vessel clearance by Marine Department are obtained through online system and vessel clearance are issued through online system. All vessels masters are requested to given a certificate stating "no complements been given to any Port authorities" from 2015 to till date. This was carried out on a large scale as per CVC guidelines.

22 (a) Whether tender put up on web-site - Yes

Vigilance Department is monitoring the availability of tenders in the Port web-site. Any lapse will immediately be brought to the notice of appropriate authority for suitable action.

22 (b) Whether details of tender above threshold value are put on web-site subsequent to finalization of tenders - Yes

23. Has computerized file tracking system been introduced? - Yes

24. No. of cases in which departmental action initiated / punishment awarded for causing delays. - Nil

25. Any systems designed to ensure that principle of first come first serve in dealings with public / others stake holders is followed. - Yes

In VOC Port, allotment of berths for ships is made on the above principle subject to Government guidelines on priority berthing

26. No. of cases in which departmental Action initiated / punishment awarded for violating sequential approach. - Nil

27. Any steps taken to increase transparency in dealing with public / other stakeholders.

- a) A standard Notice Board was displayed in Port entrances as per CVC's instructions for sensitizing the public about corruption.
- b) Displays of hoardings in all important places containing selected slogans on anti-corruption to create awareness on eradication of corruption have been made.
- c) Payment details to contractors/vendors /Port Users are published in the website.
- d) Provision has been made in the Port web site to lodge the complaint through online.

28. Measures recommended for Systems improvement/ Prevention of Corruption

- a) Department have been advised for advance collection of Berth Hire Charges in respect of sailing vessels in Zone – B and collection of vessel related charges of the Port in advance and to give vessel clearance only after realizing all the charges to avoid belated receipt of charges due to the Port.
- b) Engineering Departments have been instructed to invite tenders only after getting administrative approval / estimate / expenditure sanction from the competent authority.
- c) Instructions have been issued to all Departments to publish all tender notices, irrespective of estimated value, in the Port Web-site irrespective of the value and EDP Department have been instructed to ensure that all tender notices received from the departments are published in the Port web-site.


- d) Departments have been instructed to prepare a separate manuals in respect of their Departments and Works manual and Procurement Manual for contract works undertaken by the VOC Port Trust. Procurement Manual has since been prepared and adopted.
- e) Introduction of e-Tendering for Port work tenders was suggested in addition procurement tenders and the same has been implemented.
- f) Suggested for a systematic / periodic review of land allotments / lease period by the Departments using the ERP system for sending timely reminders to parties for payment of rentals, expiry / renewal of land allotments before the mandatory period of 30 days before the expiry of License period.
- g) Undertaking Periodical checking of all the leased areas should be undertaken by the officers of Estate Management Division for strict adherence of the terms and conditions as per allocation made and also suggested for enforcing the panel provisions in respect of the minimum guarantees traffic provided in the agreements for allotment of land for warehouses strictly to avoid revenue loss to the Port. The department was also requested to incorporate the areas in the GIS mapping, digitize the land records and explore the possibilities of using the idle lands to get maximum revenue to the Port.
- h) Suggested to publish the details of payments made to vendors / contractors in the Port web-site to have more transparency in settlement of bills. The Department was suggested to publish the refunds made to Shipping Agents on cargo/vessel related charges
- i) Suggested to send payment details to Vendors and Suppliers through electronic mode, email / mobile phone to prevent the human interface.
- j) The Departments have been asked to review the existing system and fix bench marks for processing the bills in the Departments duly incorporating the same in the ISO manual, so that the abnormal delays could be identified at each level and action can be taken accordingly.

29. Remarks / Comments on vigilance matters of the organization.

The Port is certified under quality system under ISO 9001-2015 and the quality systems are monitored by external agencies. VOC Port established an Integrated Computer System (ICS) comprising of application software for Port Operation System, Financial accounting system, Salary administration, Materials Management system, quarters & estate rentals .

Tuticorin – 628 004

Date : 25.01.2019.


CHIEF VIGILANCE OFFICER